



TOWN OF PLAINFIELD

Solar Energy System - 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.
- 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.

This form must be submitted with all other submittal required documents listed below. Additional submittal documentation may be required as necessary. Solar Energy System installations must comply with 2018 IRC (2020 Indiana Building Residential Code) Section 324.

Construction Plans and Documents

Plot Plan:

- Provide all applicable information per the Residential Single Family Plot Plan requirements
- Minimum plot plan scale 1"=20', minimum drawing scale 1/8"=1', minimum 10pt font size
- Show location of all photovoltaic components including the panel's exact location on the roof.
- Maintain 3' clearance from roof edges and roof peak.

Manufacturer's Specifications

If solar panels are mounted on roof, provide plans for the existing roof framing



- Specify size, type and spacing of existing framing members (indicate if trusses, rafters, etc.)
- Specify pitch of roof
- Specify existing roof covering material (tile, asphalt shingle, built-up, etc.)
- Specify size and weight of each solar panel
- Provide details for mounting of panels to the existing roof structure

Structural Engineering will be required:

- For the existing roof framing members when the additional load from roof mounted solar equipment exceeds 5 psf (weights are typically included in the manufacturer's specifications)
- For new detached solar structure/arrays of any height (Requires plans to be logged in for review)

Photovoltaic Systems require the following:

- Electrical plans that include a 3-line diagram showing all conductors, equipment, modules, etc., from the service panel to the modules. Include all ratings, wire sizes, location of conduit runs, labeling and the open circuit DC voltage if the modules are of the crystalline type.

Purpose of Solar System				
Heating and Cooling	<input type="checkbox"/> Yes or <input type="checkbox"/> No	If yes		Integrated with Existing Distribution System? <input type="checkbox"/> Yes or <input type="checkbox"/> No
Power	<input type="checkbox"/> Yes or <input type="checkbox"/> No	If yes		Primary Source of Power <input type="checkbox"/> Yes or <input type="checkbox"/> No
Collection Unit				
Size of Panels	Number of Panels	kWh per Day	Battery Backup	
			<input type="checkbox"/> Yes or <input type="checkbox"/> No	

Inspection Procedures

All inspection requests are to be made by using the [iWorQ inspection portal](#).

It is the owner's/applicant's responsibility to ensure that the proposed installation of solar systems and associated equipment meets the applicable codes. If determined by inspection staff the proposed solar system is installed and is not code compliant it will be at the owner's/applicant's expense to comply.