



TOWN OF PLAINFIELD

Commercial/Industrial Electrical

Submittal Requirements and Inspection Procedures

Electrical Plans and Documents

- **One (1) site plan** depicting the location of all new and existing electrical service equipment.
- Written description of the full scope of work to be accomplished.
- Plans showing the extent of the work to be accomplished.
- When necessary on commercial and industrial electrical work, a Commercial Design Release issued by the Indiana Department of Homeland Security, Division of Fire Safety/Plan Review is required.

Incomplete Submittals Will Not Be Processed

Submittal Procedure

All construction plans and documents shall be submitted through iWorQ, the Town of Plainfield's permit management system. The building permit application and plan submittals for a building permit must be made by the General Contractor, an Agent representing the contractor or the Person responsible for the construction.

- 1) Use the link at the bottom of the page to access the town's [iWorQ portal](#).
 - a. Create an account or login.
- 2) Complete the application. Upload all construction plans and documents outlined above.
 - a. Submittals must be a clear and understandable set of digital detailed plans and specifications drawn to scale which indicate in a precise manner the nature and location of all work to be accomplished. **Incomplete submittals will not be accepted.**
- 3) Once the application, with the construction plans and documents, is accepted we will begin the review process.
 - a. Review time is based upon current workload.
- 4) When released for construction, you will be notified that the permit is awaiting payment.
 - a. Permit and Utility Fees are due prior to permit issuance.
 - b. Permits may be paid online using the inspection portal.
<https://portal.iworq.net/PLAINFIELD/permits/600>
- 5) Once all payments have been received, you will be required to print the permit placard that must be posted on the site until a Certificate of Occupancy has been issued.

Inspection Procedures

All inspection requests are to be made by using the iWorQ inspection portal.

<https://portal.iworq.net/PLAINFIELD/permits/600>

- Search for your permit using the building permit number
- Enter your contractor access code. (Typically, main contractor phone number minus area code and dashes.)
- Enter pertinent information for inspection.

All requests shall be made **two (2) business days in advance** of the date of the inspection.

The **Building Permit** shall be clearly displayed at the site during construction. All inspections will be recorded using iWorQ. Information including pass, fail, photos and notes will all be within the inspection portal for viewing.