

# Services

The City Clerk's Office, is the central contact between the citizens and the government. They maintain and keep the official records for the City of Sault Ste. Marie and the Riverside Cemetery. This office also administers all State, Local, and Federal elections. The City Clerk is appointed and serves under the direction of the City Manager and also serves as the Purchasing Agent and FOIA Coordinator for the City.

## Visit the City Clerk's Office to:

- Register to vote
- Obtain a permit or license from the city
  - **Licensing:** Drain Layer, Sign Erector, Taxi Owner & Driver, Snow Plowing, Solicitor/Peddler, Carnivals and Circuses, Auctioneer License Application, Rubbish Collector License Application, Transient Merchant License Application
  - **Permits:** Burn Permits, Snow Plowing
- Submit a Freedom of Information Request (FOIA)
- Submit a job application/resume
- Submit a bid, quote, or proposal

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## Directions

City Hall  
225 E. Portage Ave  
Sault Ste. Marie, MI 49783  
United States

[View in Google Maps](#)

**46.499481603296, -84.342674016953**