

# 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](mailto: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](mailto: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](mailto:cityclerk@sterlingheights.gov))