



TOWN OF PLAINFIELD

Residential

Detached Garage/Accessory Building/Room Addition Submittal Requirements

All building and plot plans shall be submitted through iWorQ, the Town of Plainfield's permit management system.

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

Submittal Procedure

- Use the link above to access the town's iWorQ portal.
- Complete the application - Upload the projects construction plans and 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 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

- A set of plans drawn to scale showing the following:
 - Floor Plans including the square footage of existing and new structures.
 - Foundation Plans
 - Rafters\Truss System
 - Elevation Views (front, rear, sides) with indication of construction materials
 - Electrical Plans
 - Plumbing Plans
 - Typical cross sections showing the following:
 - Foundation
 - Sidewall
 - Roof Framing
 - Indication of Construction Materials
- A plot plan from an Engineer or Land Surveyor drawn to scale no smaller than 1"= 60' and shall include:
 - North Arrow
 - Legal Description of the Lot
 - Lot dimensions and area
 - Structure Set-Back distances
 - Existing structures
 - New structure
 - Finish Floor elevations
 - Minimum flood plain elevation and flood protection grade
 - Finish grade and existing elevations
 - Proposed drainage method and location of swales
 - Street elevations
 - Temporary benchmark

Location and dimensions of all proposed buildings and accessory structures, including walks, driveways, and approaches, also indicate easements, sewer and water lines, and established set-back requirements. When applicable the location of septic tank, distribution box, splitter box, and absorption field including elevations and well location must be shown.