



## TOWN OF PLAINFIELD

### Residential Remodel/Basement

All building plans shall be submitted through iWorQ, Plainfield's permit management system.

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

#### **Submittal Procedure**

The building permit application and plan submittals for a building permit must be made by the General Contractor, an Agent representing the contractor or the Person responsible for the construction.

- 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.

#### **Permit Documents**

- As Designed Energy Certification
  - Obtain a certification that your dwelling meets the minimum requirements of the 2020 Energy Code from an independent energy consultant.
  - Information pertaining to how the basement/remodel/structure is or will be insulated.
- A set of plans drawn to scale showing the following:
  - Floor Plans including the square footage (each floor)
  - Electrical Plans
  - Plumbing Plans
  - Foundation Plans (basement plans-when applicable)
  - Elevation Views (front, rear, sides)
- Typical cross sections showing the following:
  - Foundation
  - Sidewall
  - Roof Framing
  - Indication of Construction Materials