

# 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 (\$29 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@sterling-heights.net](mailto:bldg@sterling-heights.net))

- Applicant's driver's license
- New GIS Address Application
- Plan of plaza that includes the following:
  - Layout of plaza (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.

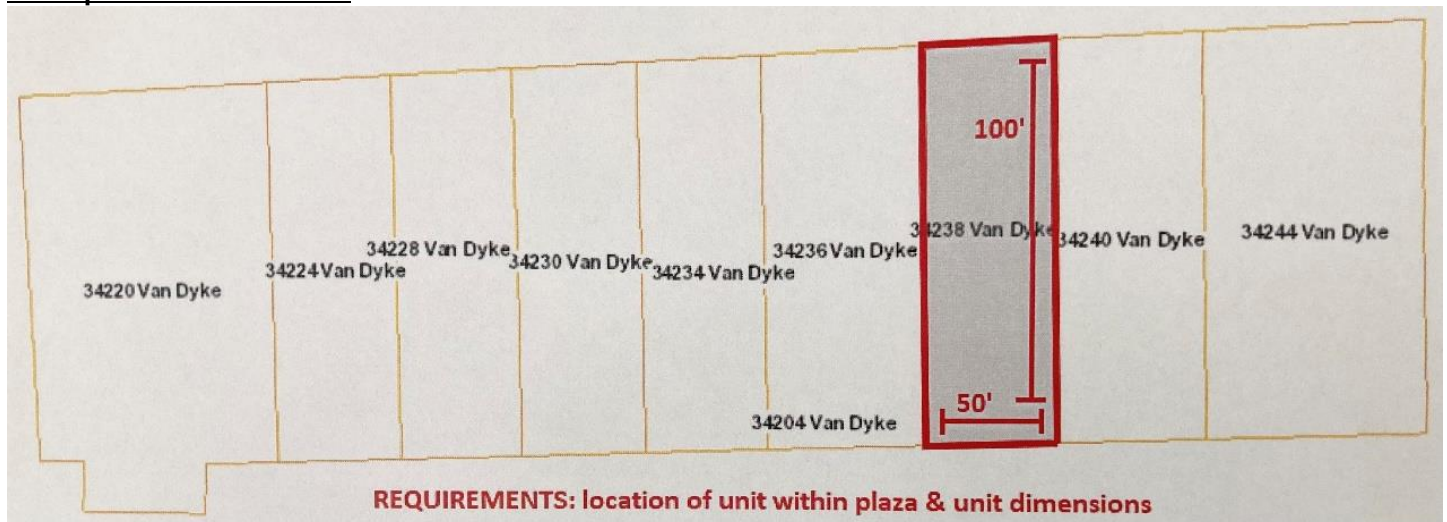
## Contact for Questions

Sarah Mitchell, GIS Coordinator

586-446-2621

[smitchell@sterling-heights.net](mailto:smitchell@sterling-heights.net)

## 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: \_\_\_\_\_

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### 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