



TOWN OF PLAINFIELD

Residential Pool Pool Submittal Requirements

A swimming pool permit is required to construct a permanent pool capable of a water depth greater than forty-two (42) inches.

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.
- 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.
- When approved, you will be invoiced the fees for the permit. 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.

Submittal Requirements

- One plot plan drawn to scale no smaller than 1"=60' depicting the location of the proposed pool on the lot. It shall be the responsibility of the applicant to indicate on the plot plan the location of any floodways, flood fringes, drainage, or utility easements along with any well or septic fields.
- Construction drawings and a spec information describing the proposed pool including elevation views and pool dimensions. These drawings must also indicate which of the following Safety Features will be utilized to restrict access to the pool:
 - Walls or fencing not less than four (4) feet high surrounding the pool and deck area with the exception of self-closing and latching gates and doors, both capable of being locked.
 - A power safety pool cover that provides a continuous connection between the cover and the deck when completely drawn over the pool and is mechanically operated and cannot be drawn open or retracted without the use of a key, key and switch or touch pad with a personal access code

Residential Pool Inspection Procedures

All inspection requests are to be made by using the iWorQ inspection portal.

Link to inspection portal - <https://portal.iworq.net/PLAINFIELD/permits/600>

- All requests should be made two (2) business days in advance of the date of the inspection.
- Search for your permit using the building permit number.
- Enter your contractor access code
- Enter pertinent information for inspection.
- Pool permits shall be clearly displayed at the site for which the permit is issued.
- Bonding Inspection:
 - In-ground pool: Plumbing, electrical, and structural materials shall remain exposed until inspected and before backfilling.
 - On-ground pool: Plumbing, electrical, and structural materials inspected prior to filling the pool with water.
- Occupancy Inspection Needs to be completed, prior to occupying the pool. Failure to complete the occupancy inspection could result in fines of up to \$2500.00 per day.
 - All required Safety Features and Lifesaving Equipment shall be in place at this inspection.
 - **Lifesaving Equipment shall be installed with each residential swimming pool.**
 1. A ring or throwing buoy fitted with forty (40) feet of one-fourth (1/4) inch diameter line.
 2. A pole not less than twelve (12) feet in length.
 3. Access to a telephone.