



BOROUGH OF RINGWOOD

Building Department ■ Code Enforcement

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

NEW CONSTRUCTION GUIDELINES

STEP 1: Submit one sealed site plan, one set of architectural elevations, and the Request for Zoning Approval form ([click here](#))

Wait for approval before proceeding to Step 2

STEP 2: Items below can be submitted in any order

- Submit UCC Permit Application with two sets of plans ([click here](#))
- Submit Tree Removal Permit Application, if needed ([click here](#))
- Submit Highlands Exemption Determination Application ([click here](#)) or obtain approval from the State
- Submit for Engineering Review (see below)
- Submit Demolition Letters, if applicable ([click here](#))
- Submit Soil Conservation Approval for new construction
- Submit Health Department Approval of Open Bed Inspection

Some projects will have additional requirements. The Building Department will guide you.

ENGINEERING REVIEW – Required for projects disturbing 500 square feet or more of land Submit to the Building Department at three intervals:

1. Three sealed and one electronic topographical Preliminary Site Plan showing proposed construction, along with check for \$150, payable to Borough of Ringwood – when the prior approval application has been approved
2. Three sealed and one electronic Foundation Location survey – before backfill inspection
3. Three sealed and one electronic As-Built survey – before Certificate of Occupancy can be issued

If the Board of Adjustment approved your project and the project continues under the purview of the Board Engineer, follow the same engineering review instructions above except do not submit \$150. An escrow account will be set up.