



# TOWN OF PLAINFIELD

## Residential

### Room Addition/Remodel/Basement Finish - Submittal Requirements

#### Construction Plans and Documents

- Energy Compliance
  - Obtain a certification that your dwelling meets the minimum requirements of the 2020 Indiana Energy Code from an independent energy consultant.
    - All “As Designed” documentation from the energy consultant shall be submitted with the application.
    - All “As Built” documentation shall be submitted to the building division prior to scheduling the occupancy inspection.
- Construction Plans that show the foundation, floor plan, architectural, structural, mechanical, electrical and plumbing, including the cross sections, details and exterior views.
- A plot plan from an Engineer or Land Surveyor drawn to scale no smaller than 1”= 60’.
  - For some applications a site plan using Google Earth or Beacon will suffice.

Location and dimensions of all proposed buildings and accessory structures, including walks, driveways, and approaches, also indicate easements, sewer and water lines, and established set-back requirements. When applicable; the location of septic tank, distribution box, splitter box, and absorption field including elevations and well location.

#### 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>