

# Caernarvon Township, Lancaster County

2139 Main Street, Narvon, PA 17555

717-445-4244 Fax: 717-445-7119

[www.caernarvonlanaster.org](http://www.caernarvonlanaster.org)

## BUILDING PERMIT INFORMATION

Caernarvon Township allows the selection of **one** of the following inspection agencies for residential and commercial projects. The selected agency shall serve as the Building Code Official for the entire project **Review fees will be due to the selected agency in the event the applicant chooses to not proceed with the project.** Please initial the agency you wish to use.

<input type="checkbox"/>	Associated Building Inspections, LLC	717-733-1654	<a href="http://www.weknowcodes.com">www.weknowcodes.com</a>
<input type="checkbox"/>	Code Administrators, Inc	717-859-3350	<a href="http://www.codeadministrators.com">www.codeadministrators.com</a>
<input type="checkbox"/>	Technicon Enterprises, Inc.	610-286-1622	<a href="http://www.technicon2.com">www.technicon2.com</a>

- \*The applicant shall complete the zoning/building permit application and return to the Caernarvon Township Zoning Officer.
- \*The Application for Building Permit must be completed if the proposal requires approval under the Uniform Construction Code (UCC).
- \*The applicant shall include a sketch of the existing buildings and location of proposed construction (noting all sizes and setbacks) and when applicable, location of sanitary sewer, and water facilities. **It is the applicant's responsibility to be aware of any easements associated with the property.**
- \*Zoning compliance (including, but not limited to storm water, driveway permit, HOP, public and/or private water and sewer, necessary agreements) will be verified and submitted to selected agency with (2) sets of construction (work detail) plans for residential and (3) sets of construction (work detail) plans for commercial.
- \*The construction plans are reviewed by the selected agency and upon verification of code compliance, returned to the Township with the applicable fees and an approval to issue the building permit.
- \*Property must have a visible street number and when calling for inspection, provide the permit number, address, and inspection needed. Please contact your selected agent for inspections.
- \*The applicant will be notified by the Township staff when the application packet is completed and approved by all involved agencies (building code official, storm water, public and/or private water and sewer, driveway permit, HOP permit), and ready for pick-up at the Township Office.
- \*All review and inspection fees related to the Building/Construction Permit are made payable to the selected agency and submitted to Caernarvon Township prior to the issuance of the permit. Zoning Permit fees are made payable to Caernarvon Township prior to the issuance of the permit. Cash and checks accepted, no credit cards.
- \*A Certificate of Occupancy will be issued **only** upon final inspection of construction and inspection of the approved stormwater management plan, if such a plan is required. **The Certificate of Occupancy will be issued by the Township.**
- \*Questions regarding general procedures and those involving specific zoning-related issues should be directed to Robin Royer, Caernarvon Township Zoning Officer at 610-987-9290, or via email at [rroyer@ltlconsultants.com](mailto:rroyer@ltlconsultants.com) The zoning officer also has hours by appointment, Thursday afternoon, at the Township Office.

# CAERNARVON TOWNSHIP, Lancaster County

2139 Main Street, Narvon, PA 17555 717-445-4244 Fax: 717-445-7119

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Permit #:

Date Received:

## APPLICATION FOR ZONING/BUILDING PERMIT

Applicant's Name:

Telephone No:

Applicant's Address:

Cell Phone No:

Applicant's Email Address:

Owner's Name:

Telephone No:

Owner's Address:

Cell Phone No:

Owner's Email Address:

Address of Property:

Description of New Structure or Modifications:

Construction Will Be: ☐ Stone ☐ Brick ☐ Frame ☐ Block ☐ Stucco ☐ Aluminum ☐ Other

Structure/Modification will contain  square feet and a height of  from grade to the highest point.

Dimension:

Date of Completion:

Proposed Use:

Value of the Completed Structure or Modification:

(excluding land)

**PROVIDE TWO (2) SETS OF PLAN WHICH CLEARLY SHOW, THREE (3) SETS IF THE PERMIT IS COMMERCIAL, INDUSTRIAL, OR FOR OTHER NON-RESIDENTIAL PERMITTING**

1. Construction plans of sufficient detail to demonstrate compliance with the Township's building code, if applicable
2. The dimensions and shape of the lot to be built upon, if applicable
3. The location and dimensions (length & width) of all existing buildings on the lot, if applicable
4. The location and dimensions (length & width, and height) of all proposed buildings or additions to buildings and off-street parking and/or loading facilities, if applicable
5. The setback dimensions for all proposed buildings or additions to buildings, measured from the side and rear property lines and the abutting street centerline, if applicable
6. The location of sanitary sewer and water supply facilities, if applicable
7. A statement indicating the existing and proposed use. Provide a separate attachment, if necessary, to address any of the above information.

Applicant's Signature

Date

FOR ZONING OFFICER'S USE ONLY

This application is: ☐ Approved ☐ Denied

Zoning Officer's Signature

Date

Comments:

Zoning District:

County Account Number: 050-

Zoning Permit Fee:

Storm Water Fee:

Building Permit Fee:

Total:

Caernarvon Township: Date Permit Fee Paid:

☐ Cash

☐ Check Number:

☐ ABI ☐ Code Administrators ☐ Technician : Date Permit Fee Paid:

☐ Cash

☐ Check Number:



# Code Administrators Inc

1525 Oregon Pike Suite 901  
Lancaster, PA 17601  
T: 717-859-3350 F: 717-859-3363  
www.CodeAdministrators.com

## Application for Residential Permit and Plans Examination

Please note that the following are required to be submitted with this application:

Two (2) Sets of Site Plans

Two (2) Complete Sets of Construction Drawings

**When Possible an Additional Digital Submission of Construction Documents is Requested**

### Property Information

Project Address		City	Zip
Owner's Name	Phone	Fax	Email
Owner's Address	City	State	Zip

### Scope of Project

Description of Work:

Description of Work:				
Cost of Construction	Square Feet	Floors	<input type="radio"/> Finished <input type="radio"/> Unfinished	<input type="radio"/> Attached <input type="radio"/> Detached <input type="radio"/> No
			Basement	Garage

### Contractor Information

(If not needed for project, write N/A)

General Contractor:

Company Name	Phone	Fax
Address	City	State
Contact	Email	Cell

**Contractor Information Contd.**

(If not needed for project, write N/A)

Electrical Contractor:

☐ Please check if you are requesting a Religious Sect Electrical Exemption (If checked, please fill out, notarize and submit form 901(b) Electrical Exemption Affidavit)

Company Name	Phone	Fax
Address	City	State Zip
Contact	Email	Cell

Plumbing Contractor:

Address	City	State Zip
Contact	Email	Cell

Heating/Air Conditioning Contractor:

Company Name	Phone	Fax
Address	City	State Zip
Contact	Email	Cell

**Applicant Certification****This Section MUST be Fully Completed.**

As the owner, lessee, design professional employed in connection with the proposed work or agents thereof, I certify that:

- All information provided on and with this application is true and correct and that the work will be completed in accordance with the “approved” construction documents and PA Act 45 (Uniform Construction Code) and any additional approved building code requirements adopted by the Municipality;
- I understand that this permit is valid for one (1) year after its issuance by the Municipality;
- I understand that this permit shall become invalid unless the authorized construction work begins within 180 days of this permit’s issuance or if the authorized construction work is stopped for a period longer than 180 days;
- I understand that no work may be started, or continued, unless a permit is issued by, and the fees paid to, the Municipality;
- I understand that, once issued, a copy of this permit will remain on the work site until the completion of this project;
- I understand that a Building Permit Placard shall be placed on the property visible from the street;
- I am responsible for locating all property lines, setback lines, casements, rights-of-way, flood areas, etc.;
- I understand that the issuance of a permit and approval of construction documents shall not be construed as authority to violate, cancel or set aside any provisions of the codes or ordinances of the Municipality or any other governing body;
- I understand all applicable codes, ordinances and regulations;
- Any changes to the approved documents will be submitted in writing and these changes will not occur until they have been reviewed and approved;
- I understand that Code Administrators, Inc., or their authorized representative, shall have the authority to enter areas covered by this permit at any reasonable hour to enforce the provisions of the codes applicable to this permit;
- I understand that I am required to apply for any required Zoning Permits;
- I understand that I am responsible for any plan review fees or any additional inspections fees, which may be required during construction, that were not identified during the initial permit approval; and,
- I understand that all fees must be paid in full before a Certificate of Use and Occupancy can be issued. Should I decide to cancel the project, I agree that I am responsible for any fees incurred in the reviewing process.

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Applicant Printed Name

Phone

Email

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Address

City

State

Zip

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Applicant Signature

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Date