



CITY OF CLAYTON
PLANNING AND DEVELOPMENT SERVICES DEPARTMENT
10 North Bemiston Avenue
Clayton, Missouri 63105
(314) 290-8463

WINDOW COVERING REQUIREMENTS

Per Section 425.100 of the City's ordinances, vacant ground floor commercial spaces are required to install window coverings. In January 2025, the Board of Aldermen approved three graphic options for window coverings.

Option 1: Cupcake



Option 2: Jazz Musician



Option 3: Painted Skyline



When space becomes vacant, please contact the Department of Planning and Development Services for a copy of the window graphic file you would like to install or visit the City's website, www.claytonmo.gov/forms-payments/applications-forms-permits. Each property owner will be responsible for the printing and installation of the window covering. A permit is not required from the City for installation of window covering for vacant commercial space, unless a different design is requested per the process outlined below.

Section 425.100 Vacant Ground Floor.

A. Vacant Ground Floor Premises Storefront Window Screening.

1. Window Screening Required. Any vacant, ground floor premises shall, not more than fifteen (15) business days after the date on which the ground floor premises first becomes vacant, have window screening in each storefront window. Each window screening shall fully cover not less than eighty percent (80%) of each storefront window so to obscure a direct public view of the vacant interior of that ground floor premises.
2. Signage. A temporary sign, provided it follows the provisions governing that type of signage in this Chapter, may be displayed in addition to the window coverage required by this Section.
3. Window Screening Design. All window screening placed in a vacant, ground floor premises storefront shall comply with all applicable provisions of this Chapter and the following additional restrictions:
 - a. The window screening shall comply with all applicable provisions of Chapter 425, except as expressly permitted pursuant to this Section.
 - b. The window screening shall consist of graphic elements predetermined by the City and available through the Planning and Development Services Department.
 - c. The window screening may include alternative graphics or exceed the sign area to promote an incoming tenant who has a valid lease for the premises while the premises is being improved pursuant to a valid building permit if the design and material are submitted to and approved by the City Manager or designee pursuant to a sign permit.
 - d. A display of products, with an opaque or translucent backdrop, which are sold by other businesses in a building, artwork, or an alternative window screening may be permitted if submitted to and approved by the City Manager or designee. Who shall approve a display or alternative screening if it is consistent with the purposes and standards of this Section; not vulgar, obscene or defamatory; not inflammatory as to incite an affray or violence, and consistent with reasonable standards for discourse in a public venue.
 - e. Window Screening Attachment. The window screening shall be constructed of vinyl material, or similar, that clings to the storefront windows and shall not be affixed to the window with tape.

B. Responsibility For Compliance. Each person owning, leasing, maintaining, or in possession or control of any vacant, ground floor premises located within the City, or any owner of the lot upon which the vacant, ground floor premises is located, shall be jointly and severally responsible for complying with the provisions of this Section.

C. Vacant Ground Floor Premises Storefront Maintenance. Any vacant, ground floor premises shall, in addition to the requirements set forth in Section 425.100 of this Section, comply with the following requirements:

1. The storefront of the premises shall be maintained in good condition and kept neat, clean, attractive, and lighted; and
2. The door area and sidewalk immediately adjacent to the Storefront of the premises shall be neat, clean, and free from dirt and debris; and
3. Any and all storefront window glass of the premises shall be kept clean.