

## BOROUGH OF RINGWOOD

Building Department ■ Code Enforcement

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

# Hot Tubs – 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, 120 ([CLICK HERE](#))
- Permit form F110 if constructing a concrete pad ([CLICK HERE](#))
- **TWO** sets of plans, to include following:
  - ☐ Spec sheets on the hot tub, including installation specs
  - ☐ Location of the receptacle and its distance to the hot tub
  - ☐ Plan showing concrete pad dimensions and build characteristics



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



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

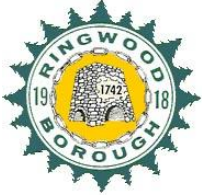
STEP 3: Pay for the Permit – We will call you with the permit fee

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 HOT TUBS**

The plans must be at the work site for all inspections



**Concrete Pad** – Building inspection of the pad before the pour



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



**Final** – Electrical inspection

**To schedule an inspection, call 973-962-7880**

<b><u>Type of Inspection</u></b>	<b><u>Inspection Days</u></b>	<b><u>Hours</u></b>
Building	Mondays and Thursdays	12 to 4pm
Electrical	Tuesdays and Thursdays	12 to 4pm