



BOROUGH OF RINGWOOD

Building Department ■ Code Enforcement

Phone (973) 962-7880 Fax (973) 962-7823 building@ringwoodnj.net

Above Ground Pools – start to finish

The procedure is the same for new or replacement

STEP 1: Submit Prior Approval Application ([Pool Packet](#))
Wait for approval – We will call you

STEP 2: Submit UCC Permit Application

- Permit forms F100, F170, F110, 120 ([CLICK HERE](#))
- Include F130 if you are installing a gas line for a pool heater
- Include F140 if you are installing a pool heater
- **TWO** sets of plans, to include following:
 - ☐ Spec sheets on the pool, equipment and code-compliant ladder
 - ☐ Location of the receptacle and its distance to the pool
 - ☐ Spec sheets on the pool heater and solar cover, if applicable
 - ☐ Gas diagram for the gas line, if applicable



TIP: [CLICK HERE](#) for step-by-step instructions for filling out a Construction Permit



TIP: [CLICK HERE](#) for Electrical Installation Requirements

STEP 3: Pay for the Permit – We will call you with the permit fee

Make check payable to Borough of Ringwood and mail or drop it off in the outdoor mailbox marked "Inbox," accessible 24/7

Pick up your copy of the permit, plans and window placard from the outdoor mailbox marked "Outbox." We will call you when it is ready

STEP 4: Commence Work

STEP 5: Call for Inspections (see below)



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REQUIRED INSPECTIONS FOR ABOVE GROUND POOLS

The plans must be at the work site for all inspections



Trench and Bond – Electrical inspection of the conduit with the bond wire connected; entire length must be visible.



Final – Building and electrical inspection. Pool must be open and operational. Ladder must be in place. Solar cover, if applicable, must be installed.

If applicable (optional pool heater):

Gas pressure test – Plumbing inspection for the gas line

Fire inspection – Once the pool heater is hooked up

To schedule an inspection, call 973-962-7880

<u>Type of Inspection</u>	<u>Inspection Days</u>	<u>Hours</u>
Building	Mondays and Thursdays	noon to 4pm
Electrical	Tuesdays and Thursdays	noon to 4pm
Plumbing	Tuesdays and Thursdays	noon to 4pm
Fire inspections:	Mondays, Tuesdays, Thursdays	noon to 4pm