

CITY OF PLAINFIELD

PROCEDURES FOR OBTAINING A BUILDING PERMIT FROM THE CITY OF PLAINFIELD

Obtain building permit application from the City Clerk's Office, located through the rear (west) door of the Library.

Fill out the form on the following page.

Return the application and the permit fee of \$10.00, payable to the City of Plainfield, to the City Clerk's Office by noon on the working day preceding the City Council meeting. City Council meetings are held the second Tuesday of each month.

After the application is reviewed by the building official, the building official will forward the application to the City Council for approval or disapproval by the City Council.

If the application is approved, the building official will issue a permit. If the application is disapproved, the applicant will be notified of the reasons.

After a permit is issued, any changes in the plans submitted as a part of the original application need to be filed with the permit.

A permit will become void if work does not begin within 60-days.

Any work that is started before an application is approved by the City Council and before the permit is issued by the building official, will double the permit fee.

The complete building permit requirements are located in Chapter 155 of the Code of Ordinances of the City of Plainfield, Iowa.

If you have any questions, please do not hesitate to ask any of the City Council members, Mayor, or City Clerk, who can be reached at 276-3449.

PLEASE: CALL IOWA ONE CALL (1-800-292-8989) AT LEAST 48 HOURS BEFORE YOU DIG. IT IS THE LAW.

CITY OF PLAINFIELD

APPLICATION FOR A BUILDING PERMIT

Name of Applicant: _____

Address of Applicant: _____

Location of Work: _____

Legal Description of Property: _____

Proposed Work: _____

Use of Structure: _____

Plans of Work: Please submit a drawn-to-scale drawing of the proposed work. Please show all dimensions. Drawing must include size and location of the lot to be built upon and size and location of the building or structure to be erected or altered.

_____ DO NOT WRITE BELOW THIS LINE – OFFICE USE ONLY _____

___ Approve Date _____ Permit Issued _____

___ Disapprove Fee _____ Official Signature _____