



BOROUGH OF RINGWOOD

Building Department ■ Code Enforcement

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

Inground Pools – start to finish

- STEP 1: Submit Prior Approval Application ([Pool Packet](#))
Wait for approval – We will call you
- STEP 2: Engineering Review is required for projects disturbing over 500 sf
(refer to instructions on cover page of Pool Packet)
- STEP 2: Submit UCC Permit Application (*contractor will do this step*)
- Permit forms F100, F170, F110, 120, 130 ([CLICK HERE](#))
 - Include F140 if a pool heater is being installed
 - Submit F110 for the fence if a different contractor is doing the work
 - **TWO** sets of *sealed* plans, and the following:
 - ☐ Spec sheets on the pool, equipment and code-compliant fence
 - ☐ Location of the receptacle and its distance to the pool
 - ☐ Location of the fence (shown on the survey or site plan)
 - ☐ Spec sheets on the pool heater and solar cover, if applicable
 - ☐ Gas diagram for the gas line, if applicable



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

- STEP 3: **Pay for the Permit** – We will call the contractor with the permit fee. Check should be payable to Borough of Ringwood. Mail or drop it off in the outdoor mailbox marked "Inbox," accessible 24/7. Include a large return envelope with sufficient postage to return the material to you.

Or, pick up your copy of the permit material 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 INGROUND POOLS

The plans must be at the work site for all inspections



Pre Loc – Building inspection of the steel walls, stanchions, bolting, shape, placement. Do not pour concrete yet.



Main drains – Plumbing inspection



Post Loc – Building inspection of the concrete



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



Finals – Building and Electrical inspections. Fence must be installed. Solar cover, if applicable, must be installed.

If applicable:

Gas pressure test – Plumbing inspection for the gas line

Fire inspection – Final inspection when the pool heater is hooked up

To schedule an inspection, call 973-962-7880

Building inspection hours:

Mondays and Thursdays, 12 to 4pm

Electrical inspection hours:

Tuesdays and Thursdays, 12 to 4pm

Plumbing inspection hours:

Tuesdays and Thursdays, 12 to 4pm

Fire inspection hours:

Mondays, Tuesdays, Thursdays, 12 to 4pm