



City of Dearborn Garage & Estate Sales

How to obtain a Garage/Estate Sale License via BS&A

Getting There: Click Here

Step 1: On the BS&A permit form, the applicant must first click “apply for a permit.” Enter the address of the property where you’re holding the sale. You will click “other” in the area asking for the type of work.

The screenshot shows a five-step navigation bar at the top: 1 Select a Property, 2 Enter Permit Details, 3 Enter Applicant Information, 4 Estimate Permit Fees, and 5 Submit Application. Below the navigation bar is a section titled 'Search for a Property'. It contains a search form with three input fields: 'Address', 'Name', and 'Parcel Number'. A search button with a magnifying glass icon is located to the right of the 'Address' field. Below the search fields is a grey informational box with the following text: 'Be sure the address selected is the site address where work will be performed. If you do not find the address you need, please contact the staff at dbninspections@dearborn.gov for assistance. Homeowners : Before proceeding with this online application, please verify that the Homeowner information displayed below is correct. If it is not correct, Stop : please email dbninspections@dearborn.gov for information Contractors / Applicants: Please submit for permit applications from the [Contractor page](#) If an error message is received at this step: Stop and contact dbninspections@dearborn.gov for assistance. Submissions with incorrect ownership / applicant information may incur additional processing fees.'

Step 2: Select “Residential” on the Permit Details page.

- Select “Other” for the type of work.
- Select “Garage/Estate Sale” as the permit category.

The screenshot shows the 'Enter Permit Details' section of the application. It includes a grey informational box with the text: 'Please be descriptive in your work description to ensure timely processing of your permit application request. Please note if your work is part of a larger project. Failure to include all scope of work may result in additional fees.' Below this is a link: 'Have an existing project? [Link to existing project requirement](#)'. The 'Permit Details' section contains three dropdown menus: 'Is this Property Commercial or Residential?' with 'Residential' selected, 'Is this for Building, Electrical, Mechanical, Plumbing, Engineering, Fire, or Other work?' with 'Other' selected, and 'Select the permit type for which you wish to apply'. The dropdown menu for permit types is open, showing options: 'Block Party', 'Garage Sale', and 'Res Tent'. Below the dropdown menu is a 'Next' button with a right-pointing arrow.

Step 3: If the permit is for a garage sale, select which sale you're having. The ordinance limits the number of sales per address to (4) four for each calendar year.

- In the Description Box type "Garage/Estate Sale."
- Enter the start date of your sale. Keep in mind you can have the sale for a limit of 3 consecutive days.

The screenshot shows a web form titled "Enter Permit Details". At the top, there is a grey box with instructions: "Please be descriptive in your work description to ensure timely processing of your permit application request. Please note if your work is part of a larger project. Failure to include all scope of work may result in additional fees." Below this, there is a link for "Have an existing project?". The "Permit Details" section shows "Garage Sale" as the selected permit type. A note says: "**Please use the description field below For Date / Time / Location of the Garage sale". A dropdown menu for "Select the permit category" is set to "Garage Sale 1". A text area contains the description: "Having a garage sale at my property." The "Application Details" section has a "Custom Fields" header and a "StartDate" field with the value "04/27/2025". A "Next" button with a right arrow is at the bottom right.

Step 4: Before entering your contact information, you must certify you are the owner of the property. If you are not the owner, you cannot hold the garage/estate sale at that address. Estate Sale companies must have approval by the owner to conduct the sale. Check the box certifying you have authority to conduct the sale at this address. Certification is mandatory. Completion of the certification allows the applicant to move forward to the next step.

The screenshot shows a web form titled "Enter Applicant Information". A grey box at the top contains instructions: "Contractors must have an active business license with the City. If the status of your license(s) shows as Expired, please contact the City Clerk at dpoclerk@dearborn.gov or call 313.943.2010. If you are a contractor - please submit for permits under your contractor login. Check the box below ONLY if you are the PROPERTY OWNER NAMED below. Submissions with incorrect ownership / applicant information may incur additional processing fees." Below this, there is a section for "Owner Information on File" with fields for "Name" and "Address". A checkbox is checked with the text "I certify that I am the owner of the property listed above." The "Contact Information" section has fields for "Name*", "Phone Number*", "Email Address*", and "Confirm Email*". At the bottom, there is a section for "Additional People" with the text "No additional people have been added."

Step 5: Add the estimated fees for the Garage/Estate Sale, and an advertising fee (if applicable). Once the selected fees have been added click Next. You will need to upload a copy of your photo id.

Estimate Permit Fees

The fees listed below are only an estimate. You will pay your initial application and applicable plan review fees AFTER your application has been accepted by our staff. All remaining fees for your permit application will be added after plan review has been completed. You will be notified when your invoices are available to pay.

Payment is not required at the time of submitting your online application. After our staff has reviewed your application, you will be notified when your invoice is available to pay.

Available Fees			Selected Fees		
Fee Description	Category		Fee Description	Quantity	Fee
Advertisement Fee	Clerks Office	Add	No fee items selected.		
Garage Sale - 1st Sale	Clerks Office	Add	Administrative Fees		
Garage Sale - 2nd Sale	Clerks Office	Add	No additional fees found.		
Garage Sale - 3rd Sale	Clerks Office	Add	Total Estimated Fees		\$0.00
Garage Sale - 4th Sale	Clerks Office	Add			

[Next →](#)

Step 6: Permit Application Summary

- After reviewing all the information for your garage or estate sale on the final page, **click "Submit."** Our team will review your application and send you an email notification when it has been approved and is ready for online payment.

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