

CAERNARVON TOWNSHIP  
Berks County, Pennsylvania  
Application Review Checklist for Building and Zoning Permits

The following information or documents are REQUIRED as indicated for ALL permit applications. Failure to provide the REQUIRED information or documents will result in your application being placed on HOLD or DENIED. If the box is checked, the associated information or document is REQUIRED to process your application.

- Completed Application Form. (All Permits)
- Workers Compensation Insurance Coverage Information Form. If insurance is required under the Pennsylvania Worker's Compensation Law, a copy of the insurance certificate must be provided or on record with the Township, naming the Township of Caernarvon, P.O. Box 294, Morgantown, PA 19543, as the Certificate Holder. (All Permits)
- Plot Plan (2 copies) showing the property lines, location and size of existing/proposed buildings, structures, on-lot sewage disposal system, utility easements, and signs with dimensions to the property lines. If no building or structure is proposed, the layout of the proposed use of the property shall be shown. (All Permits)
- Two (2) copies of the Plan(s) for the proposed building/structure. (All Permits, except Use Permits)
- Copy of the approved Sewage Permit for installation of an On-Lot disposal system.
- Copy of the approved Sewer Tap Permit for connection to the Public Sewer System.
- Copy of the approved Industrial Sewage Discharge Permit for commercial/industrial connections to the Public Sewer System.
- Copy of the approved Water Tap Permit for connection to the Public Water System.
- Copy of the approved Caernarvon Township Driveway Permit for driveway access on to dedicated Township Roads.
- Copy of the approved PennDOT Highway Occupancy Permit for driveway access on to a State Road.
- Copy of the approved Plumbing Permit. (All applications involving new or changes to the plumbing of the building/structure.)
- Copy of the approved Mechanical Permit.
- Copy of the approved Fire Code Permit. (All commercial/industrial permit applications.)
- Copy of the approved Electrical Permit.
- Copy of the Erosion and Sedimentation Control Plan for the construction activity. PADEP Rules and Regulations should be consulted regarding the need for specific permit approvals by PADEP prior to the start of construction.
- Copy of plans approved by the Department of Labor and Industry (L&I). (All commercial and industrial applications.)
- Proof of the recording of the Final Subdivision and/or Land Development Plan (if applicable) including information on the Plan Book Volume and Page Number where recorded in the Recorder of Deeds Office.
- Copy of the Act 167 Compliance Letter from the Township Engineer.