



# TOWN OF PLAINFIELD

## Temporary Construction/Office/Restroom Trailer 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>

- 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.

**Attach/Upload One (1) Site;** Specifically indicating the exact location/placement of the trailer and the designated parking area that will accommodate for the sub-contractor's trailer placement and/or parking provisions on the project site. The placement of the construction trailer(s) and construction parking will **not** be permitted within the public right-of-way.

**Indicate the use of the site:** (check only one)

**Use:**         Single Family         Multifamily         Commercial         Industrial

**Description:** \_\_\_\_\_

A Construction/Office/Restroom trailer permit is only valid for **one** year from the date of issuance or the completion of the project whichever expires first. A construction trailer permit fee is \$75.00 **per** trailer.

**Note:** Structures used for the storage of construction materials that are to be used on the project will **not** require a permit, but their location/placement must comply with the placement requirements.