

Maintenance

Overhang Extensions | All overhang extensions, including but not limited to: canopies, marquees, signs, metal awnings, fire escapes, standpipes, and exhaust ducts, shall be maintained in good repair and properly anchored. Weather coating materials should be applied to protect exposed surfaces from the elements.

Parking/Loading Areas | All loading areas, auto service stations, drive-ins, and other commercial and industrial parking areas shall be paved with concrete/bituminous concrete or its equivalent, and maintained in a proper state of repair.

Sidewalks | Commercial property owners or tenants must keep sidewalks clean, clear and in proper state of repair.

Signage shall be maintained so as not to become unsafe, insanitary, deficient, constitute a fire hazard or human life or the public welfare.

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Vacant Structures/Land | All vacant structures and land should be maintained in a clean, safe, secure, and sanitary condition so as not to cause blight or adversely affect public health.



Contacts

**City of Gladstone
Community Development**
7010 N Holmes St
Gladstone, MO 64118
(816) 436-2200

Code Enforcement & Permits
(816) 423-4111

Planning & Zoning
(816-) 423-4110

Public Works
(816) 436-5442

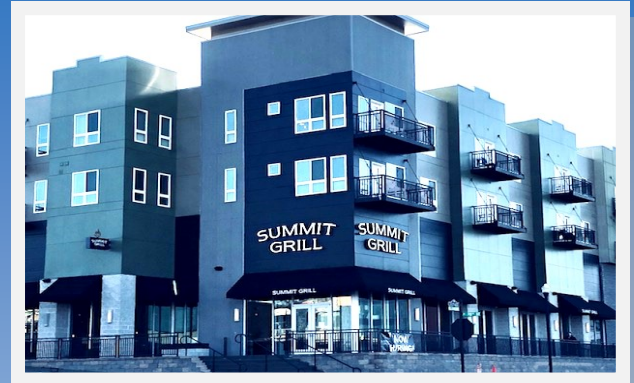
Fire Marshal
(816) 423-4081



This brochure is provided for informational purposes and in no way substitutes for or overrides the codes and policies formally adopted by the City of Gladstone.

12/2018

Property Maintenance & Nuisance Guideline (Commercial)



The **City of Gladstone** is proud to collaborate with its business community in order to preserve and enhance the quality of life that residents and visitors experience.

The Community Development Department is responsible for administering the City Code for all commercial properties and businesses.

This brochure is provided to assist Gladstone business owners in meeting the Code standards of the City of Gladstone and highlights some of the most common code compliance issues. All information herein was verified as current and accurate at the time of printing. However, Codes are subject to change. Please contact Code Enforcement to verify any questions you may have at (816) 423-4111, and visit the City's website to access the entire text of the City Code.

www.gladstone.mo.us



Licenses



Licenses | Businesses in Gladstone must be licensed on an annual basis*. To receive a Business License from the City you must fill out a Business License Application and pay the required license fee(s).

Gladstone-based businesses must provide a paid Business Property Tax Receipt with renewal, or if new, Proof of Registration with Clay County.

Retail sales require a “No Tax Due” statement from the Missouri Department of Revenue.

Businesses doing construction work must provide a Workers’ Compensation Certificate, or a notarized Workers’ Comp Affidavit (if qualified).

Fees | Business License Fees are .30 per \$1,000 of gross receipts for the licensing period of July 1 to June 30, plus a \$30.00** flat fee.

Your business may be subject to these additional license fees:

Amusement	\$25.00
Cigarettes	\$1.00
Liquor	(see City Clerk)
Master Electrician	\$100.00**
Master Plumber	\$100.00**

* Business Licenses must be current before permits can be issued.

** Fees are prorated after January 1st.

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Building Numbers | Address shall be legible and in a position that is visible from the street fronting the property. Address characters shall contrast with the background. Numbers/letters shall be Arabic and each character shall be not less than 8” high with a minimum stroke width of 1/2”.

Equipment/Noise | Exterior work/noise performed between 7:00am to 10:00pm. Work before or after these hours must have prior written approval from the Community Development Department.

Exterior Surfaces | All exterior surfaces, including windows and doors, shall be maintained in good, clean, and sanitary conditions. Peeling, chipping, flaking, or abraded paint shall be repaired, removed, or covered. Cracked or loose plaster, decayed wood, and other defective surface conditions shall be corrected.

Fire Safety | Safe unobstructed pathways shall be maintained to all exits to a public way. Aisle width and exit capacities should be in conformance with International Fire Code. Emergency escape openings should be operational from the interior of the building. All means of egress should be indicated with an Exit Sign.

Garbage/Trash | All commercial containers should display the name and contact information of the company responsible for servicing the container. Trash should not be allowed to accumulate. All dumpsters, trash pads, trash collection or storage areas shall be screened from all adjoining properties.

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Graffiti | If a property is defaced, it is the owner’s responsibility to restore surfaces affected by graffiti to an approved state of maintenance and repair. Please report all graffiti incidents to Public Safety.

Grass/Hedges/Shrubs/Trees | Hedges, shrubs, trees, bushes, vines or any planting used as a property line shall not extend into any public walkway or obstruct any fire hydrant or other public utility valve. Trees should be trimmed to clear paved walkways by a minimum of 8’, and streets by a minimum of 13’. All dead and dying trees should be removed. Weeds/grass growth should not exceed 7 inches.

Inoperable/Dismantled Vehicles | No inoperative or unlicensed vehicles shall be parked, kept, or stored on any premises, except as provided for in other regulations. Vehicle repair of any kind is not allowed, except as provided for in other regulations.

Lighting | Means of egress, including exterior egress, shall be illuminated at all times the building is occupied, with a minimum of one foot-candle (11 lux) at floors, landings, and treads.

