

# DECKS – start to finish

The procedure is the same for new, replacement, or expansion.

## Exceptions:

Replacing deck boards: nothing required

Replacing guards only: UCC Permit only

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

STEP 2: Submit UCC Permit Application

- Permit forms F100, F170, F110 ([CLICK HERE](#))
- Include F120 if you are adding any electrical
- **TWO** sets of plans

Plans must include: Footing depth, size and spacing; joist size and spacing; girder size and spacing; post size and length; rail height and baluster spacing; stair details (riser quantity and height, tread depth, graspable handrail).



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

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

Make check payable to Borough of Ringwood and 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)

# REQUIRED INSPECTIONS FOR DECKS

The plans must be at the work site for all inspections

 **Footing** – Inspection of the pier holes before the concrete is poured

 **Frame** – Required when the deck is so low that the underside will not be easily visible when decking is installed

 **Final** – When the deck is completely done

Inspections are Mondays and Thursdays, noon to 4pm.

Electrical rough and final inspections, if applicable, are Tuesdays and Thursdays, noon to 4pm.

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