



TOWN OF PLAINFIELD

Industrial

Tenant Improvement - Submittal Requirements

All plans shall be submitted through iWorQ, the Town of Plainfield's permit management system.

Link to iWorQ - <https://plainfieldin.portal.iworq.net/portalhome/plainfieldin>

- Use the link above to access the town's iWorQ portal. Create an account or login.
- Complete the application - Upload the projects construction plans/document outlined below.
Incomplete submittals will not be accepted.
- Upon receipt of a completed application and the required construction plan/document submittal we will begin the review process.
 - Typical review time is dependent upon the current workload.
 - Permit status can be verified by logging into iWorQ and selecting the view request tab at the top of the page.
- When approved, you will be notified that the permit is awaiting payment and ready for pickup. Permit and Utility Fees are due at the time of permit issuance.
 - Permits may be paid online using the inspection portal.
 - <https://portal.iworq.net/PLAINFIELD/permits/600>
 - Once all payments have been completed, your permit placard will be emailed to you. You must post it on the site until a Certificate of Occupancy has been issued.

Construction Plans and Documents

- Construction Design Release
 - Obtain a Construction Design Release issued by the Indiana Department of Homeland Security, Division of Fire Safety/Plan Review for the applicable project.
- Construction Plans **identical** to those released for Construction by the Indiana Department of Homeland Security, Division of Fire Safety/Plan Review.

Location maps specifically identifying the location of the tenant improvement within the building and an area map of the overall development.

Utility - Usage Calculation Submittal

Set of Sewer and Water Usage Calculations, submitted in gallons per day and the basis for the calculations, submitted by the project design engineer. Unless otherwise noted: the State of Indiana Board of Health guide for estimating wastewater flows (Bulletin S.E. 13) will be used for (but not limited) to the type of establishments noted in the guide's chart.