



# TOWN OF PLAINFIELD

## Commercial

### Interim Permit - 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.

#### **Construction Plans and Documents:**

- A Signed Copy of the Interim Permit Signature Sheet.
- Construction Design Release issued by the State of Indiana Fire and Building Services for the project.
- Construction Plans that are **identical** to those released for Construction by the Indiana Department of Homeland Security, Division of Fire Safety/Plan Review showing the foundation, floor plan, architectural, structural, mechanical, electrical, and plumbing, including the cross sections, details and exterior views, etc.

#### **Interim Permit Conditions**

This interim permit for remodeling is issued prior to full plan review and is subject to all the rules of the Fire Prevention and Safety Commission and any local rules for issuance of a building permit by the Plainfield Building Commissioner. As such, the interim permit does **NOT** allow occupancy of the project until a standard building permit has been issued by the Plainfield Building Commissioner. The Interim Remodel Permit is **NOT** a Standard Building Permit.

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**Interim Permit - Signature Sheet**

I agree to take full responsibility for removing any construction found by plans examination or by inspection, to be a violation of the building codes and/or Town of Plainfield Ordinances. I further agree not to occupy or allow occupancy until the complete building plans and specifications have been approved and the standard building permit and the certificate of occupancy has been issued by the Town of Plainfield's Building Commissioner.

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Signature of Applicant or Authorized Agent      Date      Print Name

**SUBMIT THIS FORM WITH THE BUILDING PERMIT APPLICATION**