



SITE AND INFRASTRUCTURE PERMIT

PERMIT APPLICATION INSTRUCTIONS AND SUBMITTAL REQUIREMENTS

1. Access the Town's iWorQ Portal to apply for a site and infrastructure permit.
<https://plainfieldin.portal.iworq.net/portalhome/plainfieldin> **All applications must be submitted through the iWorQ Portal.**
2. Fill out the application, attach the following supporting documents (as applicable), and submit the application. **Incomplete submittals will not be accepted.**
 - a. Construction plans with the current Town Standards attached
 - b. Drainage report
 - c. IDEM permit documents
 - i. Notice of Intent (NOI) to Construct a Water Main
 - ii. Sanitary sewer packet
 - iii. Completed Construction Stormwater General Permit (CSGP) application
 - iv. Storm Water Pollution Prevention Plan (SWP3) review
 - d. Plan Commission and/or Board of Zoning Appeals commitments and/or conditions
3. Mail or hand deliver one hard copy of the following supporting documents to the Town's engineering consultant, Butler Fairman & Seufert Inc., Attn: Kim Hill, 210 North Mill Street, Suite 101, Plainfield, IN 46168.
 - a. Full-size set of construction plans with the current Town Standards attached
 - b. Completed plan review checklist (form is on the [iWorQ Portal](#))
 - c. Drainage report
 - d. Plan Commission and/or Board of Zoning Appeals commitments and/or conditions
4. Upon receipt of a complete application, the Town will email the invoice for the plan review fee, which covers two reviews of the construction plans (one initial review and one revision). The email will contain instructions for how the invoice can be paid, including online options.
5. Upon receipt of payment of the plan review fee invoice, the Town will review the submitted supporting documents. The construction plans will be reviewed at the next scheduled plan review meeting if payment is received at least one week in advance of the plan review meeting date.
 - a. Plan review meetings are held twice a month. Schedule is on the [iWorQ Portal](#).

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- b. If more than two reviews are needed, the Town will issue a supplemental plan review fee invoice each time an additional review is needed. **Payment must be received before the revised construction plans can be reviewed.**
6. Upon completion of the review process, the Town will issue a construction plan release letter, a construction observations agreement for signature, and an invoice for the construction observations fee.
7. Complete any action items listed in the letter, sign the construction observations agreement, and pay the construction observations fee invoice.
8. Once the above steps have been completed, contact Kim Hill at 317-363-1968 or KHill@bfsengr.com to schedule a preconstruction meeting with the Town. **The preconstruction meeting must be held within six months of the construction plan release.**
9. Upon completion of the preconstruction meeting, the Town will issue a site and infrastructure permit. **Construction must commence within two months of issuance of the permit.**



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