



# **PLAINFIELD FIRE TERRITORY**

591 MOON ROAD

PLAINFIELD, IN 46168

OFFICE: (317) 754 – 5182      FAX: (317) 838 – 3716

## **Permitting Process**

**Racking/Conveyor/Platform/Mezzanines/Fire suppression systems/Fire alarm systems**

**Submit and obtain CDR from State of Indiana** (Construction Design Release)

<http://www.in.gov/dhs/2650.htm>

### **Apply for Permit from Town of Plainfield**

Review times are dependent upon current work load, and all needed documents being submitted.

The Plainfield Fire Territory has begun using iWorQ for permit management. Going forward we would like for you to submit all new applications for Racking/Conveyer/Mezzanine/Fire suppression/Fire alarms system Plans/Building Plans through the iWorQ portal (link below).

Using the link access the town's iWorQ portal. <https://plainfieldin.portal.iworq.net/portalhome/plainfieldin>

#### **1. Create an account or login.**

- If you already have an account from other municipalities you should be able to login using your existing information.

#### **2. Complete the application**

- When submitting for Racking and Conveyer permits enter the cost of the material under the project cost (don't include labor)
- When submitting for a Mezzanine or Platform permit enter the square footage of the mezzanine or platform only under the square feet.
- Fire suppression systems and modifications (shall have a permit separate from other permits)
- Fire alarm systems (shall have a permit separate from other permits)

#### **3. Upload all documents**

- Project plans (you will be limited to 25 MB per upload)
- CDR
- Incomplete submittals will not be accepted.
- The information that you normally would provide for our office is what you should upload.
- If applying in Guilford Township (where the Building Permit issued by Hendricks County) under scope of work indicate *Fire Department Review Only, plus a description of the building project.*

#### **4. Once application is submitted completely we will begin the review process.**

- Permit status can be verified by logging into iWorQ and selecting the view request tab at the top of the page.

#### **5. Payment and Permit**

- When approved, you will be notified by an administrative assistant that the permit is awaiting payment and will be emailed to the applicant.

- All payments will be completed through iWorQ or can be made in person at the Town of Plainfield Government Center.
- Payments can be made at the Town of Plainfield Government Center (206 W. Main Street Plainfield, IN 46168) Monday through Friday (8am to 4:30pm).
  - Cash
  - Checks (made out to the Town of Plainfield)
  - Credit / Debit cards.
- Click the link below to make an online payment.  
<https://portal.iworq.net/PLAINFIELD/permits/600>

**Permit must be displayed in a readily visible location on site at all times.**  
**Failure to display permit can result in a \$25.00/day fine**

### **Once project has been completed schedule your Inspection**

Racking, Conveyor, Platform, Mezzanines, Fire suppression and Fire Alarm Systems inspections need to be scheduled by contacting:

- Inspection requests need to be made through the [iWorq's portal](#).
- Courtesy email [wstevens@plainfieldfire.com](mailto:wstevens@plainfieldfire.com) (recommended)
- Inspections will be scheduled based on our current work load and already scheduled events (typically 3-5 days)