

Clay Township
870 Durlach Road
Stevens, PA 17578
Phone 717-733-9675 - Fax 717-733-3764

ZONING/BUILDING PERMIT APPLICATIONS
INFORMATION & PROCEDURES

These procedures were prepared to assist you in planning your project. By submitting the necessary information we will be able to promptly process your application.

A building and/or zoning permit shall be required whenever a property owner wishes to alter, change or commence a particular use of a property, structure, or to erect, construct, alter, repair, replace, demolish or convert any building or structure. In addition a permit is required for the installation of any fence or storage shed.

If your project is not in compliance with the Clay Township Zoning Ordinance (ie: permitted use in zoning district, setbacks from property line, etc.), you may need to obtain a special exception or variance from the Clay Township Zoning Hearing Board prior to applying for a Permit.

In accordance with PA DEP regulations, the Township adopted an updated Stormwater Management Ordinance on May 12, 2014. Under the ordinance, any existing lot of record in the Township, which has undergone less than 1,000 square feet of impervious area additions since September 8, 2004, will be eligible for a stormwater management exemption up to a cumulative 1,000 square feet. Cumulative impervious areas between 1,001 and 2,500 square feet are eligible to use the "Small Projects Design" permit application to ensure appropriate stormwater management.

Stormwater Management for cumulative impervious area over 2,500 square feet might include on-site facilities that must be designed, stamped and sealed by a design professional, and submitted along with this application for the Township's Engineer to review. A storm water agreement will need to be completed and an escrow account setup prior to the issuance of a building permit. If you are not sure if additional stormwater management is required please contact the Zoning Office.

1. Permit applications are available at the Township Office during normal business hours, Monday through Friday between 8:00 AM and 4:30 PM. Permit applications can also be emailed or faxed if requested and permit applications will be posted on the web-site at www.claytwp.com.
2. Completed applications can be submitted during normal business hours.
3. Residents may call or visit the Township Office on Tuesday and Thursday between the hours of 8:00 am and noon, to speak with the Zoning Officer to discuss zoning/permitting questions with their project or they can submit their questions via e-mail at info@claytwp.com.

4. All applications shall include a Plot Plan that includes dimensions and shape of the lot to be built upon, the location and dimensions (length & width) of all existing buildings on the lot, location and dimensions (length, width and height) of all proposed buildings or additions to buildings, setback dimensions for all proposed buildings or additions to buildings, measured from property lines, location of sanitary sewer and water supply facilities.
5. Applications for **Residential** projects should include two (2) copies of all plans and supportive documentation.
6. Applications for **Commercial** projects should include (3) copies of all plans and supportive documentation.
7. If the project involves commercial, industrial, residential or other uses which require approval in accordance with the Uniform Construction Code (UCC), the applicant must also complete UCC Plan Review Checklist, Energy Code Prescriptive Compliance Report and Special Inspections and Observations Statement (ABI forms). If you are unsure if this applies to your project please contact the Township Office.
8. The Zoning Officer will review the application for compliance with the requirements of the Clay Township Zoning Ordinance and other Township Ordinances.
9. If the Building application conforms to Township Ordinances the application will be forwarded to the Township Code Official for review pursuant to the Uniform Construction Code. The Code Official will contact the applicant and/or contractor if the permit application is incomplete or more information is required.
10. Upon completion and approval of the plan review pursuant to the UCC, the Code Official will return the documents to Clay Township, the application will be finalized, all permit fees will be determined and the applicant will be notified that the permit is ready for pick up.
11. If the Zoning application conforms to the Zoning Ordinance, the application will be finalized, all permit fees will be determined and the applicant will be notified that the permit is ready for pick up.
12. Questions regarding general procedures and those regarding specific zoning-related issues should be directed to the Zoning Officer at 717-733-9675 or email info@claytwp.com.