



TOWN OF PLAINFIELD

Commercial

Building and Site Plan - 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.

Permit Documents

- Construction Design Release
 - Obtain a Construction Design Release issued by the Indiana Department of Homeland Security, Division of Fire Safety/Plan Review for the applicable project.
- Construction Plans **identical** to those released for Construction by the Indiana Department of Homeland Security, Division of Fire Safety/Plan Review.
- Site Plans (Civil Drawings) **identical** to those submitted for approval by the Town of Plainfield. Plans shall include a project location map, building pad location, grading and drainage patterns and swales, erosion control, minimum flood plain elevation and flood protection grade, utility plans, and general site notes, etc.

Utility - Usage Calculation Submittal

Set of Sewer and Water Usage Calculations, submitted in gallons per day and the basis for the calculations, submitted by the project design engineer.