



Newport News Police Department - Administrative Manual

ADM-450 - SPECIAL SALE PERMITS

Amends/Supersedes: ADM-450 (09/17/2012)

Date of Issue: 02/21/2022

I. GENERAL

The Police Department will issue special sale permits under City Ordinance [Sec. 32-1 & Sec. 32-2](#). These permits shall be issued by designated personnel in the Records Unit and designated patrol precincts. [17.4.2(e)]

II. PROCEDURE

A. Garage/Yard Sale Permits

1. Application for a Permit

- a. An applicant is defined as any member of a household residing at the particular address in question, regardless of whether the resident of the address has any relationship to the other individuals living at the address (i.e., multiple adults living at the same address).

- b. The sale location shall be the applicant's usual place of residence.

NOTE: If the applicant lives in a multi-family housing complex where the applicant does not own the property and does not have their own lawn area, then written permission must be obtained from the apartment owner or manager to use the shared lawn area for their sale.

- c. The applicant shall complete a Permit Application for Garage Sale (NNPD [Form #108](#)) requesting a permit to be issued.

NOTE: The applicant shall sign the application acknowledging receipt of a copy of City Ordinance [Sec. 37-2](#), and retain the top section of the application.

- d. Garage/Yard Sale Permits shall be issued only for sales conducted at the applicant's usual place of residence. Four (4) permits per year may be issued to an applicant residing at a particular address provided that no less than forty-five (45) days have elapsed between the expiration of each permit and the issuance of a subsequent permit. The limitation on the allowable number of permits shall apply to applications made by the same applicant for a particular address, to applications made by a member of the applicant's immediate family (parent, child, or sibling), and to applications made by any other person residing at such place of residence.

2. Issuance of the Garage/Yard Sale Permit

[17.4.2(b,d)]

The Police Department personnel handling the application for a Garage/Yard Sale Permit will:

- a. Complete the multi-part Garage/Yard Sale Permit, to include:
 - 1) The date received;
 - 2) The applicant's name and address;
 - 3) The name of the person picking up the permit for the applicant (if applicable);
 - 4) And the number of families participating in the sale.

- 5) Ascertain the dates the applicant wishes to hold the sale and record the dates on the permit. The permit may be issued for ten consecutive days, including Sundays.
 - 6) Indicate the number of previous permits issued during the current calendar year.
- b. Collect payment of \$5.00 and enter the amount on the cash register.
 - c. Record the cash register receipt number on the Garage/Yard Sale Permit. Staple the customer's copy of the Garage/Yard Sale Permit, the top portion of the completed Permit Application for Garage Sale, and the cash register receipt together. Present these forms to the applicant for their records.
 - d. The permit issuer will enter the bottom portion of the Permit Application for Garage Sale and the applicant's information into the Police Department's Records Management System (RMS).

B. Rummage/Special Sale Permits

1. Application for a Permit

- a. Police Department personnel shall complete the Rummage/Special Sale Permit (NNPD [Form #309](#)) for individuals/groups who wish to conduct a Rummage/Special Sale.
- b. The sale location shall be the applicant's usual residence, the property they own, or where the group (if the applicant represents a group) typically meets (written permission must be obtained from the owner or manager of the property being used).

NOTE: The location of the proposed sale cannot be within two blocks of a regularly licensed business that deals with secondhand merchandise.

- c. The applicant shall not have had three such sales described in City Ordinance [Sec. 37-1](#), in any one calendar year.

2. Issuance of the Rummage/Special Sale Permit

[17.4.2(b,d)]

Police Department personnel handling the request for a Rummage/Special Sale will:

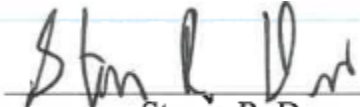
- a. Complete the Rummage/Special Sale Permit to include:
 - 1) The applicant's name and address;
 - 2) The name of the group conducting the sale (if applicable);
 - 3) The location of the sale;
 - 4) The dates the sale is to be held.

NOTE: The permit is non-transferable. The permit may be issued for seven consecutive days, including Sunday, for all special sales (except for flea markets, limited to one day).

- b. Provide the applicant with a copy of the City Ordinance, [Sec. 37-1](#), governing special sales. The applicant will be asked to sign the acknowledgment clause at the bottom of the Rummage/Special Sale Permit, signifying that they have received a copy of the ordinance.
- c. Collect payment of \$10.00 from the applicant. If the group's proceeds are for religious or non-profit use, no fee is charged for the Rummage/Special Sale Permit. "Non-profit" will be written to signify that there is no charge for the permit.
- d. Record the cash register receipt number on the Rummage/Special Sale Permit. Staple the customer's copy of the completed Rummage/Special Sale Permit, the copy of the

City Ordinance, [Sec. 37-1](#), governing special sales, and the cash register receipt together. Present these forms to the applicant for their records.

- e. The Rummage/Special Sale Permit and the applicant's information will be entered by the administrative assistant who issued the permit into the database maintained on the Police Department's Records Management System (RMS).
- C. Personnel will adhere to the procedures found in the [Receipt & Collection of Monies - Precinct & Records SOP](#) when collecting and accounting for money collected for the special permits.



Steven R. Drew
Chief of Police