

**CHESTERFIELD COUNTY, VIRGINIA
OFFICE OF THE COMMISSIONER OF THE REVENUE**

**APPLICATION FOR A PERMIT TO CONDUCT A
“GOING OUT OF BUSINESS” SALE**

Name of Business _____

Mailing Address _____

Trade Name _____

Location Address _____

Beginning Date of Sale _____ Ending Date of Sale _____

Permit Requirements

- A \$50.00 fee must accompany this application. Make checks payable to “Treasurer, Chesterfield County.”
- The sale will take place at the “Location Address” listed above.
- An inventory list must be submitted with this application. The list must include the kind and quantity of the property to be sold during the sale.
- No merchandise may be added to the inventory once the sale is announced.
- Only the goods specified in the inventory list may be advertised at a reduced price or sold at a reduced price during the sale period.
- Goods not included on the inventory list may not be commingled with or added to the special sale goods.
- Each permit shall be valid for a period of no longer than sixty days, and any extension of that time shall constitute a new special sale and shall require an additional permit and inventory. An additional permit beyond the initial sixty-day permit may be granted solely for the purpose of liquidating only those goods contained in the initial inventory list and which remain unsold.
- All advertisements for the sale must conspicuously include the permit number assigned for the sale and the effective dates of the sale as authorized in the permit.

I hereby apply for a permit to hold a “Going Out of Business” sale at the above location and agree to abide by all requirements for the holding of such a sale.

Print Name Signature Date