



# TOWN OF PLAINFIELD

## Commercial

### Pool - 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.

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

- Construction Design Release issued by the Indiana Department of Homeland Security, Division of Fire Safety/Plan Review for the pool.
- Construction Plans that are **identical** to those released for Construction by the Indiana Department of Homeland Security, Division of Fire Safety/Plan Review.
- A set of Civil construction Drawings showing the location of the pool, pool deck/ apron, fence enclosure area or pool cover drawings and mechanical equipment or other pool related improvements on the site with their dimensions and setbacks indicated.