

**Effective March 17th, all City facilities will be closed to the public.  
Please read the following instructions for conducting City business:**

**For City Hall Deliveries/USPS Mail**  
Please call **248-583-0829**

## **City Clerk's Office Operations**

Citizens are requested to mail-in, email or drop off all **Birth Certificate and Death Certificate Requests, Business License, and Animal Licenses** in drop box outside City Hall on the north side of the building, or the drop box inside the main entrance on the south-side of City Hall. All certificates and licenses will be mailed.

Forms are also available at <https://www.madison-heights.org/9/I-Want-To>

For additional information, contact the City Clerk's Office at **(248) 583-0826**.

## **City Treasurer's Office Operations**

The City Treasurer's Office is establishing a grace period for water bills due on March 30<sup>th</sup>, if payments are made by April 12<sup>th</sup>.

Customers are encouraged to pay using credit/debit or e-check, online or by phone, using the secure, double encryption and secure service platform provided by the City's online payment processing vendor. You can pay by:

- Pay Online: [www.invoicecloud.com/madison-heights](http://www.invoicecloud.com/madison-heights).
- Pay by Phone: 855-725-0895.
- Payments may also be mailed to City Hall, 300 W 13 Mile Rd, Madison Heights, MI 48071, or place remittance stub in an envelope along with check or money order (NO CASH) in the 24-hour drop-off box located on the north side of City Hall.

For more information, contact the City Treasurer's Office at **(248) 583-0845**.

**\* For ASSESSING paperwork (property transfer affidavits or homestead), please be sure to include a contact phone number and address.**

## **Library Operations**

The Public Library will be closed to the public through April 12 or until further notice. The Library offers e-books, e-audiobooks, movies, music, and novels all in digital format available online 24/7 along with many databases at <https://www.madison-heights.org/466/Online-Resources>.

For additional information, contact the Public Library at **(248) 588-7763**.

## **Community Development (Building, Permitting, Landlords)**

The Community Development Department will be accepting permit applications online and in the 24-hour drop box located on the North side of City Hall and during business hours in the drop box inside the Main Entrance on the South side of City Hall.

All Landlord rental inspections and hearings are suspended until further notice. Applications for new licenses or renewals may still be turned in as noted above.

Inspections may be limited. Please call Community Development at **248-583-0831**.