

## THE BOROUGH OF CLYMER

### BUILDING AND ZONING PERMIT APPLICATION GUIDELINES

1. All permit applications must be completed before it will be reviewed for Zoning Building Code compliance. Copies of the Zoning Ordinance are available at the Clymer Borough Office.
2. All applications for additions, porches, accessory structures, fences, and similar structures must include a sealed survey indicating applicable setbacks for all structures on the same lot.
3. A site plan with utilities must accompany the application..
4. The OWNER of the property must sign the Permit Agreement. The Permit Agreement must be notarized if the owner is not the applicant and the owner is not able to sign the Permit Agreement in the presences of the Building Official.
5. All applications for exterior work in the Steep Slope District must comply with all rules and regulations set forth in the Zoning Ordinance.
6. Pursuant to Ordinance 346 all new structures shall have their respective roof storm water conveyed to a borough approved storm water system. If an approved storm water system is not available, a retention pit per borough specifications shall be provided at the applicant's expense.
7. All fee are to be paid at the time in which the Permit is received. The fees for Building and Zoning Permits are as follows; Special Application \$350 plus all expenses exceeding \$350. Regular Zoning Permit with no exceptions \$50.
8. The Zoning Official will act upon a completed application with 30 days of receiving the completed application.
9. If the work described in any Permit has not begun with ninety (90) Days from the date of issuance thereof, said Permit shall expire and be canceled. If the described work has not been substantially completed within two (2) years of the date of issuance thereof, said Permit and any zoning relief shall expire and be cancelled.
10. It shall be the applicants' responsibility to obtain all applicable permits and approvals from the State of PA and Indiana County.

NOTE: This is not all-inclusive. The Borough of Clymer reserves the right to add, delete and change these requirements.

**All public and private construction, demolition and grading work, and related activities performed pursuant to a building permit shall be performed between the hours of 8:00 AM and Dusk; Monday through, Saturday, and no such work shall be performed at any time on Sundays, unless the permit holder obtains written consent from the Borough Manager and/or his or her agent to do the work at an earlier or later hour, or on Sunday. In connection with any permit, conditions may be attached by the Borough Manager and/or his or her agent to prevent damage to public or private property, or to prevent a hazardous condition, or to prevent a public nuisance including but not limited to equipment usage or storage, transportation of materials, hydra-hammer of headache ball usage, fencing of construction site or additional items pursuant to Ordinance 346.**