



# TOWN OF PLAINFIELD

## Commercial

### Accessory Building/Structure - 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.

## Permit 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.
- Site Plans (Civil Drawings) **identical** to those submitted for approval by the Town of Plainfield. Plans shall include a project location map, building pad location, grading and drainage patterns and swales, erosion control, minimum flood plain elevation and flood protection grade, utility plans, and general site notes, etc.

## 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.