



TOWN OF PLAINFIELD

Electrical Submittal Form

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>

The application and plan submittals for an Electrical Permit must be made by the contractor/an agent representing the contractor or person responsible for the installation/construction of the project.

- 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.

Instructions: Submittals must be a clear and understandable set of plans/drawings that indicate in a precise manner the nature and location of all work to accomplished. This form must be completed and attached to the iWorQ application for the application to be processed.

INCOMPLETE SUBMITTALS WILL NOT BE PROCESSED.

Scope of Work (Describe):

Attach One (1) Site Plan/Floor Plan specifically indicating the exact location of the electrical activity/installation of the equipment (including panel, meter base and transformer). Hand drawn sketches will not be accepted. Images should be from Google Earth, Maps or Beacon.

Indicate the present use of the structure: (check only one)

Use: Single Family Multifamily Commercial Industrial Accessory Building

Other (Describe): _____

Nature of Electrical Work to be carried out:

Type of Service: -New -Existing -Overhead -Underground

Replacement, Repair, Alteration or Upgrade of Service: Upgrade: _____ Amp to _____ Amp

○ **Adding:** -Sub-Panel -New Service – Specify the size: _____ Amp

○ **2 ground rods** will be required for all new and upgraded service work.

Service for Other (Specify): _____