

Temporary Use 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. Review takes approximately two weeks.

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
- ☐ Planning Cost: \$305 (payment needs to be paid up front)
- ☐ Site Plan
- ☐ Picture of tent (tent must be white)
- ☐ Flame Retardant Certificate for each tent
- ☐ 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)

Additional Fees:

Carnivals and/or events with tents \$152 (payment needs to be paid up front)

Check with City Clerk for license requirements
(cityclerk@sterlingheights.gov)