



# TOWN OF PLAINFIELD

## Commercial

### Aboveground/Underground (AST/UST's) Storage Tanks 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

- Copy of the Construction Design Release obtained from the Indiana Department of Homeland Security, Division of Fire Safety/Plan Review for the applicable project.
- One (1) completed copy of the State of Indiana Application for Storage Facilities, Tanks and Dispensing Equipment for Flammable and Combustible Liquids and Gases.
- A site plan drawn to scale showing;
  - Dimensioned Location all tanks to all property lines.
  - Dimensioned Location of pumps, dispensers and all other equipment related to all property lines, and buildings and other tanks.
  - Location and size of fences with gates and other devices used to protect against tampering with tanks and valves.
- A complete set of plans showing the location, type and size of tanks, pumps, dispensers, piping, valves and termination of all vents and all other related equipment. Be sure to include number of tanks with the Underwriter Laboratory Listing and Number of Dispensers
- Electrical plans and diagrams showing;
  - Location of emergency power cutoff for fuel dispensing devices.
  - Type and listing on electrical devices and wiring installation diagrams.
  - Location of hazardous areas.
- Cross Sections showing.
  - The depth below ground type of covering over the tanks, such as earth, concrete or asphalt, including thicknesses.
  - Supports, saddles, straps and other related material used to secure, anchor or support the tanks.
- Installation Information;
  - For AST's diking is required, include the plans and calculations showing the location, construction and capacity of dikes unless the tank is an approved, listed double-walled tank.
  - For UST's only, be sure to include the Installer's Certification Number
- If tank is located inside building, dimensional floor plans showing.
  - Location and rating of fire resistive walls, drains and curbs with the means of egress indicated, from the room and/or building.