Going-Out-of-Business/Fire Sale
Applicant Checklist

Before a permit is issued, the applicant is required to:

- Submit a current itemized inventory list.

- Submit a copy of the proposed advertisement. It must read as follows:
  “Sale held pursuant to Hillsborough, Sale No. __________. Granted the
  _______ day of ____________.”

- Submit an original current year County Business Tax Receipt.

- Submit an original City Business Tax Receipt, if applicable.

- Submit a letter from the Department of Revenue showing sales tax paid. For
  more information, call The Department of Revenue at 800-352-3671.

- Pay all taxes owed.

- Applicant must keep all records current and available for inspection.

Important Permit Information

- Permit is issued for a period of not more than sixty (60) consecutive
days including Sundays and holidays.

- Permit authorizes only one type of sale at the location shown on the permit.

- Only the goods included in the inventory furnished by you and attached to the
  permit may be offered for sale.

- Permit shall not be transferred or assigned.

- Permit shall be prominently displayed near the entrance to the premises.

- Sales must be in strict conformity with advertisement.