

New Address Request Process



If you are a business occupying a plaza or multi-tenant space, the owner of the property must obtain an address specific to your unit. Suite numbers are generally not accepted for this type of space. Only AFTER a new address is issued will a tenant be able to apply for a Certificate of Occupancy.

NOTE: The property owner **MUST** be listed as the applicant. They should incur the cost of the building number assignment fee (\$32 per unit address). This process is in place to ensure public safety.

Required Documents (can be submitted by mail, in person, or via email to bldg@sterlingheights.gov)

- ☐ Applicant's driver's license
- ☐ New GIS Address Application
- ☐ Plan of plaza or building that includes the following:
 - Layout of plaza or building (highlight location of individual unit)
 - Dimensions of unit with frontage details

Process After Submittal

- The application will be reviewed by the GIS Coordinator (review takes 1-3 business days)
- Once approved, the office will contact the applicant with payment details
- After the fee is paid, the applicant will receive the new address for the unit

Next Steps for Individual Tenants

After the address has been created, individual tenants will be able to apply for a Certificate of Occupancy for their business. Apply with the Building Department. If you have any questions, call them at 586-446-2360.

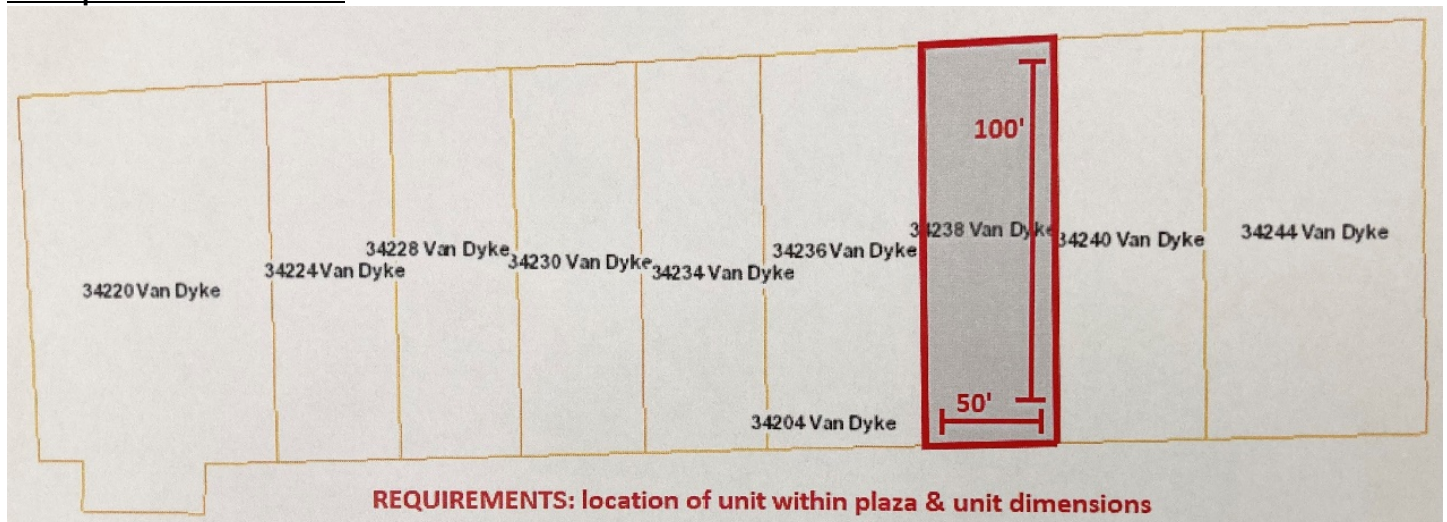
Contact for Questions

Sterling Heights Building Department

586-446-2360

bldg@sterlingheights.gov

Example of Plan of Plaza



New Address Request Application



Applicant Information

Name: _____

Phone #: _____

Email: _____

Address Information

Plaza / Multi-Tenant Name: _____

Cross Roads: _____

Current Address: _____

Number of Units: _____

NOTE: The property owner **MUST** be listed as the applicant. They will be billed the building number assignment fee.

Signature: _____ Date: _____

FOR OFFICE USE ONLY

Required Documents (check if received)

DATE

- ☐ Applicant's driver's license
- ☐ New GIS Address Application
- ☐ Plan of plaza that includes:
 - Layout of plaza (individual unit highlighted)
 - Dimensions of unit w/ frontage

New Assigned Address(es): _____

Step	Process
1	Building Dept: send required documents to GIS Coordinator
2	GIS Coordinator: assign new address(es) and return completed form to Building
3	Building Dept: add invoice with building number assignment fee to each new address in BS+A
4	Building Dept: contact applicant to pay