

# PERMIT INSTRUCTIONS AND PROCEDURES

## FOLDERS

Plainfield  
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1	1	1		
202X Permit Folders	Certificates	Plainfield Cloud		
		1		
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1	1	1	1	
Approved Bldg Permits	BLD Permit Status	Map 100	Map200	BI Letters
				1
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	1	1		
	Permit Status Letters	Plainfield Building Dept Forms		

## OVERVIEW

PERMIT APPLICATION WITH ANY DRAWINGS IN ONE SCAN WILL CREATE THREE FILES.

1ST WILL BE (YYYY-NN) PERMIT TO BE SENT TO APPLICANT AND TOWN  
2ND WILL HAVE A BLANK PAGE ADDED TO APPLICATION AND SAVED AS (#YYYY-NN InspLog) IN MAP/LOT FOLDER (MAP-LOT Address).  
3RD WILL BE THE DRAWINGS SAVED (#YYYY-NN Dwg) IN MAP/LOT FOLDER.

PERMIT APPLICATION RECEIVED FROM TOWN AFTER FEES PAID AND ANY ZONING APPROVALS.

UNDER PLAINFIELD/YYYY PERMIT FOLDERS - CREATE A NEW FOLDER WITH PERMIT NUMBER YOU WILL ASSIGN TO PERMIT. (THIS FOLDER WILL CONTAIN ANY EMAILS THAT YOU MAY RECEIVE PRIOR TO PERMIT APPLICATION; ANY ZONING DOCUMENTATION; THE PERMIT APPROVED PERMIT, BUILDING PB, INSPECTION GUIDELINES.)

IF NEEDED, CREATE A FOLDER:PLAINFIELD/PLAINFIELD CLOUD/MAP100 OR 200/MAP#-LOT# ADDRESS. EXAMPLE 259-02 XX STREET NAME.  
**THIS FOLDER WILL CONTAIN ALL DRAWING FILES AS #20XX-XX Dwg, EMAIL FILES AS #20XX-XX Emails, PERMIT, ANY LETTERS, INSPECTION NOTES AS #20XX-XX InspLog, (any zoning documentation can be InspLog file or in #20XX-XX Zoning)**

OPEN DOWNLOADED SCAN FROM TOWN WITH PDF PRO:

**EDIT-TEXT SIZE 14-PUT X ON LINE BEFORE APPROVED, PERMIT NUMBER ON LINE, DATE ONLINE. SECURITY-PDF SIGN-SELECT SIGNATURE AND PLACE ON PERMIT.**

IF MORE THAN PERMIT APPLICATION, EXAMPLE: DRAWINGS-**EDIT-DELETE PAGES**-AND DELETE PAGE 2 THROUGH END OF DOCUMENT. **SAVE AS YYYY-NN PERMIT** IN PERMIT FOLDER FOR PERMIT NUMBER ASSIGNED.

THIS APPROVEDYYYY-NN PERMIT PDF SHOULD BE EMAILED TO ta@plainfieldnh.org. PERMIT AND OTHER DOCUMENTS WILL BE SENT OR EMAILED TO APPLICANT UNDER FINAL STEPS.

**EDIT-INSERT PAGE-ADD PAGE 2, ONE PAGE; GO TO BLANK PAGE; FORMS-TEXT BLOCK-CREATE BLOCK TO FILL PAGE. MODIFY FORM LAYOUT-SELECT TEXT SIZE-12, TEXT COLOR-BLACK, CHECK MULTILINE, NO BORDER.**

THIS PAGE WILL BE USED FOR INSPECTION NOTES AND YOU CAN ADD ADDITIONAL PAGES AND IMPORT PAGES (OTHER PDF OR WORD DOCUMENTS). THIS IS YOUR INSPLOG AND SHOULD BE SAVED AS:PLAINFIELD/PLAINFIELD CLOUD/MAP100OR200/MAPLOT FOLDER/#YYYY-NN InspLog. CLOSE DOCUMENT.

OPEN DOWNLOADED SCAN FILE AGAIN WITH PDF PRO.

IT WILL HAVE ALL THE ORIGINAL PAGES. **EDIT-DELETE PAGES-DELETE PAGE 1 AND SAVE AS-FOLDER:** PLAINFIELD/PLAINFIELD CLOUD/MAP100 OR 200/MAPLOT FOLDER AS #YYYY-NN Dwg, IF ANY ADDITIONAL DRAWING FILES ARE RECEIVED NAME THEM Dwg-1, Dwg-2 etc.

**NOTE YOU CAN ALSO USING PDF PRO TO COMBINE ALL DRAWINGS INTO ONE PDF FILE.**

### **FINAL STEPS**

#### **SUPPORTING DOCUMENTS TO BE SENT TO APPLICANT**

OPEN FOLDER: PLAINFIELD/PLAINFIELD CLOUD/ BI LETTERS/PLAINFIELD BUILDING DEPT FORMS/Building BP WITH ADOBE AND FILL OUT FORM AND **SAVE AS** IN FOLDER: PLAINFIELD/YYYY PERMIT FOLDERS/FOLDER FOR PERMIT NUMBER/Building BP YYYY-XX, **CLOSE.**

OPEN DOCUMENT IN FOLDER: PLAINFIELD/PLAINFIELD CLOUD/BI LETTERS/PLAINFIELD BUILDING DEPT FORMS/inspection guidelines WITH ADOBE AND PLACE AN X ON EACH INSPECTION REQUIRED AND **SAVE AS** TO FOLDER: PLAINFIELD/YYYY PERMIT FOLDERS/FOLDER FOR PERMIT/inspection guidelines YYYY-XX. **CLOSE.**

EMAIL DOCUMENTS TO APPLICANT FROM: PLAINFIELD/YYYY PERMIT FOLDERS/FOLDER FOR PERMIT NUMBER.

DOCUMENTS:

YYYY-NN Permit

YYYY-NN Building BP

YYYY-NN inspection guidelines

UPDATE BLDPERMIT STATUS AND ACTIVE BUILDING PERMITS FILES

OPEN FILLZILLA

LOG IN

UPLOAD BLDPERMIT STATUS AND ACTIVE BUILDING PERMITS FILES

UPLOAD ANY MAP/LOT/PERMIT FILES THAT WERE ADDED OR CHANGED.

**THESE STEPS SEEM TO DUPLICATE WORK BUT IT INSURES A BACKUP ON THIS PC AND ON THE CLOUD.**

**ALL PERMIT FOLDERS AT YEAR END WILL BE SAVED IN FOLDER (Timepermit folders 202X) along with monthly time files) A NEW FOLDER FOR CURRENT YEAR WILL BE CREATED (202X Permit Folders).**

**THIS PC HAS ALL THE FOLDERS ON THE CLOUD PLUS ADDITIONAL FOLDERS THAT I USE.**