

# Tornado Damage Permits



- **Permit Process for Repairs to Tornado Damaged Structures**

- Tornado Damage Permits should be applied for at the Clayton [Citizenserve Permitting Portal](#). Submitted documents should be in PDF format.
- A preliminary inspection will be scheduled **after** application is made to verify the extent of the existing conditions.
- Repair permits should be for repairs to the pre-existing conditions. If the permit includes alterations beyond the present layout, that will need to be done under normal permit application procedures.
- If the damage includes work related to plumbing and mechanical items, list those items during the application process. That work will be integrated as part of the Tornado Damage Permit.
- Where damage to the primary roof structure and/or exterior walls occurred, a structural evaluation will need to be provided. One and two family dwellings may be done by either a licensed architect or a licensed P.E. For commercial or multi-family structures, the structural evaluation should be by a licensed P.E.
- If repairs are for roof trusses, that must be done by a Missouri licensed P.E. as roof trusses are entirely engineered components. If the repairs include new replacement trusses, the engineered truss drawings should be provided with the permit application.
- The application for repairs may be in the form of an insurance repair estimating software output. (Xactimate or equal.)
- Repairs that include a new flat roof (2:12 slope or less) should include the manufacturer's standard details and specifications for the specific roofing material to be installed.
- Reconstruction of masonry chimneys should indicate the height of the chimney overall as well as the height above the existing roof within 10'-0" of the chimney.
- Replacement of roof insulation should match existing but should be a minimum of R-38 if otherwise unknown.
- If applying for a permit related to the repair or replacement of a damaged fence, please include an aerial photo of the lot, with the locations of the replaced/ repaired fence sections marked. Additionally, include a photo of the proposed fence style.

- **Items That Do Not Require a Tornado Damage Permit**

- New roofing when applied to a roof deck with a slope greater than 2:12, providing the new roof material is similar in style and weight as the original roof material.
- Replacement of damaged windows, providing that they are of a similar style and size as the original window(s).
- Replacement or patching of drywall where not in excess of 16 s.f. in size.
- Replacement of damaged exterior trim board, guttering and downspouts.

For questions or additional information, please email [tlard@claytonmo.gov](mailto:tlard@claytonmo.gov) or call 314-290-8452