



Parma Online Portal Garage Sale Permit Application Instructions

Garage Sale Permits can now be obtained from wherever you have internet access! Here are the steps to take to get your Garage Sale and other permits:

- Go to the secure site www.citizenserve.com/parma for your Parma permit needs.
- Click on **Login** (See *small print Login in the upper right-hand corner*).
- Click on **REGISTER NOW** under “New to our Portal?”
On the REGISTER screen, fill in all the required fields (*Required fields are indicated with a red vertical line*)
 - Select a **Registration Type** in the dropdown box (*Select either Applicant, Property Owner, or Tenant*).
 - Enter your Email address.
 - Confirm Email address.
 - Enter your First and Last Name.
 - Fill in all remaining fields.
 - Enter a Username (*Your email address works best, but you can use whatever you want*).
 - Enter a Password (*Write it down temporarily so you don't forget it.*)
 - Confirm your Password.
 - Click on SUBMIT.
- You will now see **WELCOME TO THE CITY OF PARMA ONLINE PORTAL**.
- Select the **Services** tab at the top of the web page.
- Select **Permits** from the dropdown selection.
- Select **Apply online** from list on the left side of the page.
- In the **Application Type** box select **Garage Sale** if you want a garage sale permit.
 - In the **Address or Parcel #** box, enter the address number and street name only, for example, enter *1234 Main*. (*Do not enter St., street, Ave., etc.*)
 - Next, select *Find Address*.
 - Under **Sale Dates** section, enter both the sale **Start Date** and **Stop Date**. (*No more than three (3) consecutive days are permitted and no Sundays.*)
 - Select **SUBMIT**
- Payment Portal – Make your payment here, you will see the message Payment Complete.

Notifications:

- You will first receive a confirmation email informing you that “*Your permit application has been received and is currently under review.*” (*You do not need to respond to it.*)
- You will receive an email that your payment has been received along with your receipt.
- After we have reviewed and approved your application you will receive an email that contains your permit for display.