



**City of McDonough**  
**Community Development Department**  
Email: [ttebo@mcdonoughga.org](mailto:ttebo@mcdonoughga.org)

**COMMUNITY SALES PERMIT APPLICATION**  
**(Please allow at least 48 hours to process your request)**

You may email the completed form to the above email address or bring it to the office, located on the 3<sup>rd</sup> of City Hall. Payment is due at time of submittal, if emailed you may pay via credit card over the phone (Staff will contact you for payment).

**APPLICANT'S NAME:** \_\_\_\_\_

➤ **Resident of the City?**

☐ Yes

*If no, permit cannot be issued per city ordinance no. 19-03-18(A)*

**PHONE NUMBER(S):** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

**ADDRESS OF SALE:** \_\_\_\_\_

➤ If multiple addresses, identify all addresses via an attachment hereto.

**NAME OF PROPERTY OWNER:** \_\_\_\_\_

➤ If multiple addresses; list name of property owner(s) with each address.

**DATE OF SALE:** \_\_\_\_\_ **TIME(S)** \_\_\_\_\_ - \_\_\_\_\_

**DATE OF SALE:** \_\_\_\_\_ **TIME(S)** \_\_\_\_\_ - \_\_\_\_\_

*Monday – Friday (8:00 A.M. to 5:00 P.M.) Saturday (8:00 A.M. to 4:00 P.M.) Sunday (10:00 A.M. to 2:00 P.M.)*

**Has/have sales been held at the designated address(es) within the last twelve (12) months?**

☐ **Yes, Please list Date(s)/Type(s) of Past Sales:** \_\_\_\_\_

☐ **No**

1. Community Sales (Estate, Garage, or Yard Sale) require a **Permit Fee** of \$25.00 (non-refundable)
2. Sales cannot exceed **two (2) consecutive days** per City Code sec. 5.16.030. Additional days require a new permit. Date(s) of approved Sales cannot be changed for any reason.
3. Sales are allowed at **Residential Zoned (RA-200, R-100, R-85, R-75, R-50, RM-75 (stand-alone lot) and RCD)** properties only.
4. Applicants/Property Owners are responsible for **parking and traffic management** during operation of the Sale.

5. **Community Sales** allowed to operate as follows:

- **Signage** shall not be posted more than 72 hours prior to the sale and must be removed within **24 hours** after said sale.
- **No signs** shall be **attached to** or **painted on** any utility pole, tree, rock or any other natural object.
- **No signs** shall be placed as to **overhang** any portion of public right-of-way or other public properties.

6. **Merchandise cannot be displayed** within the **right-of-way** for public safety protection.

7. **Signage** shall not exceed allowable square footage and number as identified in area and must be posted on PRIVATE PROPERTY only with owner's consent.

- **Signage at Sale Site** – Maximum **three (3) square feet** and limited to **four (4) stake signs**.
- **Directional Signs** – Maximum **one (1) square foot** and must be within **one (1) mile** of sale location.

The applicant shall exonerate, indemnify and save harmless the City of McDonough from and against all claims or actions and all expenses incidental to the defense of any such claims, litigation and actions based upon or arising out of damage or injury, including death to persons or property caused by or sustained in connection with the performance of this permit or by conditions created thereby or arising out of or in any way connected with the acquisitions and performance claims, litigations and actions suffered through any act or omission of the applicant or agent or anyone directly or indirectly employed or associated with, whether employed or not, under the supervision of any of the application and that the above statement and information are true and correct. All provisions of laws and ordinances governing work to be provided shall be complied with whether specified herein or not. I have read and understand the rules and regulations set forth governing the said sale and Swear that the above information I have provided is accurate.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\***FOR OFFICIAL USE ONLY - Do Not Write Below This Line**\*\*\*\*\*

**Application Complete:** YES/NO                      **Zoning:** \_\_\_\_\_

**FEE:** \$ \_\_\_\_\_

**Payment Method:** Cash/Credit Card/Check/Money Order # \_\_\_\_\_

**Tina Tebo, Executive Assistant to Director** \_\_\_\_\_

**Approved/Denied**                                      **Date:** \_\_\_\_\_