

# CITY OF PLAINFIELD

## PROCEDURES FOR OBTAINING A BUILDING PERMIT FROM THE CITY OF PLAINFIELD

Obtain a building permit application from City Hall, the City Maintenance Superintendent, or it can be printed off the City's website at [www.plainfieldiowa.com/documents](http://www.plainfieldiowa.com/documents) or filled out online at <https://plainfieldiowa.frontdeskworks.com/>

If submitted via paper, please fill out the form on the following page.

**\*\*Must verify property lines or have property surveyed before returning building permit application.**

Return the application and the permit fee of \$35.00, payable to the City of Plainfield, to City Hall by noon on the Friday preceding the City Council meeting. (City Council meetings are held the second Tuesday of each month.)

After the application is reviewed by the building officials, it will be placed on the agenda for the next City Council meeting for approval or disapproval.

If the application is approved, the building official will issue a permit. If the application is disapproved, the applicant will be notified of the reason(s).

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 and approved before beginning the changes.

A permit will become void if work does not begin within 60 days and must be fully complete 12 months after date of permit approval.

**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 to seventy dollars (\$70.00).**

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) ATLEAST 48 HOURS BEFORE YOU DIG. IT IS THE LAW.

- BE MINDFUL OF LEAD BASED PAINT AND ASBESTOS IN HOMES BUILT BEFORE 1978.

**Initial below once you have read, understood and agree to follow the above procedures.**

**Initials:** \_\_\_\_\_

### Setbacks-

**Front Yard- 20 feet**

**Side Yards- 6 feet / 15 feet if corner lot**

**Rear Yard- 10 feet**

**Alley- 2 feet**

# CITY OF PLAINFIELD

## APPLICATION FOR A BUILDING PERMIT

Name of Applicant: \_\_\_\_\_

Address of Applicant: \_\_\_\_\_

Phone Number of Applicant: \_\_\_\_\_

Name & Phone Number of Contractor (if applicable): \_\_\_\_\_

Location of Work: \_\_\_\_\_

Legal Description  
of Property: \_\_\_\_\_

Proposed Work: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Use of Structure: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Plans of Work: Please attach a to-scale drawing of the proposed work. Please show all dimensions. Drawing must include size and location of the lot to be built upon, size and location of the building or structure to be erected or altered, distance from lot lines and distance between other buildings on the lot, if any. Please indicate which direction is North on the drawing.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date Signed

DO NOT WRITE BELOW THIS LINE – OFFICE USE ONLY

\_\_\_\_ Approve      Date \_\_\_\_\_      Permit Issued \_\_\_\_\_

\_\_\_\_ Disapprove      Fee \_\_\_\_\_      Official Signature \_\_\_\_\_