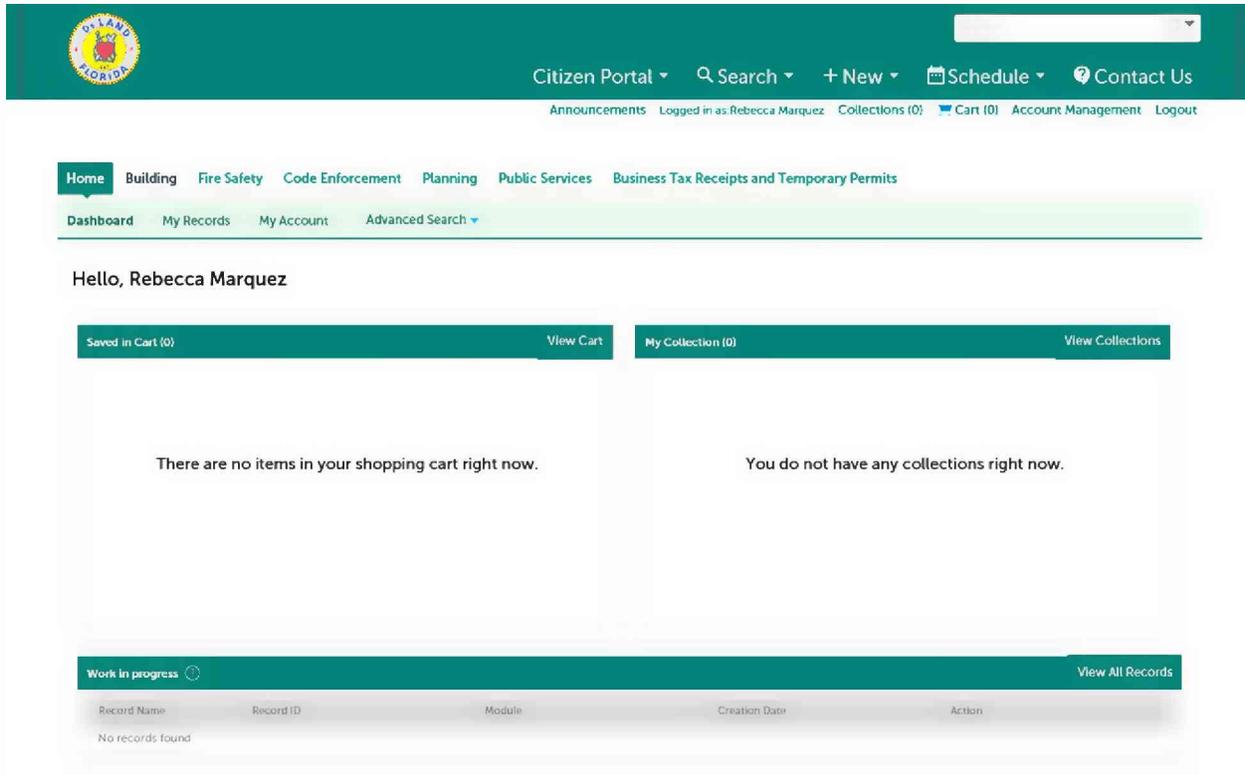# Creating A Garage Sale Permit

Once you have logged in, you will reach the **Home** page under **Dashboard**.

You will then need to select the **Business Tax Receipts** module.

Under the Business Tax Receipts module, you will then select the subheader **Apply for a Tax Receipt or Temporary Permit**.

Read the General Disclaimer and select the check box beneath the disclaimer stating that you have read and accepted the terms. Once this has been done, you can select **Continue Application** to proceed.

Under the search box are options for the types of Business Tax Receipts you may select. Select **Garage Sale Permit**.

Once you have selected the type, click the **Continue Application** button.

Step 1 : Location & People > Location Information

Please select the address where your business is located from the list of valid agency addresses. The Owner information section is for the property owner, not the business owner.

* indicates a required field.

Address

Enter your business address and click Search to find the address record in the agency database.

*Street No.: | Direction: | *Street Name: | Street Type:
--Select▼ | | --Select-- ▼

Unit No.: | Unit Type:
| --Select-- ▼

City: | State: | Zip: | Country:
| --Selec▼ | | United States ▼

[Search] [Clear]

On this page you will insert the full street number and street name for your business address and select **Search**

Or

You may enter the parcel number and select **Search.**

Parcel

*Parcel Number:

[Search] [Clear]

Once the business location has been selected, the remainder of the information will automatically upload from the Volusia County Property Appraiser's database.

Owner

Owner Name: ⊘
CITY OF DELAND

Address Line 1:
120 S FLORIDA AVE

Address Line 2:

City: | State: | Zip: | Country:
| | | --Select-- ▼

[Search] [Clear]

[Continue Application »] [Save and resume later]

Once the information has been entered and verified, select **Continue Application** to proceed.

You will select the **Applicant**, or primary contact person, for the Garage Sale Permit. You may do so by adding a completely new applicant or by selecting from account and having the information entered based on the provided information on the account.

Once this section has been filled out, proceed to select **Continue Application**.

Fill out all fields applicable to your garage sale. Some fields are required. Be sure to read over each section carefully to ensure that you are providing accurate information. Please note that you may only have 2 garage sales in a revolving year at each location.

Once this has been completed, select the **Continue Application** button to proceed.