CITY OF CLAYTON
PLANNING AND DEVELOPMENT SERVICES DEPARTMENT

10 North Bemiston Avenue, Clayton, Missouri 63105
(314) 290-8463

DEMOLITION PERMIT REQUIREMENTS

The cost for a Demolition Permit is $125.00. This includes a $35.00 application fee and a $90.00 permit fee. On demolition of structures, other than very minor structures such as a small shed or interior demolitions, a $1,000 refundable cash deposit is required.

1. If the demolition permit application is submitted without the project having previously received Architectural Review Board (ARB) and Site Plan Review (SPR) approvals, additional fees will be assessed for contracted 3RD party reviews of the Storm Water Pollution Prevention Plan and tree protection plan. A full site restoration plan will also be required.
   - The International Building Code requires that if there is not a pending building permit, that has been properly filed for the construction of a new structure on the site, then the excavation, as a result of the demolition, be properly filled, brought up to the original finish grade and the site must be restored with sod.

2. If your project has received ARB and SPR approval, your Building Permit for the new development must be in the review process before your Demolition Permit application can be submitted for review.

Before a demolition permit application will be reviewed, the following must be submitted:

****INCOMPLETE SUBMITTALS WILL NOT BE ACCEPTED****

1. Completed Building Permit application

2. A site plan showing the location of the structure(s) to be removed.

3. A 6' high wood fence is required. Submit a site plan showing the location of the fence and all gates proposed. (Refer to Code Section 3306 at the end of this document for complete fence regulations)
   - The construction fence may not be installed until you have been issued a demolition permit or fence permit (for vacant lots). An approved fence/barrier inspection is required before the demolition may take place.

4. Written notice shall be given to the property owner located in the Clayton City limits within 200 ft of the proposed demolition, at least 7 days prior to the commencement of work. This is calculated by measuring a distance of 200 ft from the property lines around the entire perimeter of the subject property. Submit copies of all notices and addresses within the 200 feet, as well as the owners addresses.

5. Provide copies from all utility companies verifying that all applicable utilities have been disconnected to the structure. (Water, sewer, gas, electric, and telephone if applicable)

6. Plumbing permits must be issued to a licensed master plumber for destroying the water tap and blocking the sanitary sewer within 5' of the property line. If the water tap will be retained for construction water, a letter of approval from Missouri-American Water Company is required.
   - The Plumbing demolition work shall be completed, inspected and approved prior to the issuance of the demo permit.

7. Provide a copy of the Waste Disposal Permit from St. Louis County.

8. Provide a copy of an Asbestos Audit and Permit from St. Louis County Air Pollution Office.

9. Dust control is required. Provide a statement detailing your dust control plan.
   - Permits should be obtained from Clayton Fire Department and St. Louis County Water for use of meter and back flow device and fire hydrant.

10. A tree protection plan is required. If applicable, submit a site plan showing trees and other significant plant material as they currently exist and how they will be protected. (Refer to the Tree Protection Plan Requirements Checklist at the end of this document for complete regulations).
    - If preservation of the existing trees is not successful, a tree replacement plan on a one-to-one basis utilizing tree species similar to those displaced will be required and must be approved by the Architectural Review Board. Any viable tree to be removed measuring greater than 1" caliper should be replaced on the site. The overall measurement of all replacement trees must equal the same caliper as those removed, except in the inability to provide the aforementioned replacement on site will result in a deficiency fee, payable to the City of Clayton at a monetary value of $120 per caliper inch.

13. Storm Water Pollution Prevention Plan (SWPPP)
    Sites Less Than 5,000 SF: A Land Disturbance Permit and SWPPP are not required for sites with proposed land disturbance activities in an area less than 5,000 SF. Erosion and sediment control measures shall be provided as directed by the City.
    Sites Equal to or Greater Than One Acre: A Land Disturbance Permit is required for all sites with proposed land disturbance activities in an area greater than 1 acre (43,560 SF). This is a separate permit that is required in addition to any other City permits. Application and information regarding a Land Disturbance Permit can be obtained from the Public Works Department.
    Sites Less Than One Acre but Equal to or Greater Than 5,000 SF: A SWPPP is required for all sites with proposed land disturbance activities of an area greater than 5000 SF. The SWPPP shall be separate from other site plan sheets. The following information shall be provided on the SWPPP:
    - Existing and proposed contours.
    - Drainage facilities and methods for preserving the natural watercourse and patterns of drainage.
    - Identify limits of any areas to be disturbed by the proposed construction.
    - Amount of current impervious coverage and proposed impervious coverage.
    - Methods to mitigate additional impervious coverage and/or address drainage issues on the site.

- Connection to storm sewer and/or method of controlling storm water run-off on-site.
- Best Management Practices (BMPs) to reduce sediments and other pollutants associated with construction activities.
- Location of siltation fences, hay bales and other runoff prevention methods (as well as other items as required by the site plan review process) and plans for maintenance of these installations during construction.
- Schedule of street and sidewalk cleaning to alleviate mud and dirt on public right-of-way.
- Seal of a registered Professional Engineer in the State of Missouri.
- Benchmark information from the site survey.
- Other information as required by the Director of Public Works or the Director of Planning & Development Services.

All dumpsters must be located on the property behind the construction fence. Any dumpster to be placed in the public right-of-way will require a separate permit from the Department of Public Works and approval must also be obtained from the Building Official.

The Department of Public Works must also approve and issue a separate permit for any work on the public right-of-way.

If you have any questions relating to the requirements listed above, please contact the Department of Planning and Development Services at codequestionsbd@claytonmo.gov.

SECTION 3306.0 PROTECTION OF PUBLIC

Section 3306.1 is amended to read as follows:

Section 3306.1 Temporary Construction Fences. No construction fence may be erected until the Code Official approves a site plan depicting the materials, location and access gates.

All buildings undergoing construction, substantial rehabilitation, removal or demolition or any and all excavations (except sewer and utility trenches) exceeding five (5) feet in depth, shall be enclosed on all sides with a solid wood construction fence and pedestrian protection as required in Table 3306.1.

All building materials, sheds, equipment, trailers, dumpsters and portable toilets shall be located and stored within the boundaries of the fence at all times.

Section 3306.1.1 is added to read as follows:

Section 3306.1.1 Duration and Removal of Temporary Construction Fences. Construction fences may not be erected more than ten (10) calendar days prior to demolition or the commencement of construction and must be approved by the Code Official prior to the construction of the fence. If demolition or construction does not commence within ten (10) days of installation, the fence must be removed and the site restored as required by the International Property Maintenance Code. Construction fences must be maintained throughout the project.

Section 3306.5 is amended to read as follows:

Section 3306.5 Barriers. Barriers shall be a minimum of 6 feet in height and shall be placed on the side of the walkway nearest the construction. Barriers shall extend the entire length of the construction site. Openings in such barriers shall be protected by doors or gates which are normally kept closed. Doors and gates must be kept locked at time of construction inactivity on the site.

Section 3306.6 is amended to read as follows:

Section 3306.6 Fence Construction. Required temporary construction fences shall comply with the following requirements:

1. Temporary construction fence panels shall be no less than six (6) feet in height and constructed with approved pre-manufactured fence panels that are no less than 1/2" thick finished boards. Site constructed fence panels using other materials may be permitted when the design, materials and finishes are approved by the Code Official.

2. Fence posts shall be a minimum of 4" X 4" treated lumber and spaced no more than eight (8) feet on center. Posts shall be set with at least one-third of their length below grade and set in concrete.

3. Gates must be of metal chain link material with approved vision panels to obscure sight. Gates must be chained and locked with a lock substantial enough to ensure closure and security. The space between gates, posts or hardware shall be no greater than four (4) inches.

4. No temporary construction fence may encroach beyond the subject property line. Furthermore, no fence may encroach upon the public right-of-way without the written approval of the Public Works Department.

Section 3306.10 is added to read as follows:

Section 3306.10 Failure to Comply. Failure to comply with the regulations of this Section can result in the issuance of a stop work order and/or legal action which could result in court imposed fines.

CITY OF CLAYTON
TREE PROTECTION PLAN REQUIREMENTS CHECKLIST

1. Scaled base plan using current information from the site development plan depicting existing and proposed grades.
2. North arrow.
3. Graphic and Written Scale.
4. Graphic legend depicting existing vegetation and proposed conditions.
5. Project title listing project name, owner name and name of firm or individual preparing the plan.
6. Location of all improvements shown on the site development plan.
7. Location of all existing and proposed utilities and sewers.
8. Location of all proposed sediment control devices.
9. Graphic depiction of all existing trees (4 inch DBH or greater) including location, type and size.
10. Graphic depiction of the accurate drip line canopy of all existing trees (4 inch DBH or greater) showing the extent of the critical root zone.
11. Clear designation and tabulation of all existing trees to be saved or preserved, removed or impacted.
12. Proposed tree protection and preservation measures for all saved and impacted trees depicting, if necessary, root-pruning lines, protective devices and procedures including but not limited to fencing, boring, aeration, temporary special paving areas, retaining walls, etc.
13. General tree protection notes as per City standards.
14. Typical tree protection details as per City standards.
15. Certification by a licensed Landscape Architect or Arborist in the State of Missouri.

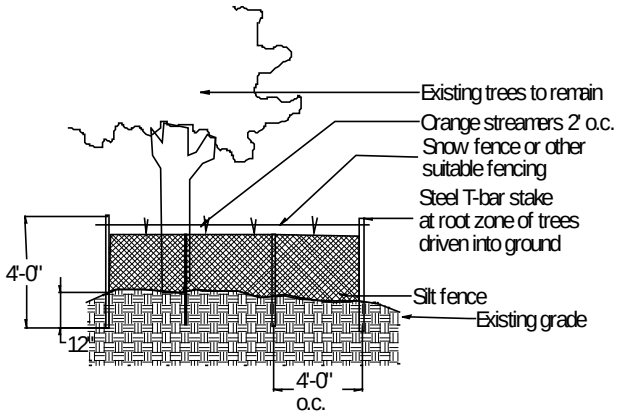
CITY OF CLAYTON
TREE PROTECTION PLAN NOTES

1. A pre-construction meeting shall be held on-site to explain protection measures to operators, construction supervisors, Contractor's representatives, and the city representative.
2. Contractor on the site shall stake clearing limits in order to facilitate location for trenching and fencing installation for tree protection.
3. No clearing or grading shall begin in areas where tree preservation measures have not been completed.
4. The sequence of tree preservation measures, if required, shall be as follows:
   a. Root pruning trenching;
   b. Tree protection fencing;
   c. Tree pruning and chemical treatment;
   d. Aeration systems installed;
5. The preceding measures shall be directed in the field by the construction supervisor.
6. Tree protection fencing shall be maintained and repaired by the contractor for the duration construction and approved by the city inspector. No alteration shall occur without prior approval by the city inspector.
7. Access to fenced preservation areas by construction equipment, materials, or individuals that may cause harm to protected trees will not be allowed. Only limited access, if necessary, shall be permitted with the prior approval of the city inspector.
8. All designated aeration zones shall be protected with temporary fencing until final grading.
9. Removal of trees, shrubs, or undergrowth from protected areas shall be performed only when necessary and with hand tools only.
10. Attachment of any construction signs, fencing, etc. to any tree to be saved is strictly prohibited.

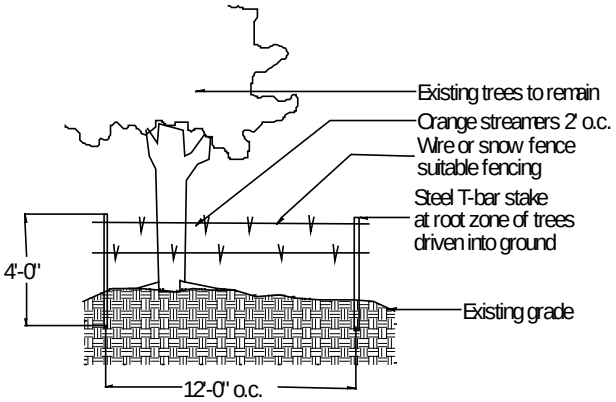
11. Upon construction completion, all temporary barriers, fencing, debris, etc. shall be removed from the site by the contractor.
12. All required protective fencing shall be installed along the clearing disturbance limits of the site.
13. Protective fencing shall be installed along the edge of all critical root zones of saved and impacted trees within the disturbed areas.

CITY OF CLAYTON
TREE PROTECTION DETAILS

The following details shall be used for the purpose of including on the Tree Preservation Plan.

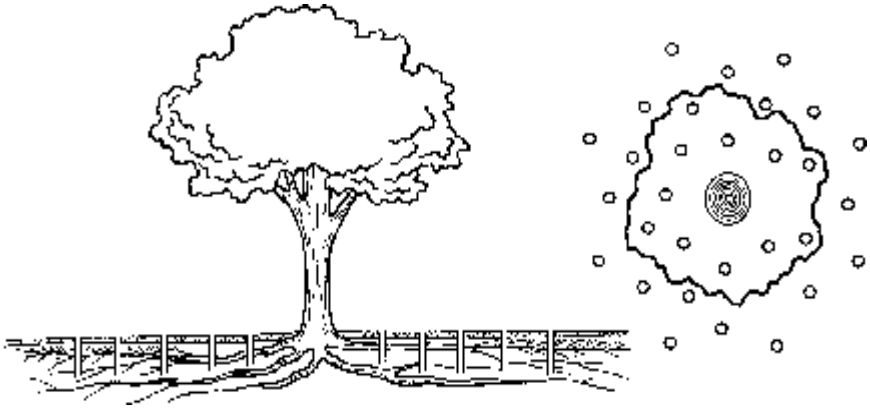


COMBINED SILT AND TREE PROTECTION FENCE



CONSTRUCTION FENCE FOR TREE PROTECTION

* Source: Steve Clark and Associates



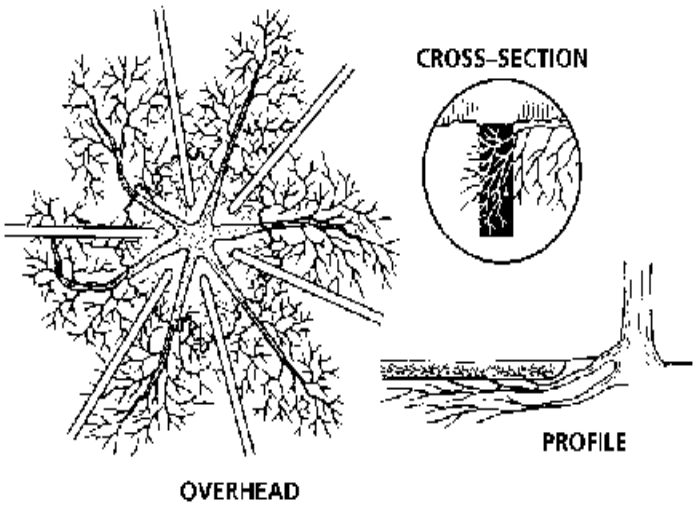
ROOT ZONE AERATION DETAIL - Drilling Holes/Vertical Mulching *

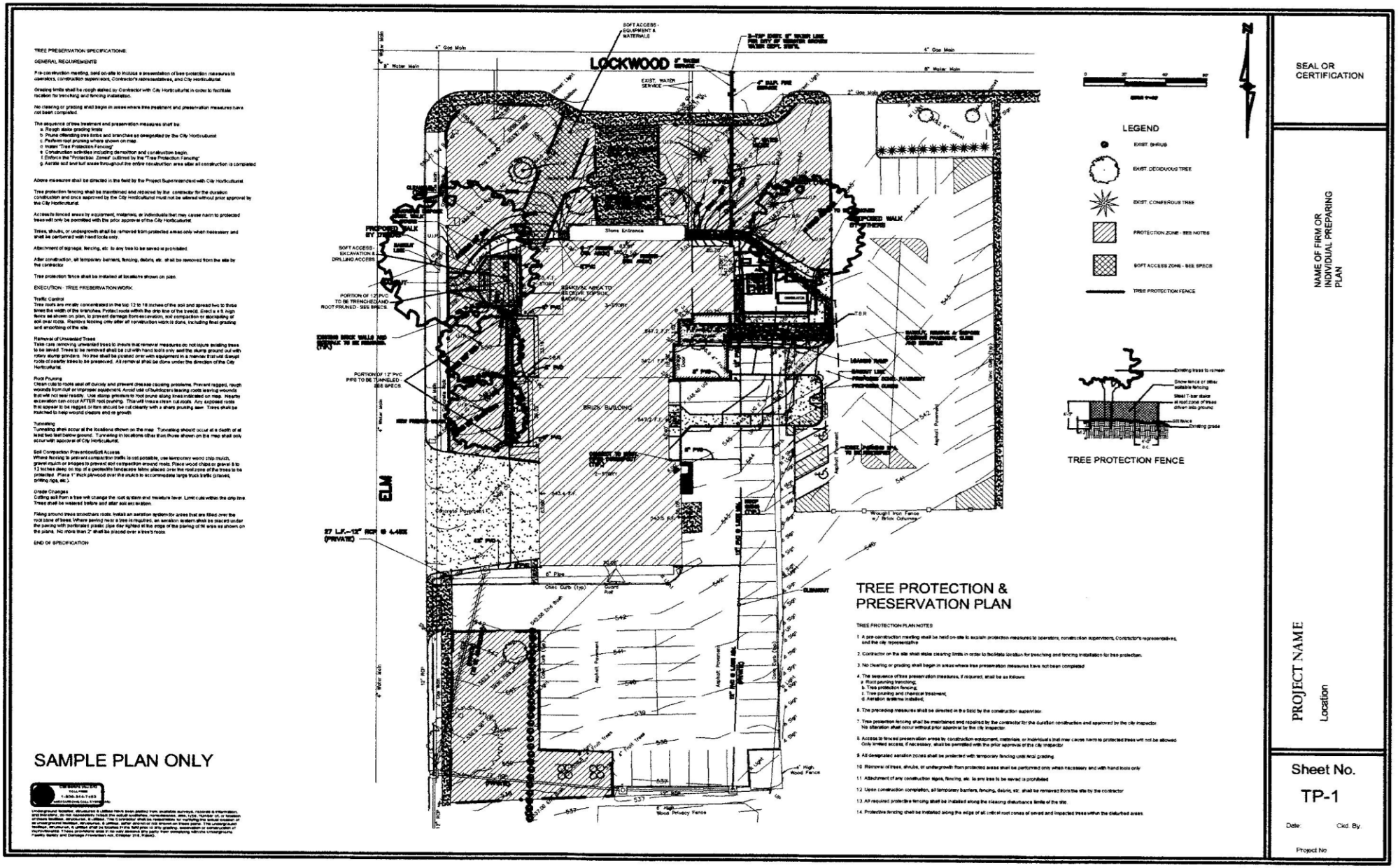
NOTE: Holes are to be 2-4 inches in diameter and made about 3 feet on center, throughout the root zone of the tree. Depth shall be at least 12 inches and may be deeper if the soil grade has been raised. Holes are to be filled with peat moss, wood chips, pea gravel or other materials that maintain aeration and support root growth. * Source: International Society of Arboriculture

ROOT ZONE AERATION DETAIL - Radial Aeration *

NOTE: Narrow trenches are to be dug in a radial pattern throughout the root zone. Begin the trenches 4-8 feet from the trunk of the tree to avoid cutting any major support roots. Trenches are to extend at least as far as the dripline of the tree. Trenches are to be a minimum of 1 foot in depth and may need to be deeper if the soil grade has been raised. Trenches are to be backfilled with topsoil or compost. Finish top layer of trench with a minimum 3 layer of wood chips. <u>This technique is to be used for only isolated trees, where the roots of other trees would not be damaged.</u>

* Source: International Society of Arboriculture



CITY OF CLAYTON - TREE PROTECTION SAMPLE PLAN

The following is an example plan for the purpose developing a Tree Preservation Plan.