



City of Mount Vernon, New York
Auction Permit Application Instructions

1. An applicant should be the party who is having the auction on their premises.
2. **Both** copies of the application must be completely filled out. Applications must be legible. Please type or if filling out by hand, please print.
3. **Both** copies of the application must be notarized.
4. An inventory of all goods to be sold at the auction, including all information as stated on the inventory form, must be filed in duplicate.
5. Applications for the auction permit must be filed not more than fifteen nor less than five days before the beginning of such sale. "No goods, wares or chattels shall be added to the verified inventory after the inventory form is filed nor shall any goods, wares or chattels be sold which are not included in such verified inventory." (Pursuant to §88-17 of the Code of the City of Mount Vernon)
6. The permit fee is \$100.00 for a one-day permit and a fee of \$100.00 per day for permit in excess of one day but which shall not exceed 10 days in duration. If any application is disapproved, than the payment of \$100.00 for the one-day permit will not be returned to cover the costs of the investigation. Any checks or money orders must be payable to the "City of Mount Vernon".
7. The City Clerk may extend the permit for an additional period not to exceed the period for which the permit was originally issued for the payment of an additional fee of \$100.00 per day. The applicant may not hold another auction for a period of 12 months from the last day of the former sale unless the meet the requirements as set forth in §88-21.B. of the City Code.
8. The City Clerk or duly authorized agent shall examine and investigate the items that are to be auctioned to determine whether the said inventory is correct before a permit can be issued.
9. Sales may be held between the hours of 10:00 a.m. and 10:00 p.m. Monday through Saturdays and may be held on Sundays between the hours of 2:00 p.m. and 8:00 pm. No sales may be held on legal holidays.
10. The completed applications, inventory lists and permit fee must be filed at the **Office of the City Clerk, Room 104, City Hall, 1 Roosevelt Square, Mount Vernon, NY 10550.**

If you need any additional information, please contact Ms. Stephens (914) 665-2333 or nstephens@cmvny.com



City of Mount Vernon, New York
Application for Permit to Hold an Auction Sale

No of Days ____
Fee: \$ ____
Permit # ____

Application to be filled out in **duplicate**. Application to be filed not more than 15, nor less than 5 days before commencement of said sale. Permit fee is \$100.00 day.

I, the undersigned, hereby swear to the truth of the following statements:

Name of Applicant _____

Business Name _____

Business Address _____

Telephone Numbers _____
Business Residence

Residential Address _____

Date of Birth ____/____/____ Social Security Number ____ - ____ - ____

Names and Addresses of Previous Employers for the last two years:

Name of Auctioneer _____ Phone No _____

Address of Auctioneer _____

Location Auction is to be held _____

Dates and Hours Auction will be held _____

I further swear that the inventory of goods, wares or chattels accompanying this application is a complete and true account of all such goods, wares or chattels to be offered for sale under the permit applied for and the undersigned is duly authorized to conduct said sale of all inventoried goods, wares and/or chattels. It is agreed that in consideration of the granting of the permit, hereby applied for, that the applicant will comply with all the rules and regulations of chapter 88 of the code of the city of Mount Vernon, New York.

Signature of Applicant

SWORN AND SUBSCRIBED TO BEFORE
ME THIS ____ DAY OF _____, 20__

Notary Public or Commissioner of Deeds

The foregoing application has been examined and the applicant investigated and I approve of the issuance of a permit.

City Clerk

Date



City of Mount Vernon, New York
Application for Permit to Hold an Auction Sale

No of Days ____
Fee: \$ ____
Permit # ____

Application to be filled out in **duplicate**. Application to be filed not more than 15, nor less than 5 days before commencement of said sale. Permit fee is \$100.00 day.

I, the undersigned, hereby swear to the truth of the following statements:

Name of Applicant _____

Business Name _____

Business Address _____

Telephone Numbers _____
Business Residence

Residential Address _____

Date of Birth ____/____/____ Social Security Number ____-____-____

Names and Addresses of Previous Employers for the last two years:

Name of Auctioneer _____ Phone No _____

Address of Auctioneer _____

Location Auction is to be held _____

Dates and Hours Auction will be held _____

I further swear that the inventory of goods, wares or chattels accompanying this application is a complete and true account of all such goods, wares or chattels to be offered for sale under the permit applied for and the undersigned is duly authorized to conduct said sale of all inventoried goods, wares and/or chattels. It is agreed that in consideration of the granting of the permit, hereby applied for, that the applicant will comply with all the rules and regulations of chapter 88 of the code of the city of Mount Vernon, New York.

Signature of Applicant

SWORN AND SUBSCRIBED TO BEFORE
ME THIS ____ DAY OF _____, 20____

Notary Public or Commissioner of Deeds

The foregoing application has been examined and the applicant investigated and I approve of the issuance of a permit.

City Clerk

Date

Auction Permit Code

§ 88-15 Permit to conduct sale.

Any person intending to sell at public auction any goods, wares or chattels shall make application to the City Clerk for a permit to hold such sale and shall not hold such sale until issuance of such permit by the Mayor.

§ 88-16 Application for permit.

Such application for a permit shall be in writing and shall be verified and filed not more than 15 nor less than five days before the commencement of such sale. It shall set forth the name and address of the applicant, the name and address of the auctioneer, the street and number of the premises in which it is proposed to conduct such sale and the place of business of the applicant for the two years next preceding the date fixed for the sale.

§ 88-17 Inventory.

There shall be attached to the application a verified inventory, in triplicate, showing in detail the quality, quantity, kind of grade of goods, wares and chattels proposed to be sold and the established current retail prices, if any, of the said goods, wares and chattels, and specifically stating the ownership of the items or articles. The inventory shall be verified by the applicant if he is an individual, by one of the partners if a partnership, or by a duly authorized officer if a corporation. No goods, wares or chattels shall be added to the verified inventory after same has been filed, nor shall any goods, wares or chattels be sold which are not included in such verified inventory.

§ 88-18 Investigation of inventory.

The City Clerk or the duly authorized agent of the City Clerk, before issuing a permit, shall examine and investigate the goods, wares and chattels specified in the inventory to be offered for sale, to determine whether said inventory correctly sets forth the items to be sold and their true value. The City Clerk may, upon examination of the inventory filed, require such additional information as may be necessary to ascertain the correctness of the items set forth in said inventory.

§ 88-19 Inspection of auction sales.

All auction sales conducted hereunder shall be subject to inspection by any police officer or duly authorized agent of the licensing authority to determine whether the provisions of law and the conditions of this license are being complied with. Any such agent or officer, upon complaint or reasonable suspicion of violation, may temporarily interrupt any such auction sale for the purpose of making such an inspection where such interruption is reasonably necessary to ascertain compliance with the law and the conditions thereof.

§ 88-20 Permit fees.

[Amended 9-24-2003, approved 9-25-2003]

Upon filing the application for a permit to conduct such sale at public auction, the applicant shall pay to the City Clerk a fee in the sum of \$100 for a one-day permit and a fee in the sum of \$100 per day for a permit in excess of one day but not to exceed 10 days in duration. If any application is disapproved, said payment shall not be returned but shall be retained by the city to cover the cost of investigating the statements contained in such application.

§ 88-21 Duration of sale; exception.

A.

No sale at public auction of the goods, wares and chattels specified in the inventory shall continue for a longer period than that for which the permit was issued, Sundays and legal

holidays excluded, except that the City Clerk may extend such sale for an additional period not to exceed the period for which the permit was originally issued upon the payment of an additional fee of \$100 per day; nor shall the same person, firm or corporation, after the expiration of said permit to conduct an auction sale or any renewal thereof, dispose of his goods, wares or chattels at public auction either by himself or another for a period of 12 months from the last day of the former sale.

[Amended 9-24-2003, approved 9-25-2003]

B.

The twelve-month period between sales, hereinbefore provided, shall not apply to auction sales of used household or office furniture and effects purchased from or sold on account of a householder or the owner of office furniture who has actually used such furniture and effects in his household or office, provided that a complete list of said furniture and effects, with the name and address of the person from whom they were received or purchased, shall have been previously filed with the City Clerk.

§ 88-22 Sales on holidays and Sundays.

[Amended 10-5-1979, approved 10-5-1979; 10-10-1979, approved 10-11-1979]

No permit shall be issued and no person shall conduct a sale at public auction on legal holidays. However, on Sundays, sale at public auction is only permitted between the hours of 2:00 p.m. and 8:00 p.m.

§ 88-23 Hours of sale.

[Amended 3-28-1962, approved 3-29-1962]

No permit shall be issued for and no person shall conduct a sale at public auction except between the hours of 10:00 a.m. and 10:00 p.m.