

Temporary Use & Building Permit Requirement Checklist



*Note: Everything can be submitted via email (see below). We will not accept applications without all the required documents. All fees are subject to change July 1st.

Planning Department (shplanning@sterlingheights.gov):

Temporary Use Permit is required for Car Shows, Carnivals, Festivals, Fireworks, Gathering Event, Merchant Display, Special Event, Storage, Temporary Sign, and Tent Use

- [Temporary Use Permit Application](#)
- Applicant's driver's license
- Cost: \$300 (payment needs to be paid up front)
- Site Plan
- Picture of tent (*tent must be white)
- Layout of interior of the tent
- Proof of Insurance with City of Sterling Heights listed as Certificate Holder
- Firework Tents Only: Fireworks License (from the State of MI)

Building Department (bldg@sterlingheights.gov):

Building Permit is required if there is a Carnival, Event with Tent(s) (larger than 10'x10'), or Firework Tent(s)

- [Building Permit Application](#)
- Applicant's driver's license
- Initial Cost: \$206 + \$77 for each additional tent (payment needs to be paid up front). Additional cost for carnivals.
- Site Plan
- Flame Retardant Certificate for each tent.

[Check with City Clerk for license requirements \(cityclerk@sterlingheights.gov\)](#)