

# VILLAGE OF PLAINFIELD

## COMMERCIAL INTERIOR “WHITE ENVELOPE” PLAN REVIEW REQUIREMENTS

THE FOLLOWING LIST OF ITEMS IS TO ENSURE ALL REQUIREMENTS ARE MET FOR THE BUILDING DEPARTMENT.

- ✓ Completed permit application form.
- ✓ The General Contractor and all Sub-Contractors need to register with the Village of Plainfield.
- ✓ The submitted plans must have a calculation of the average “water in gallons” used daily.
- ✓ Final inspections must be scheduled with The Building Department and The Fire Department.

**\*A “White Envelope” is a build out that only consists of painting the walls, installing carpet and bringing in furniture and nothing more.\***

- **FAILURE TO SUBMIT ALL ITEMS FOR PLAN REVIEW SHALL CAUSE THE PERMIT APPLICATION TO BE REJECTED.**
- **THE CUT-OFF TIME FOR SCHEDULING INSPECTIONS IS 3:00 P.M. (NO EXCEPTIONS)**
- **A MINIMUM “24 HOUR” NOTICE IS REQUIRED PRIOR TO ISSUANCE OF A CERTIFICATE OF OCCUPANCY.**

**VILLAGE OF PLAINFIELD**

**APPLICATION FOR COMMERCIAL INTERIOR "WHITE ENVELOPE"  
BUILDING AND USE PERMIT**

**ADDRESS:** \_\_\_\_\_ **ESTIMATED VALUE:** \_\_\_\_\_

**\*BUSINESS NAME:** \_\_\_\_\_ **\*OPENING DATE:** \_\_\_\_\_

**WORK PERFORMED:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**OWNER/CONTRACTOR**

**OWNER/LESSEE:** \_\_\_\_\_

Street: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_

Fax: (\_\_\_\_) \_\_\_\_\_

**CONTRACTOR:** \_\_\_\_\_

Street: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_

Fax: (\_\_\_\_) \_\_\_\_\_

I hereby declare that the above and attached information is correct and agree, in consideration of and upon issuance of a Building & Use Permit, to do or allow to be done only such work herewith applied for, and that such premises and its existing and proposed buildings or structures shall be used or allowed to be used for only such purposes as are set forth above or other uses permitted in the district.

Print Name: \_\_\_\_\_

Sign Name: \_\_\_\_\_

Permit Issued By: \_\_\_\_\_  
(BUILDING OFFICIAL)

\_\_\_\_\_  
(PLANNER APPROVAL)

Date: \_\_\_\_\_