



*"Partnering with our community to build and maintain a safer San Antonio"*

## Garage Sale Application

Permit fee - \$16.00

### Application Information

#### Property Details

Property Address: \_\_\_\_\_ San Antonio, TX \_\_\_\_\_ Parcel # (if known) \_\_\_\_\_

#### Applicant Contact Details

Applicant Name (if different): \_\_\_\_\_

Applicant Contact Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Applicant also known as (Check One):

Tenant     Non-Profit     Property Owner     Authorized Agent     Facility Manager

#### Application Details

Date(s) of Sale: Start: \_\_\_\_/\_\_\_\_/\_\_\_\_ End: \_\_\_\_/\_\_\_\_/\_\_\_\_

Is this a Garage Sale at your home?  Y  N

If yes, are you the homeowner or tenant? (Check one)  Homeowner  Tenant

If no, is this a community sale, charitable /non-profit organization, or an estate sale? (Check one)

Community Sale     Charitable/ Non-profit Organization     Estate Sale

(Note: An authorization letter is required for community sales & charitable/non-profit organizations. A contract is required for estate sales. See page 5 for example)

**Certifications** (All must be checked)

- If this is a residential garage sale, I certify I am the home owner or tenant
- As part of this garage sale application process, I authorize Code Enforcement Services to enter the property to inspect garage sale related issues and/or items during the dates of the garage sale
- I acknowledge that this garage sale permit is valid only for the dates (no more than two (2) consecutive days per City ordinance Ord. No. 2006-09-21-1122 and the address listed on the permit. Any changes to sale dates, location, or operator require a new application and permit
- I understand that this garage sale permit must be visible from the street or sidewalk or available for Code Enforcement Services upon request; and that items for sale may not be closer than five (5) feet to the front or side lot lines of the property
- I understand that the sale of food requires a separate permit from the Metropolitan Health District. Furthermore, I understand that I may not sell Glue, Aerosol Paints, Guns, Ammunition, or Live Animals.

**Permit Information**

Are you requesting any of the following (One request available of each type every calendar year):

- Rain Check (Requested after original garage sale date due to inclement weather)
- Reschedule (Requested prior to original garage sale date)

**Chapter 16 of the City Code of Ordinances, Article XII** – This is to certify that I will comply with the provisions listed and certify that I have authorization of the above property to have a garage sale with all applicable City of San Antonio requirements. The above information is true and correct to the best of my knowledge.

Printed Name: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

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**OFFICE USE ONLY**

- Garage Sale Application
- Proof of ownership (if applicable)
- Utility Bill (if applicable)
- Estate Sale Contract (if applicable)
- Authorized agent letter (if applicable)

Questions? Please visit our website [www.sanantonio.gov/dsd](http://www.sanantonio.gov/dsd) or contact our Call Center at 210-207-1111

# Application Requirements and Acknowledgments

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This checklist offers assistance with purchasing a Garage Sale Permit from the City of San Antonio. Yard, rummage, and estate sales also require this permit. Detailed information can be found by visiting the City of San Antonio Code of Ordinances, Chapter 16, Article XII, Garage Sales. Additional information is also available by calling 311 or (210) 207- 6000; (210) 207-1111 or emailing [callcenter@sanantonio.gov](mailto:callcenter@sanantonio.gov). Permits are available for purchase at select H-E-B stores and online. Permits are also available from the City of San Antonio Development Services Department, 1901 S. Alamo Street, San Antonio, TX 78204.

## **Information needed by Development Services department to create a Garage Sale Permit**

1. Name (Homeowner, lessee or authorized agent [*church, charitable, nonprofit organization*])
2. Address of sale location
3. Date of sale
4. Photo identification (if applying in person at Development Services)
5. Proof of residence
6. Utility Bill (if applying as tenant)
7. *Proof of Authorization Letter* for church, charitable, or nonprofit organization stating authorized agent (see example provided at the end of this document)
8. *Contract or Proof of Executorship* required for estate sales
9. Fees: Garage Sale Permit (\$16), may apply if requesting in person at Development Services Department.

## **Garage Sale Details**

1. **Apartment communities** and **Neighborhood Associations** are considered residential and require a Permit.
2. **Estate Sales** require a permit and shall adhere to the same rules and regulations as garage sales. A contract or proof of executor (authorized agent) of the estate is required.
3. **Hours** for holding yard, rummage or estate sales are **9:00 AM to 6:00 PM** and shall not be held longer than two (2) consecutive days.
4. **CAUTION: DO NOT place signs** on telephone poles, light standards, street signs or City right-of-ways.
5. **CAUTION: The following items may not be sold:** Glue; Aerosol Paints; Guns; Ammunition; Live Animals or any food\* items (\* the sale of food items requires a permit from the City of San Antonio Health Department)

## **Signage**

1. Three (3) signs are allowed for advertisement of a garage sale. One (1) sign may be placed at the location of the garage sale and two (2) signs may be placed off-premise.
2. Place both sign **decals** included in this permit on the signs located off-premise. **Signs shall not exceed the size of six (6) square feet.**
3. Signs may be posted (2) two days before the date of the garage sale.
4. Garage sale signs posted without decals in a public right-of-way are not allowed and may be removed and discarded without notice.
5. Signs posted on City's right-of-way objects such as utility poles, street signs, traffic signs, street light standards, etc. are **strictly prohibited** and considered a misdemeanor offense.
6. All signs shall be removed upon expiration of the garage sale permit.

Questions? Please visit our website [www.sanantonio.gov/dsd](http://www.sanantonio.gov/dsd) or contact our Call Center at 210-207-1111

## **Unauthorized Sale Items**

1. Only personal property is allowed to be sold. The sale of the following items is prohibited:
  - a. Glue, aerosol paints, guns, ammunition, live animals
  - b. Food \* (\* sale of food items requires a permit obtained from the City of San Antonio's Health Department)

## **Rainchecks - Inclement Weather**

In the event the garage sale is not held due to inclement weather, or other reason, a replacement request may be submitted under the following conditions:

1. Request is submitted within one (1) week from the original date of the garage sale;
2. The new garage sale date is within 30 (thirty) days of the original date of the garage sale; and, this is the first time in this calendar year a replacement permit is requested.
3. If the original Garage Sale Permit was issued by HEB, the receipt or proof of payment is required.

Rainchecks may be applied for in-person by visiting Development Services Department, Monday - Friday, from 7:45am to 4:30pm located at 1901 S. Alamo, San Antonio, TX 78204 or by calling Development Services' Call Center (210) 207-1111 also M-F, 7:45am to 4:30pm.

## **Frequency of Garage Sales**

1. San Antonio **residences [garage sales are recorded by address]** are allowed one (1) garage sale per calendar quarter for a total of four (4) garage sales per calendar year.
  - a. The fourth (4<sup>th</sup>) garage sale permit is free with proper validation of receipts issued by HEB or permits issued by Development Services Department. The free permit may be obtained at Development Services Department or available online through the Citizen Access Portal.
2. Churches and nonprofit organizations are allowed one (1) garage sale per month on their property.

## **Reschedule**

1. Applicants may reschedule a Garage Sale Permit by visiting Development Services Department located at 1901 S. Alamo San Antonio, TX 78204.
2. Calling Development Services Department Call Center, (210) 207-1111, M-F, 7:45am to 4:30pm.

## **Refunds**

Garage sale permits are non-refundable.

## Authorized Agent Letter Example

Date

City of San Antonio  
Development Services Department 1901  
S. Alamo St.  
San Antonio, TX 78204

To Whom It May Concern:

This letter hereby authorizes (Authorized agent name) to purchase a Garage Sale Permit from the City of San Antonio as an authorized representative of (church, charitable, nonprofit organization name). The garage/yard/rummage/estate sale will be held on (dates of sale) at (sale address) per our attached application for Garage Sale Permit.

Please contact (letter signer) at (phone and/or email) with any questions.

Thank you,

(Organization representative)  
(Representative Title)