



PLANNING & DEVELOPMENT SERVICES DEPARTMENT
10 North Bemiston Avenue, Clayton, Missouri 63105
(314) 290-8452 / (314) 290-8453

REQUEST FOR VERIFICATION Zoning – Occupancy – Building Code

Applicant's Name _____

Firm _____

Address _____

City _____ State _____ Zip _____

Applicant's Phone (____) _____ Applicants Fax (____) _____

Address/Property for which information is being requested (A separate application is required for each address)

NO. _____ Street _____

St. Louis County Locator Number _____

The property is RESIDENTIAL COMMERCIAL MIXED-USE

Access to public records shall be provided within three business days following request – except if additional time is needed. If a request for access is denied, the City Clerk shall provide, upon request, a written statement of the grounds for such denial.

PLEASE SELECT BELOW THE TYPE OF VERIFICATION WHICH YOU ARE REQUESTING BY
PLACING AN "X" IN THE BOX

SEPARATE FEES APPLY FOR EACH REQUEST

REQUEST FOR VERIFICATION OF ZONING
\$35.00 Fee

Zoning Verification letters issued by the City of Clayton typically include:

- Zoning district designation for the subject property
- List of permitted and conditional uses

Current use of property (be specific) _____

Special requests for additional information may be accommodated, if available (i.e. ordinances governing use of property). An additional fee of \$25.00 will apply. (Copies of approved plans are not typically available).

Request for additional information _____

REQUEST FOR VERIFICATION OF OCCUPANCY
\$35.00 Fee

FOR THIS REQUEST YOU MUST SUBMIT A COPY OF THE CURRENT TENANT LIST INCLUDING UNIT/SUITE NUMBER
Occupancy Permits are not required by the City of Clayton for owner occupied single family residence or condominium units.

**REQUEST FOR VERIFICATION OF BUILDING/PROPERTY MAINTENANCE
CODE COMPLIANCE**
\$35.00 Fee

Building/Property Maintenance Code compliance letters issued by the City of Clayton typically include:

- List of open permits
- List of current violations
- Statement of conformance to current building and property maintenance codes

Special requests for additional information may be accommodated, if available. An additional fee of \$25.00 will apply.

Request for additional information _____

PLEASE USE THE SPACE PROVIDED FOR ADDITIONAL NOTES

Applicant Signature _____ **Date** _____

FOR OFFICE USE ONLY

- Zoning Request Completed By** _____ **Date** _____
- Occupancy Request Completed By** _____ **Date** _____
- Building Request Completed By** _____ **Date** _____

Amount Paid: _____ **Cash/Check #** _____ **/Charge** _____ **Receipt Issued: Yes/No**

Date Mailed: _____ **Date Picked Up:** _____ **Date Faxed:** _____