



TOWN OF PLAINFIELD

Industrial

Interim Permit - Submittal Requirements

Construction Plans and Documents:

A Signed Copy of the Interim Permit Signature Sheet.

A copy of the Application for Construction Design Release that was submitted to the State of Indiana Fire and Building Services for the project.

Construction Plans that are **identical** to those released for Construction by the Indiana Department of Homeland Security, Division of Fire Safety/Plan Review showing the foundation, floor plan, architectural, structural, mechanical, electrical, and plumbing, including the cross sections, details and exterior views, etc.

Interim Permit Conditions

This interim permit for remodeling is issued, prior to full plan review and is subject to all the rules of the Fire Prevention and Safety Commission and any local rules for issuance of a building permit by the Plainfield Building Commissioner. As such, the interim permit does **NOT** allow occupancy of the project until a standard building permit has been issued by the Plainfield Building Commissioner. The Interim Remodel Permit is **NOT** a Standard Building Permit.

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.

Link to iWorQ - <https://talktomycity.com/search/Pla01>

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Interim Permit - Signature Sheet

I agree to take full responsibility for removing any construction found by plans examination or by inspection, to be a violation of the building codes and/or Town of Plainfield Ordinances. I further agree not to occupy or allow occupancy until the complete building plans and specifications have been approved and the standard building permit and the certificate of occupancy has been issued by the Town of Plainfield's Building Commissioner.

Signature of Applicant or Authorized Agent

____/____/_____
Date

Print Name

SUBMIT THIS FORM WITH THE BUILDING PERMIT APPLICATION