

**Thank you for your cooperation** in helping to maintain our neighborhoods and in keeping Clayton one of the most desirable communities to live in.

Should you have any questions, please contact the Department of Planning and Development Services at 314-290-8452 or visit the City's web-site at [www.claytonmo.gov](http://www.claytonmo.gov) for more information.

*City of Clayton Important Numbers*

In Case of Emergency	911
City Manager	290-8400
Community Outreach	290-8473
Customer Service	290-8441
Economic Development	290-8467
Finance	290-8446
Fire (non-emergency)	290-8485
Planning and Development	290-8453
Building Permits	290-8452
Mayor/Board of Aldermen	290-8469
City Clerk	290-8469
Parks and Recreation	290-8500
Human Resources	290-8448
Police (non-emergency)	645-3000
Public Works	290-8500
TDD	290-8435

The mission of Clayton city government is to foster a vital, balanced community composed of outstanding neighborhoods, quality businesses, commercial and government centers, premier educational institutions and a healthy natural environment through an open, accessible and fiscally responsible government.



[www.claytonmo.gov](http://www.claytonmo.gov)

*Department of Planning and  
Development Services*

*PRESERVING THE  
QUALITY OF  
CLAYTON'S  
NEIGHBORHOODS*



Clayton City Hall  
10 North Bemiston Ave.  
Clayton, Missouri 63105

314-290-8452  
[www.claytonmo.gov](http://www.claytonmo.gov)

## Preserving the quality of Clayton's neighborhoods

One of Clayton's greatest resources is our high quality residential neighborhoods with fine homes and desirable lifestyle. Therefore, maintaining and enhancing our neighborhoods is one of our most important community goals. To assure that Clayton continues as an outstanding place to live, the City has adopted the 2006 International Property Maintenance Code. This brochure contains a list of required maintenance items intended to alert property owners and assist in preserving and enhancing the quality of our neighborhoods and property values.

### Did you know?

Construction projects require permits from the City of Clayton for additions and alterations to buildings, fences, plumbing, electrical wiring, furnaces and central air conditioners, but permits are not required for cosmetic repairs or landscaping. Please contact the Building Division at 314-290-8452 to check before starting any project. Building permit applications and the fee schedule can be found on the City's web-site at [www.claytonmo.gov](http://www.claytonmo.gov). Any changes made to the exterior that affect the appearance, such as a change in color or style, must be approved by the Architectural Review Board (ARB). For information regarding the ARB, please contact 314-290-8453. Electrical permits are secured through the St. Louis County Electrical Department 314-615-3722.



**Houses** must have all exterior elements maintained in good condition including doors, windows, soffits, porches, trim, balconies, decks, stairs, and fences, and shall be kept weather resistant and structurally sound, and free of flaking paint, holes/breaks, or unsecured components. Foundation walls and exterior masonry must be kept free of cracks, holes, or stains, and shall be tuckpointed if needed. All structural members must be kept sound. General repairs shall be made in a workmanlike manner using identical or, if not available, similar material as the original installation.

## Checklist

### Structures

Repair rotted wood, broken or missing boards, siding, or shingles and make all exterior parts weather tight, and rodent proof. Exteriors must be resistant to weather and be covered with a protective coating such as paint, stucco, or brick that is in good repair.

#### Inspect:

- Exterior walls
- Roof parts including rafters, soffit and fascia
- Roof coverings
- Railings on stairs, elevated landings, and porches
- Accessory structures and garages
- Fences (should be in good repair)

#### Keep housing safe, sanitary, in good repair and sound condition.

- Walls, ceilings, floors
- Porches, garages and sheds
- Windows, screens, skylights and doors

#### Make sure that:

- Address numbers are permanently attached to the house, clearly visible from the street and alley and at least 4" in height
- Garbage is properly disposed of in leak proof containers with close-fitting covers. To schedule a bulk pick-up, please contact Republic/Allied Waste at 636-947-5959. To obtain a new or replacement recycle container, please visit the Department of Public Works, Clayton City Hall, 10 N Bemiston Ave, Clayton MO 63105
- There are no areas where stagnant water collects and breeds mosquitos

### Maintenance

- Mow the lawn so that grass is 6" or less in height
- Edge or remove growth from sidewalks, curb lines, gutters and properly trim hedges and trees
- Provide ground cover, such as grass, for all areas where soil is exposed
- Trim vegetation at traffic and sidewalk intersections to allow motorists and pedestrians safe visibility
- Remove dead tree limbs or shrubs
- Gutters, downspouts, approved retention areas and inlets are maintained in good repair and free from obstructions. Storm water piping may not discharge onto public sidewalks, streets or neighboring property. Swimming pool drainage must be directed to the street or MSD storm inlets
- Sidewalks and driveways are kept free from significant cracks or broken uneven slabs creating a possible tripping hazard. The front sidewalk is a public walkway, however, the homeowner is expected to keep the walkway clear of hazards such as snow, ice, mud or leaves year round
- Swimming pools, hot tubs and spas must have a 48 inch high fence or barrier sufficient to prevent the entry of children



### Online Services

The City of Clayton is committed to providing its customers and website users the latest online resources and applications to make communicating and doing business with City staff easier and more efficient than ever. Visit us at [www.claytonmo.gov](http://www.claytonmo.gov)