BOROUGH OF RINGWOOD
Building Department ■ Code Enforcement
Phone (973) 962-7880 Fax (973) 962-7823 building@ringwoodnj.net

ADDITION PACKET – SECTION ONE

STEP 1: Submit the Prior Approval Application (Section 2 of this packet)

STEP 2: If applicable, submit for Engineering Review (see below)

STEP 3: Submit UCC Permit Application with two sets of plans

Wait for approval before proceeding to Step 2 and Step 3

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

ENGINEERING REVIEW

Only required for additions disturbing 500 square feet or more of land

Submit to the Building Department at three intervals:

1. Four *sealed topographical preliminary site plans* showing proposed construction (3 hard copy, 1 electronic), along with check for $150, payable to Borough of Ringwood – when the prior approval application has been approved
2. Four sealed Foundation Location Surveys (3 hard copy, 1 electronic) – when the foundation is ready for backfill and before the framing inspection
3. Four sealed As-Built surveys – (3 hard copy, one electronic) – when project is complete

Plan ahead! You are required to submit as-built surveys at the end of the project. Per the UCC, occupying the dwelling without a Certificate of Occupancy subjects you to substantial penalties.

INSPECTIONS

- Framing and Air Barrier Checklists are included in this packet. You will need them.

This packet contains selective portions of building codes for your general information. It is not a complete listing of all building codes pertaining to any specific project.

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Memo to: Homeowner and Contractor

Through the permit application process, the Owner and Contractor acknowledge the dual responsibility to arrange for all necessary inspections and for the owner to grant access for all inspections.

The property owner is ultimately the responsible party for the permit process and all necessary steps that lead to the Certificate of Approval/Occupancy.

Upon sale of a home, the responsibility for open construction permits transfers to the new owners.

Required periodic Inspections are as follows:

The Inspector must see the rough work before it is covered
Open hole before pouring footing
Open trench for underground electrical and plumbing
Preparation before pouring slab
Foundation before backfill
Rough electric and plumbing before framing
Framing before insulation
Insulation before sheetrock
Finals at end of project

As a General Rule:

Each Subcode Inspector typically performs at least two (2) inspections over the course of the project.

The Building Inspector typically performs a minimum of five (5) inspections on new construction and additions and some alterations.

Remember: Each permit issued – Building, Fire, Electric, Plumbing – must receive a final inspection.

The **International Residential Code 2021, New Jersey Edition,** is your go-to source for design and construction requirements pertaining to building an addition or making alterations to your single-family dwelling.

Provided here is the URL for direct access to the Code:
https://codes.iccsafe.org/content/NJRC2021P1

Commonly Used topics are listed below:

Chapter 3 BUILDING PLANNING

Additional Useful Topics:

CHAPTER BH:XI INDIVIDUAL SEWERAGE DISPOSAL SYSTEMS

BH:11-1 CONSTRUCTION AND PERMIT REQUIREMENTS FOR INDIVIDUAL SEWERAGE DISPOSAL SYSTEMS.

BH:11-1.1 Adoption of Code by Reference.

The New Jersey Department of Environmental Protection has promulgated certain regulations known as "Chapter 9A Standards for Individual Subsurface Sewage Disposal Systems" New Jersey Administrative Code 7:9A-1.1–7:9A-12.8 together with Appendix A-D which establish standards for the location, construction and maintenance of sewage disposal systems is hereby adopted in its entirety and shall be controlling unless higher standards are prescribed herein by the Borough of Ringwood Board of Health. (1985 Code Art. 2 § 1)

BH:11-1.2 Definitions.

As used in this chapter:

Addition or **Expansion** shall mean any physical change to an existing structure which will break through an existing exterior wall or roof, will cover additional square footage of the lot or will increase square footage of the living area.

Additional Bedroom shall mean an increase in the number of bedrooms from that which existed prior to the addition. An interior partition which divides a room into two (2) separate rooms which meet the definition of bedroom is considered an additional bedroom.

Bedroom shall mean any room excluding the general living area, as defined in this section, which contains a door and a window and which is greater than eighty (80) square feet. At least one-half (1/2) of the floor area of the bedroom shall have a ceiling height of at least seven (7) feet. The floor area of that part of any room where the ceiling is less than five (5) feet shall not be considered as part of the floor area in computing the total floor area of the room for the purpose of determining the square footage of living space available for occupancy as a bedroom.

Engineer's Certification of an Existing Septic System shall mean a certification of the existing septic system which contains at a minimum the following information: soil tests, location of adjacent wells and septic systems, slope in disposal area, size and configuration of future alteration to the septic system and a statement that the proposed future alteration will meet the alteration standards in effect at the time of application.

Fencing shall mean a rigid or semi-rigid barrier constructed of aluminum, steel, wire, plastic or other durable, weather-resistant mesh which will be four (4) feet in height from the ground and shall be anchored to the ground by post, pole or other stabilizing device at least every eight (8) feet. The bottom of the fencing shall not be more than four (4) inches from the underlying ground.

General Living Area shall mean the kitchen, dining room, living room and family room. These rooms shall not be located so as to be used as a primary sleeping area. For example, a second floor of

a home which has bedrooms located on it would be considered to be all bedrooms even if one (1) room was called a family room.

Person shall mean any person, persons, firm, engineer, applicant, surveyor, corporation or other entity.

Soil Test shall mean having the following information as a minimum: number of soil profile pits; soil texture, color and consistency; depth of soil horizons; presence and depth of mottling; percolation or permeability of soil; estimated seasonal high water table; depth of bedrock and whether massive or fractured.

Stabilization shall mean the containment of all soil within the area of ground disturbance and the prevention of soil erosion through wind or rainfall by the application of mulch and the installation of silt fences or hay bales on the perimeter of the soil disturbance.
(1985 Code Art. 2 § 2)

BH:11-1.3 Permit Required.

a. No person shall construct, alter, repair or empty (pump) any individual sewage disposal system until a permit for the construction, alteration, repair or emptying (pumping) of the sewage disposal system has been issued by the Ringwood Health Department.
b. The permit shall be valid for a period of one (1) year only from the date of original approval and shall be renewed thereafter if the proposed system has not received a satisfactory final grade inspection.
c. The design shall meet all current applicable State regulations and local ordinances in effect on the date the permit expires in order to be renewed, unless the conditions in paragraph d. below are met.
d. A permit may be renewed by the Ringwood Health Department if it meets all applicable codes at the time it was issued and the installation of the individual sewage disposal system was commenced prior to the expiration of the permit. Proof that the system was started prior to the expiration date shall be required. Proof shall consist of an inspection being requested by applicant and approved by the Ringwood Health Department pursuant to subsection BH:11-1.11 prior to the expiration of the permit and, that once started, the installation process shall not be interrupted for a period greater than five (5) days.

(1985 Code Art. 2 § 3)

BH:11-1.13 Requirements for Construction Permit Approval.

Prior to the issuance of a construction permit, the applicant shall obtain approval from the Health Department for the following:

a. Submit the location of the septic system as none of the following may be placed over the septic system:

    1. Deck, with outer perimeter twelve (12) feet or less from the outer wall of the home;

    2. Above ground pool; or

    3. Shed which is movable.

b. The applicant shall submit the location of the existing septic system and, if soil test information is not available, then the applicant shall submit an engineer's certification demonstrating that the existing septic system can be expanded to meet current alteration standards:

1. Garages;

2. Sheds with footing or cement slab;

3. In ground pool;

4. Deck, outer perimeter is more than twelve (12) feet from outer wall of home; and

5. General living area additions.

c. The following requires the septic system to conform to the prevailing code for new construction prior to approval:

1. Construction of additional bedrooms;

2. Any change of use which results in an increase of waste water flow, i.e. conversion of seasonal use dwelling to year round, conversion of warehouse or barn to office space; and

3. Finishing an expansion attic.

d. No Health Department approval of the sewage disposal system shall be required for the following:

1. Repairing Fire Damages. The building is to be restored to the same number of bedrooms or less than formerly existed prior to the fire and shall stay within the same building perimeter and number of floors as previously existed;

2. Electric permits; and

3. Plumbing permits which do not add fixtures or replace existing fixtures with those which have greater waste water flows.

(1985 Code Art 2 § 13)

BH:11-1.14 Sewage Discharge into Septic Tank.

Sewage discharge for all sources within each individual realty improvement, laundry, kitchen and toilet, shall be discharged into a single compartment septic tank, fifteen hundred (1,500) gallons total minimum liquid capacity. Two (2) single compartment septic tanks connected in series may be used in lieu of a single multiple compartment tank. The first compartment of the multiple compartment septic system shall be two-thirds (2/3) of the total liquid capacity. (1985 Code Art 2 § 14)

BH:11-1.15 Aeration Devices, Lift Pumps, Etc.

Aeration devices, settling tanks, chlorinators, wet wells, lift pumps, dosing tanks, grease traps, curtain drains, or any other devices or facilities integral to the function and operation of individual sewage disposal systems shall be subject to the provisions of Chapter 9A, Standards for Individual Subsurface Sewage Disposal Systems, N.J.A.C. 7:9A-1.1–7:9A-12.8 and Appendix A-D. (1985 Code Art. 2 § 15)

BH:11-1.16 Installation Prohibited.

No sub-surface disposal system shall be permitted where bedrock below the system has been blasted. (1985 Code Art. 2 § 16)

BH:11-1.17 Location of Swimming Pools.

Above ground or inground swimming pools shall not be located closer than twenty (20) feet to the nearest outside edges of a disposal field or seepage pit. (1985 Code Art. 2 § 17)

BH:11-1.18 Certificate of Compliance.

a. New individual disposal systems shall not be placed in operation nor shall new dwellings or buildings or additions thereto be occupied which must rely on such a system for sewage disposal until the Health Department shall have issued a certificate indicating that the disposal system has been located and constructed in compliance with the terms of the permit issued and the requirements of the aforementioned standards.

b. An altered individual disposal system shall require, upon completion, a certification issued by the Health Department.

c. Issuance of such certificate shall not be required for repairs to an existing individual sewage disposal system, as defined in N.J.A.C. 7:9A-2.1.

d. The Ringwood Building Department will be given a copy of the "Certificate of Compliance." (1985 Code Art. 2 § 18)

BH:11-1.19 Pumping of Disposal System; License and Permit Required.

a. No person shall engage in the business of emptying or pumping septic tanks, seepage pits, cesspools or privies, who does not hold a current annual license to engage in such business issued by the Board of Health.

   1. License may be obtained by applying to the Board and paying the prevailing licensing fee and may be renewed annually.

   2. The license may be revoked for failure of the licensee to comply with the provisions of this chapter.

b. Licensed persons engaged in emptying or pumping any sewage disposal system shall complete a Board of Health permit form for each system pumped. The form shall be returned to the Health Department Office within ten (10) business days following such emptying or pumping, with the prevailing fee.

SECTION R316 GUARDS

R316.1 Guards required.
Porches, balconies or raised floor surfaces located more than 30 inches (762 mm) above the floor or grade below shall have guards not less than 36 inches (914 mm) in height. Open sides of stairs with a total rise of more than 30 inches (762 mm) above the floor or grade below shall have guards not less than 34 inches (864 mm) in height measured vertically from the nosing of the treads.
PHOTO 32.

PHOTO 32

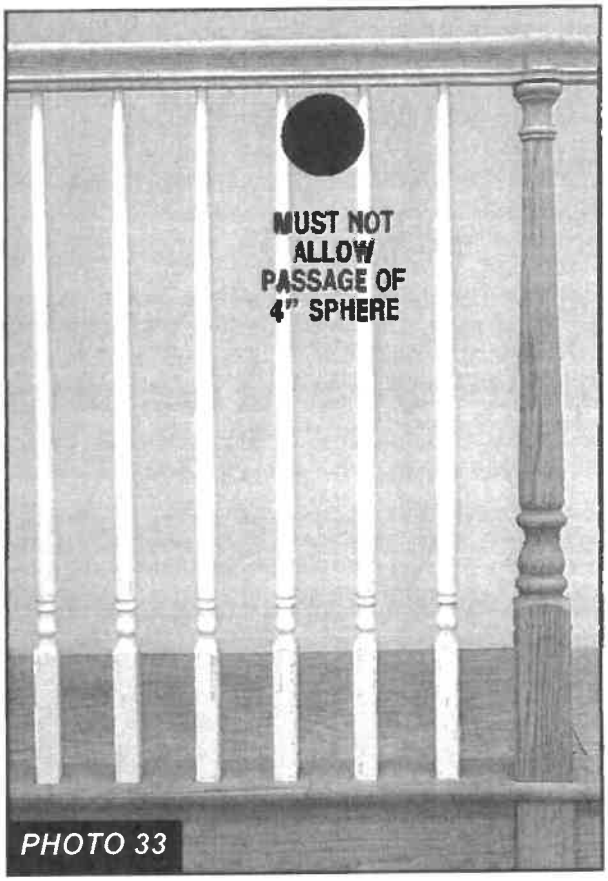


PHOTO 33

R316.2 Guard opening limitations.
Required guards on open sides of stairways, raised floor areas, balconies and porches shall have intermediate rails or ornamental closures that do not allow passage of a sphere 4 inches (102 mm) or more in diameter. **PHOTO 33.**

Exception:

The triangular openings formed by the riser, tread and bottom rail of a guard at the open side of a stairway are permitted to be of such a size that a sphere 6 inches (152 mm) cannot pass through. **PHOTO 34.**

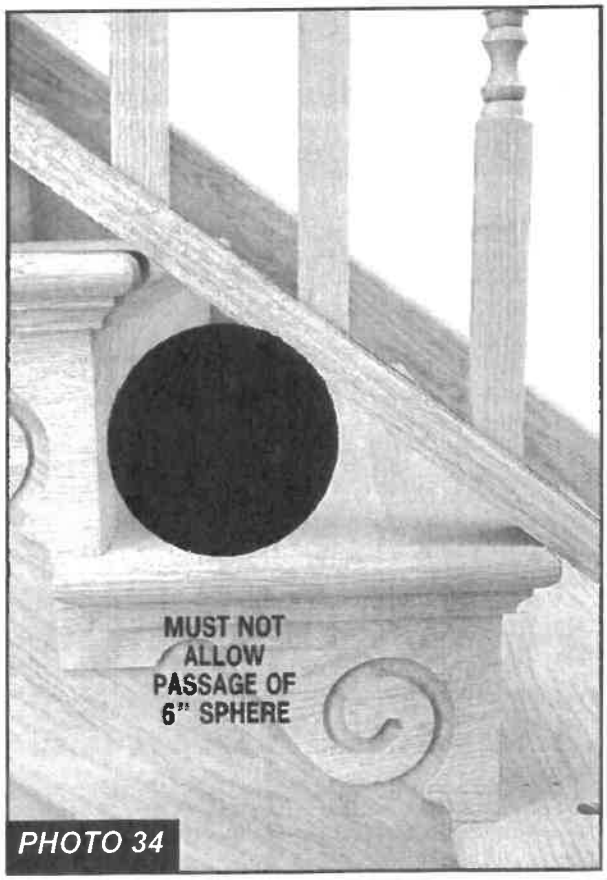


PHOTO 34

SECTION R315 HANDRAILS

R315.1 Handrails.

Handrails shall be provided on at least one side of each stairway with two or more risers. Handrail height, measured above stair tread nosings, shall be not less than 34inches (864 mm) and not more than 38 inches (965 mm).**PHOTO 20**. All required handrails shall be continuous the full length of the stairs from a point directly above the top riser of a flight to a point directly above the lowest riser of the flight. **PHOTO 21**. Ends shall be returned or shall terminate in newel posts or safety terminals. **PHOTO 22**. Handrails adjacent to a wall shall have a space of not less than 1-1/2 inches (38 mm) between the wall and the handrail. **PHOTO 23.**

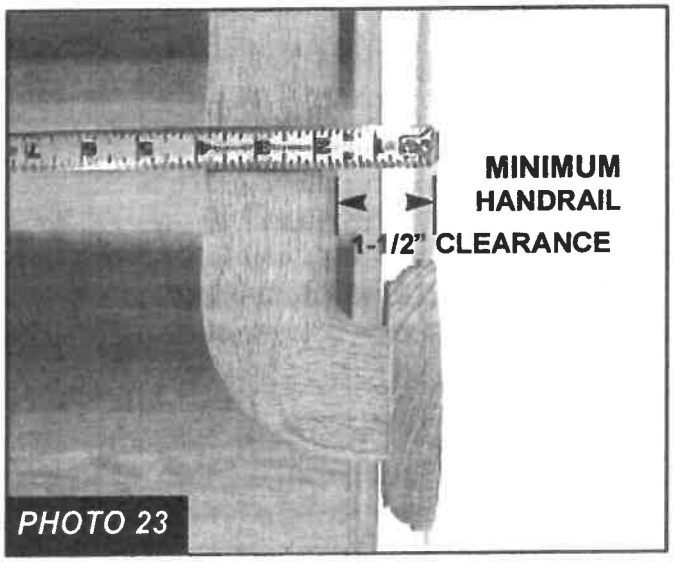
Exceptions:

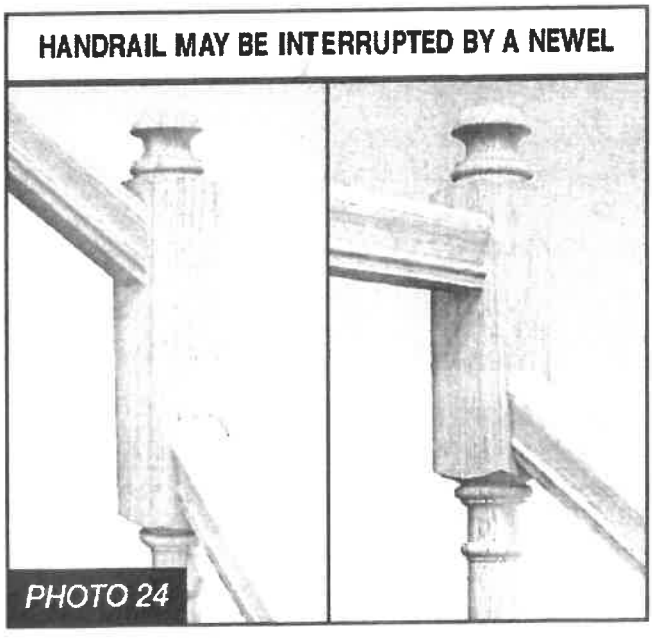
1. Handrails shall be permitted to be interrupted by a newel post at a turn. **PHOTO 24.**
2. The use of a volute or starting easing shall be allowed over the lowest tread. **PHOTO 25**.

R315.2 Handrail grip size.
All required handrails shall be of one of the following types or provide equivalent graspability.

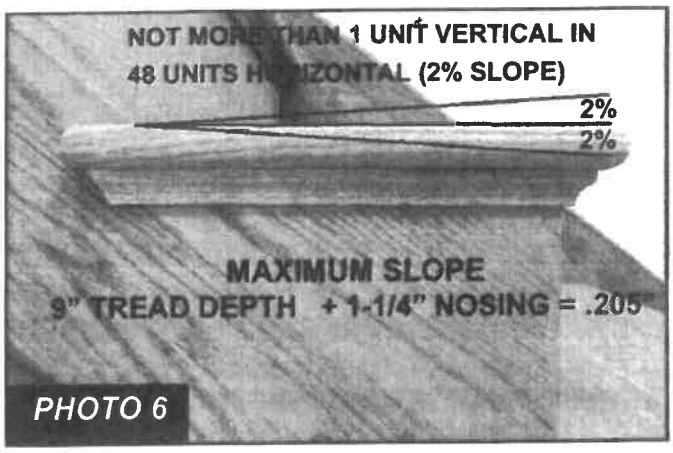
TYPE I.
Handrails with a circular cross section shall have an outside diameter of at least 1-1/4 inches (32 mm) and not greater than 2 inches (51 mm). **PHOTO 26.** If the handrail is not circular it shall have a perimeter dimension of at least 4 inches (102 mm) and not greater than 6-1/4 inches (160 mm) with a maximum cross section dimension of 2-1/4 inches (57 mm).

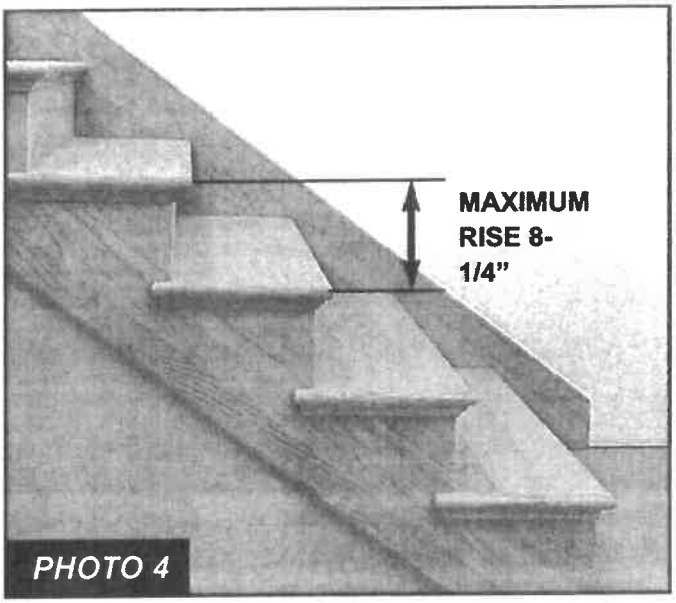
TYPE II.
Handrails with a perimeter greater than 6-1/4 inches (160 mm) shall provide a graspable finger recess area on both sides of the profile. **PHOTO 28.** The finger recess shall begin within a distance of 3/4 inch (19 mm) measured vertically from the tallest portion of the profile and achieve a depth of at least 5/16 inch (8 m) within 7/8 inch (22 mm) below the widest portion of the profile. **PHOTO 29.** This required depth shall continue for at least 3/8 inch (10 mm) to a level that is not less than 1-3/4 inches (45 mm) below the tallest portion of the profile. **PHOTO 30.** The minimum width of the handrail above the recess shall be 1-1/4 inches (32 mm) to a maximum of 2-3/4 inches (70 mm). **PHOTO 31.** Edges shall have a minimum radius of 0.01 inch (0.25 mm). **PHOTO 31.**

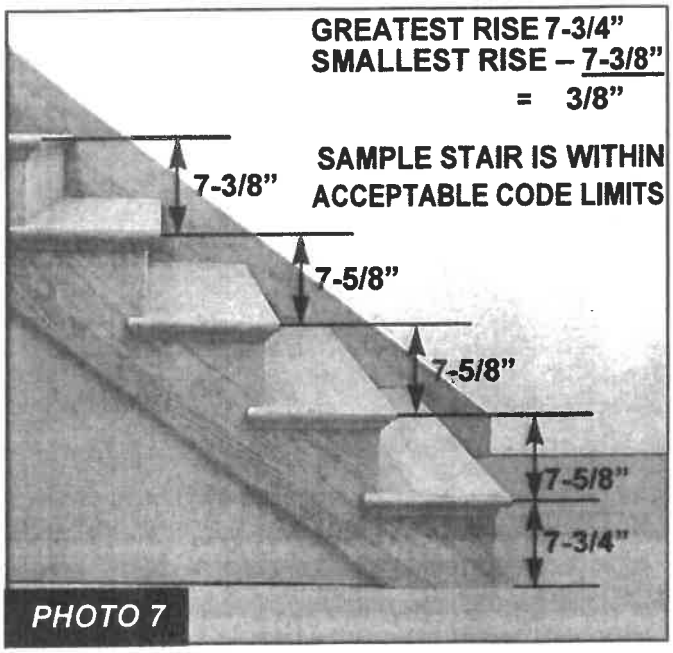


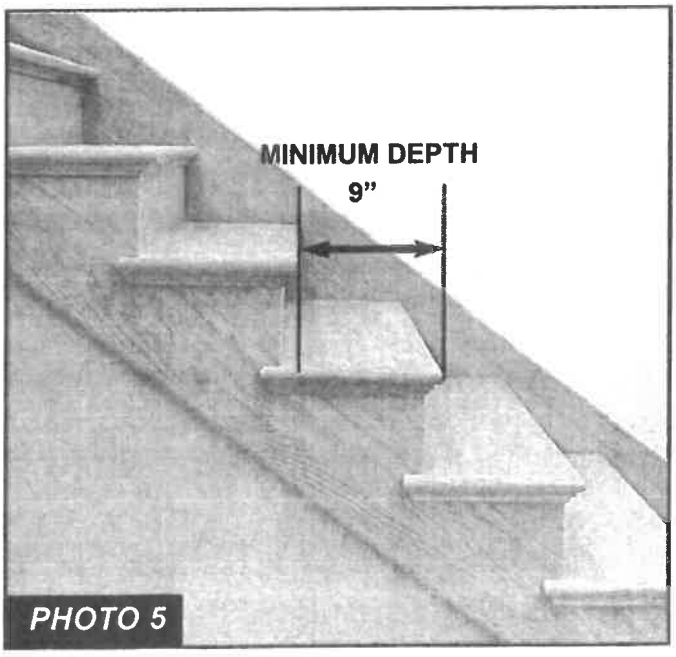


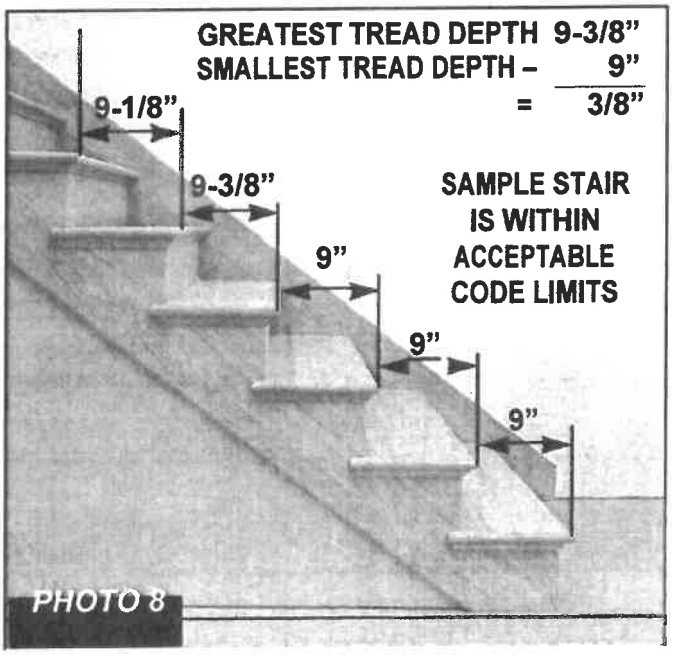
R314.2 Treads and risers.
The maximum riser height shall be 8-1/4 inches (209 mm) and the minimum tread depth shall be 9 inches (229 mm). The riser height shall be measured vertically between leading edges of the adjacent treads. **PHOTO 4.** The tread depth shall be measured horizontally between the vertical planes of the foremost projection of adjacent treads and at a right angle to the tread's leading edge. **PHOTO 5.** The walking surface of treads and landings of a stairway shall be sloped no steeper than one unit vertical in 48 units horizontal (2 percent slope). **PHOTO 6.** The greatest riser height within any flight of stairs shall not exceed the smallest by more than 3/8 inch (9.5 mm). **PHOTO 7.** The greatest tread depth within any flight of stairs shall not exceed the smallest by more than 3/8 inch (9.5 mm). **PHOTO 8.**









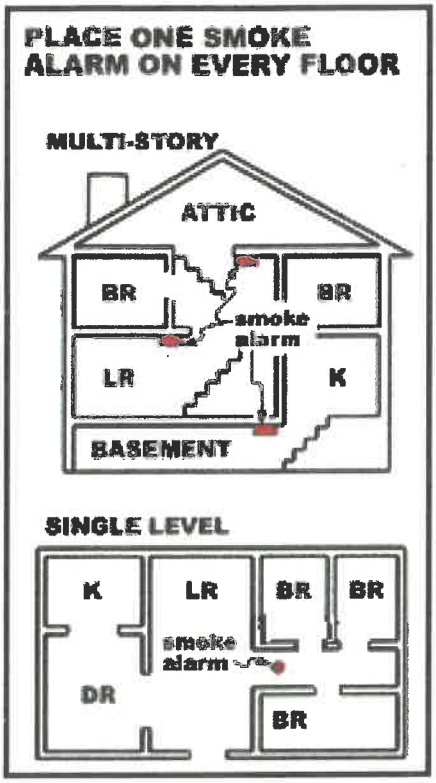


R314.8 Under stair protection.
Enclosed accessible space under stairs shall have walls, under stair surface and any soffits protected on the enclosed side with 1/2-inch (12.7 mm) gypsum board.

(f) Whenever an addition is made to a detached, single-family dwelling of Group R-3 or R-5, smoke alarms shall be installed in accordance with the following:

1. If the cumulative area of all floors of the addition(s) is 25 percent or more of the floor area of the largest floor of the existing building, smoke alarms complying with the building subcode or one- and two-family dwelling subcode, as applicable, shall be installed throughout the addition and the existing building.

2. If the cumulative area of all floors of the addition(s) is five percent or more, but less than 25 percent, of the floor area of the largest floor of the existing building, hardwired, interconnected smoke alarms with battery back-up meeting the requirements of NFPA 72, except as otherwise provided in the building or fire protection subcode or one- and two-family dwelling subcode, as applicable, shall be installed and maintained in each story in the dwelling unit, including basements. (Fire)



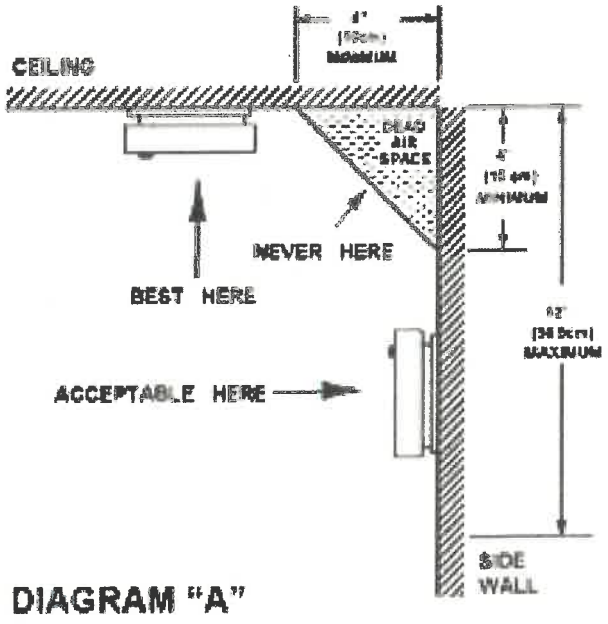
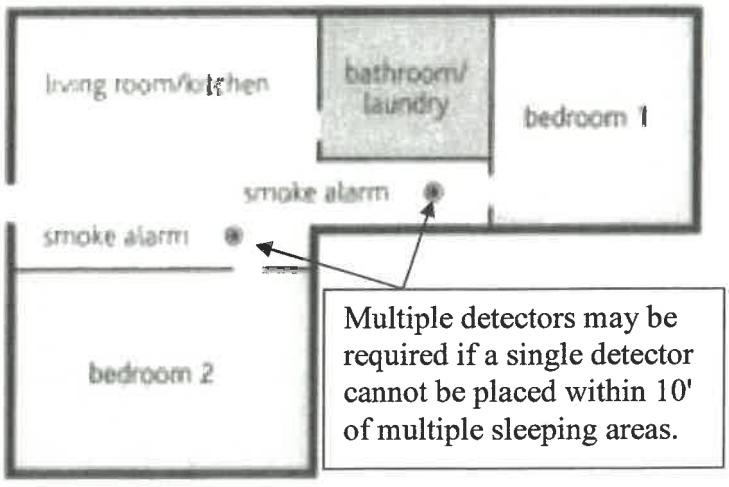
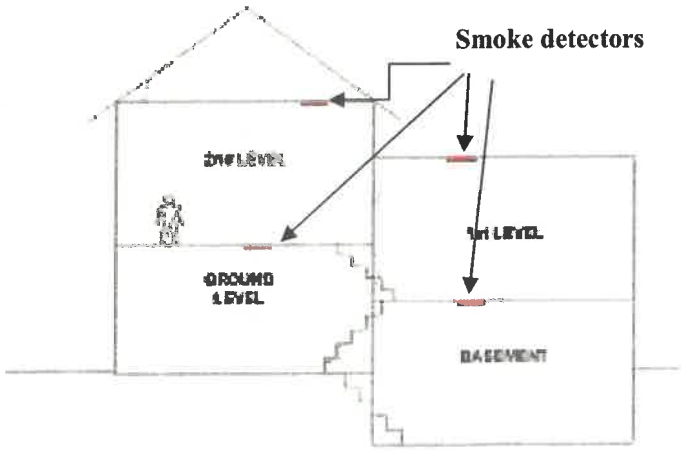


DIAGRAM "A"



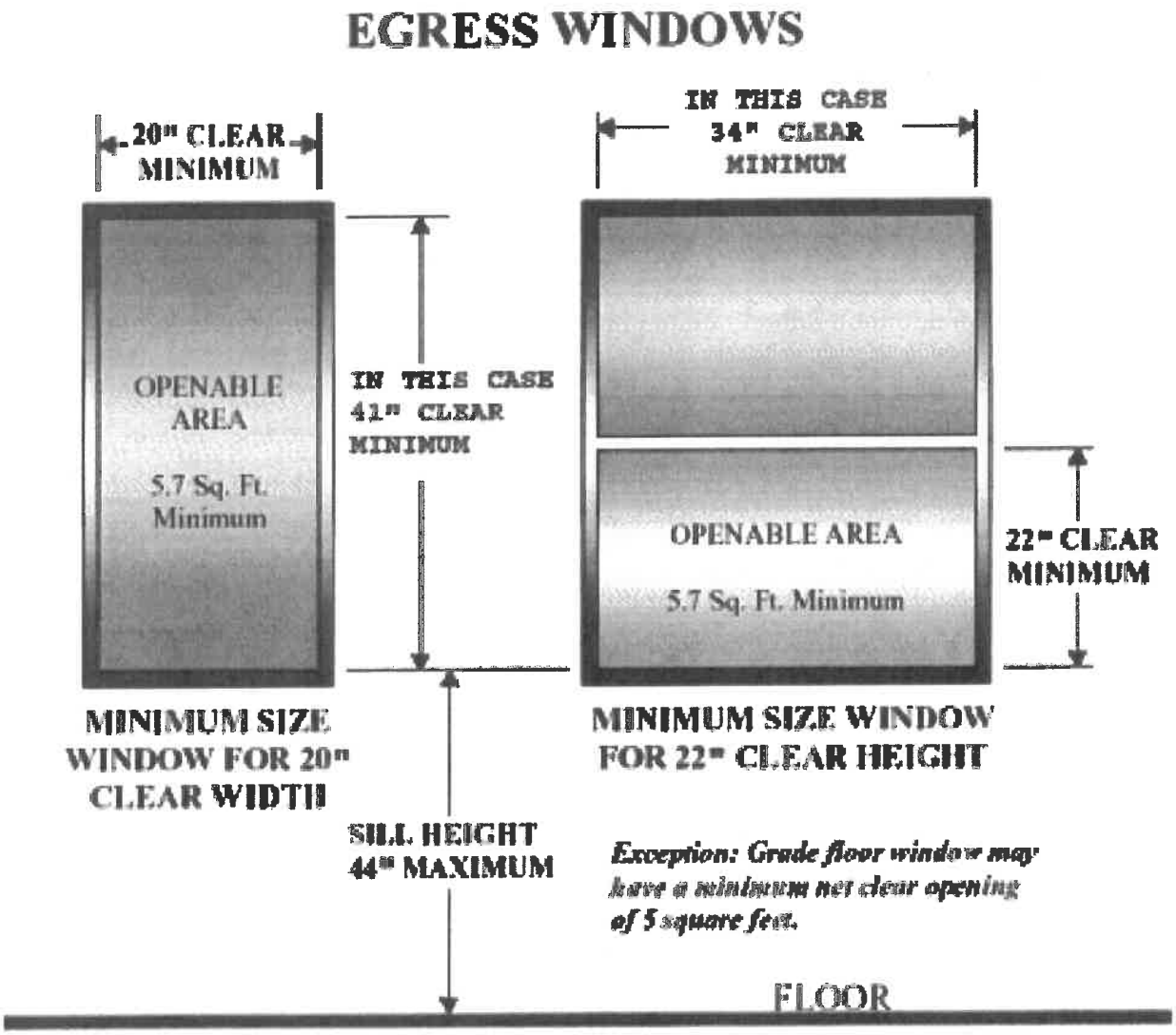
Multiple detectors may be required if a single detector cannot be placed within 10' of multiple sleeping areas.



Carbon Monoxide detectors are required to be placed outside of any bedroom within 10' of the bedroom.

Egress Windows

The Building Code requires an emergency escape window in every sleeping room and in all basement dwelling units. Basic requirements for egress window installation in Golden Valley are outlined below.



Size & Location Requirements

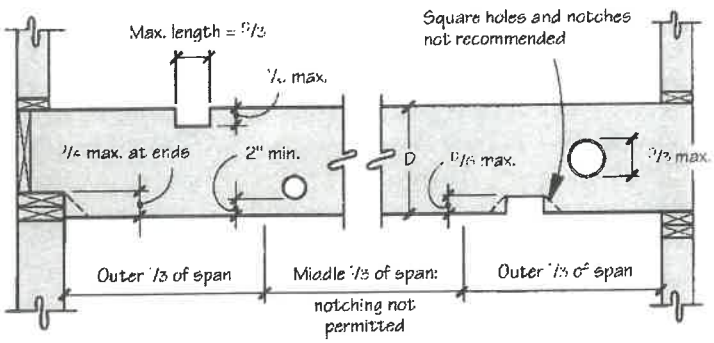
Egress windows must have:

- a minimum clear openable width of 20 inches
- a minimum clear openable height of 24 inches
- a minimum clear openable area of 5.7 square feet *(To obtain the 5.7-square-foot openable area, one or both of the dimensions must be increased.)*
- a finished sill height that is not more than 44 inches above the finished floor

FRAMING GUIDELINES

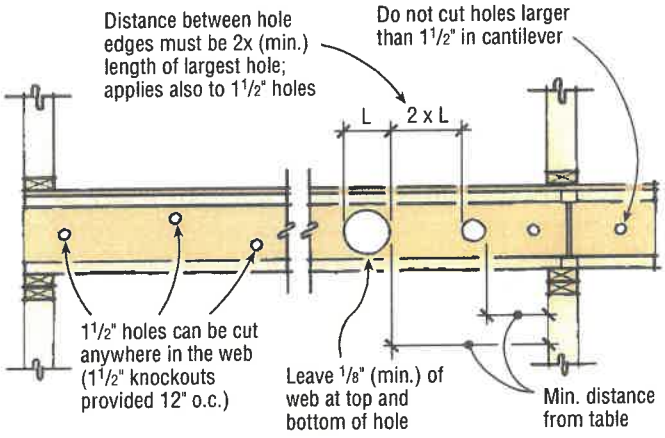
Cutting, Notching, and Boring Lumber Joists

Joist Size	Maximum Hole	Maximum Notch Depth	Maximum End Notch
2x4	None	None	None
2x6	1 1/2	7/8	1 3/8
2x8	2 3/8	1 1/4	1 7/8
2x10	3	1 1/2	2 3/8
2x12	3 3/4	1 7/8	2 7/8



In joists, never cut holes closer than 2 inches to joist edges, nor make them larger than 1/3 the depth of the joist. Also, don't make notches in the middle third of a span, where the bending forces are greatest. They should also not be deeper than 1/6 the depth of the joist, or 1/4 the depth if the notch is at the end of the joist. Limit the length of notches to 1/3 of the joist's depth. Use actual, not nominal, dimensions. ("Field Guide to Common Framing Errors," 10/91)

Hole-Cutting Rules for Wood I-Joists



With wood I-joists and other types of engineered lumber, it's best to consult the manufacturer's literature. The example provided here is courtesy of Trus Joist MacMillan. ("Repiping With PEX," 10/99)

Min. Distance from Inside Face of Support to Near Edge of Hole

Depth	TJI/Pro	2"	3"	4"	5"	6"
9 1/2"	150	1'-0"	1'-6"	3'-0"	5'-0"	6'-6"
	250	1'-0"	2'-6"	4'-0"	5'-6"	7'-6"
11 7/8"	150	1'-0"	1'-0"	1'-0"	2'-0"	3'-0"
	250	1'-0"	1'-0"	2'-0"	3'-0"	4'-6"
	350	1'-0"	2'-0"	3'-0"	4'-6"	5'-6"
	550	1'-0"	1'-6"	3'-0"	4'-6"	6'-0"
14"	250	1'-0"	1'-0"	1'-0"	1'-0"	1'-6"
	350	1'-0"	1'-0"	1'-0"	1'-6"	3'-0"
	550	1'-0"	1'-0"	1'-0"	2'-6"	4'-0"
16"	250	1'-0"	1'-0"	1'-0"	1'-0"	1'-0"
	350	1'-0"	1'-0"	1'-0"	1'-0"	1'-0"
	550	1'-0"	1'-0"	1'-0"	1'-0"	2'-0"

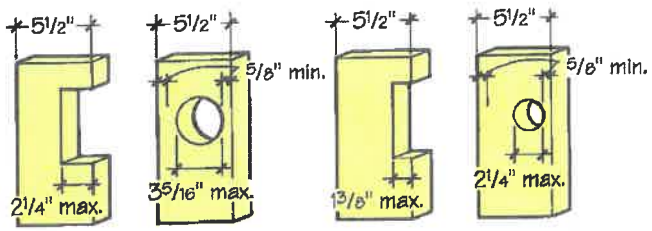
General Notes:

*Distances in the charts above are based on uniformly loaded joists using the maximum loads shown [in TJM's] brochure. For other load conditions or hole configurations, contact TJM representative.

*For simple span (5-foot minimum) uniformly loaded joists, one maximum-size hole may be located at the center of the joist span provided no other holes occur in the joist. DO NOT cut into joist flanges when cutting out web.

Notching and Boring Studs

Never notch in the middle third of a joist span, and limit the length of notches to one-third the depth of the member. The rules for notching and boring studs differ for bearing and nonbearing walls. ("Ten Common Framing Flaws," 4/95)



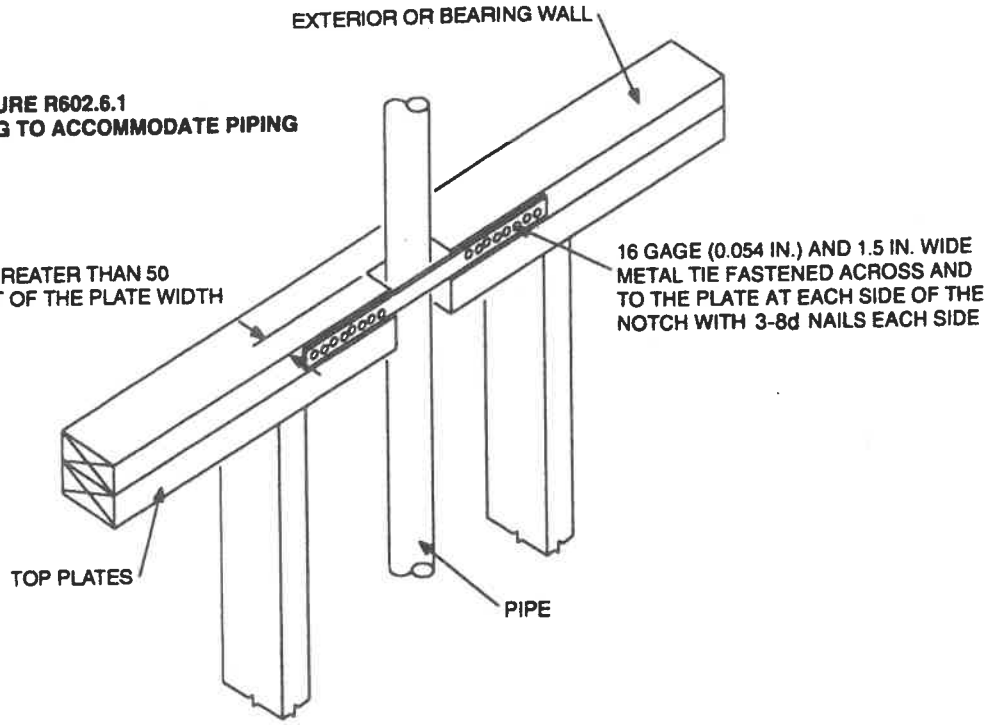
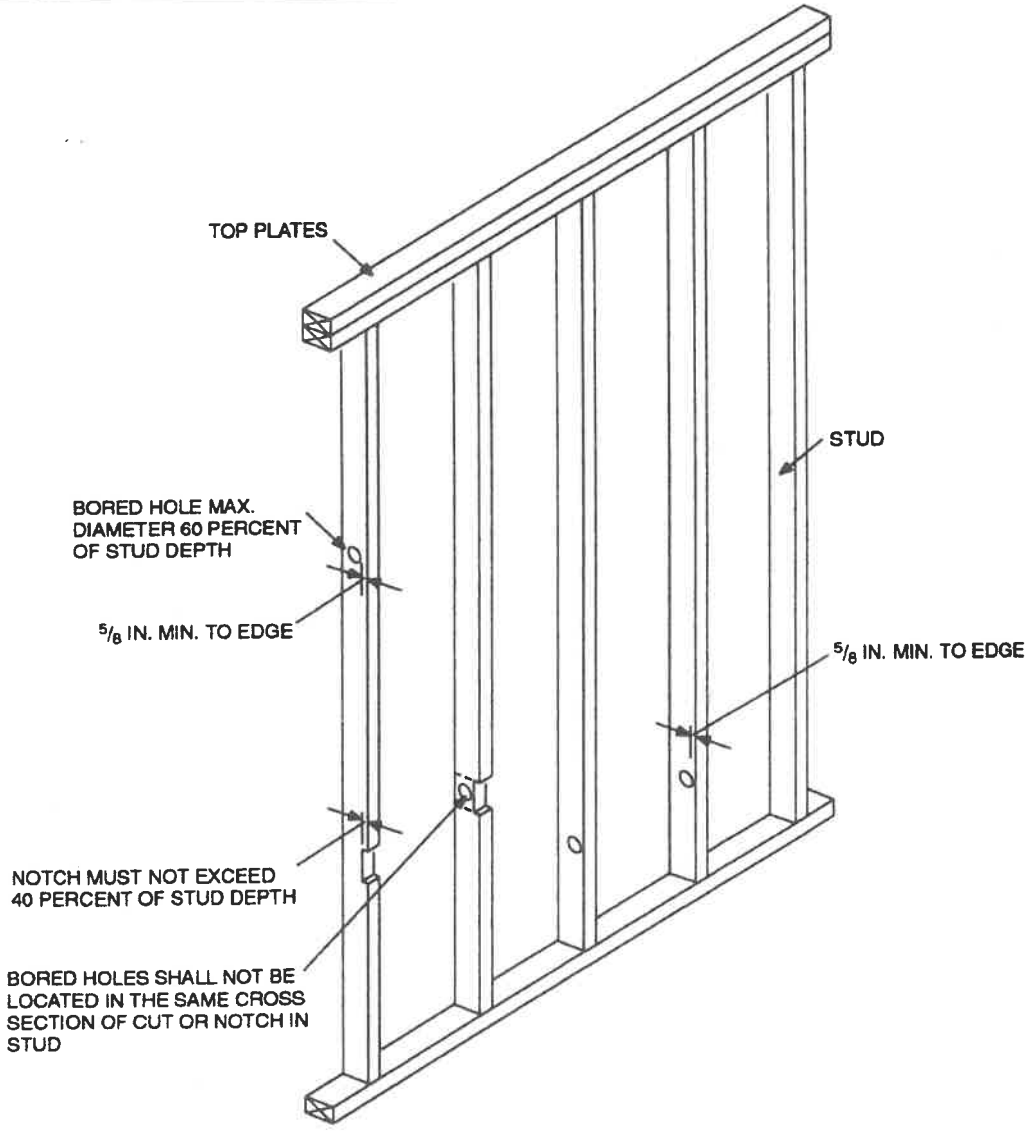


FIGURE R602.6.1
TOP PLATE FRAMING TO ACCOMMODATE PIPING



For SI: 1 inch = 25.4 mm.

FIGURE R602.6(2)
NOTCHING AND BORED HOLE LIMITATIONS FOR INTERIOR NONBEARING WALLS

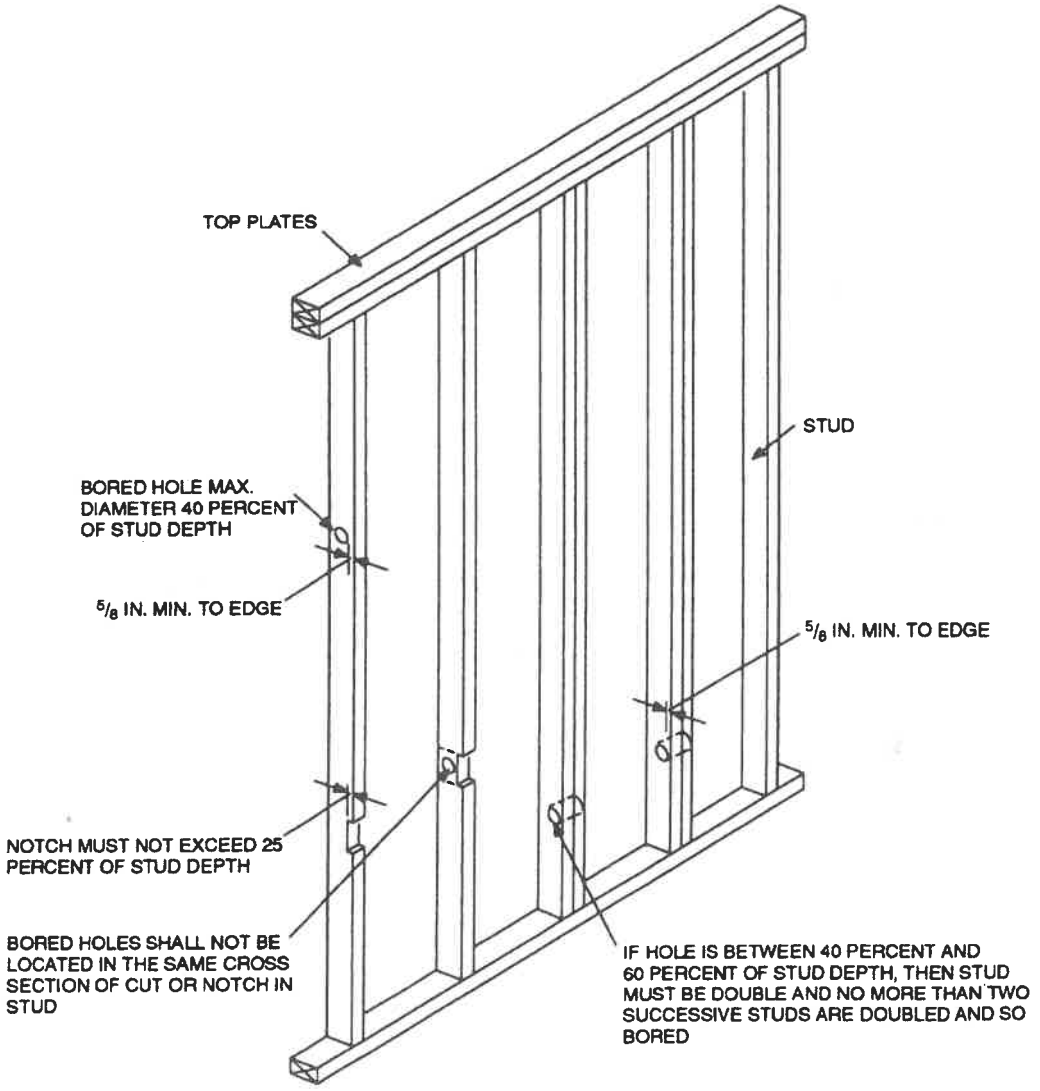
R602.6 Drilling and notching–studs. Drilling and notching of studs shall be in accordance with the following:

1. Notching. Any stud in an exterior wall or bearing partition may be cut or notched to a depth not exceeding 25 percent of its width. Studs in nonbearing partitions may be notched to a depth not to exceed 40 percent of a single stud width.
2. Drilling. Any stud may be bored or drilled, provided that the diameter of the resulting hole is no more than 60 percent of the stud width, the edge of the hole is no more than $^5/_8$ inch (16 mm) to the edge of the stud, and the hole is not located in the same section as a cut or notch. Studs located in exterior walls or bearing partitions drilled over 40 percent and up to 60 percent shall also be doubled with no more than two successive doubled studs bored. See Figures R602.6(1) and R602.6(2).

Exception: Use of *approved* stud shoes is permitted when they are installed in accordance with the manufacturer's recommendations.

R602.6.1 Drilling and notching of top plate. When piping or ductwork is placed in or partly in an exterior wall or interior load-bearing wall, necessitating cutting, drilling or notching of the top plate by more than 50 percent of its width, a galvanized metal tie not less than 0.054 inch thick (1.37 mm) (16 ga) and $1^1/_2$ inches (38 mm) wide shall be fastened across and to the plate at each side of the opening with not less than three-8d having a minimum length of $1^1/_2$ inches (38 mm) at each side or equivalent. The metal tie must extend a minimum of 6 inches past the opening. See Figure R602.6.1.

Exception: When the entire side of the wall with the notch or cut is covered by wood structural panel sheathing.

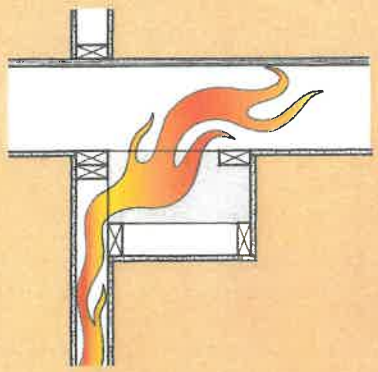


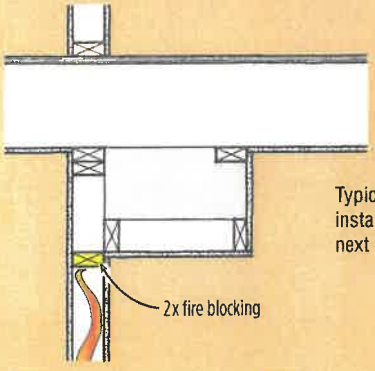
For SI: 1 inch = 25.4 mm.
NOTE: Condition for exterior and bearing walls.

FIGURE R602.6(1)
NOTCHING AND BORED HOLE LIMITATIONS FOR EXTERIOR WALLS AND BEARING WALLS

Fire-Blocking Strategies

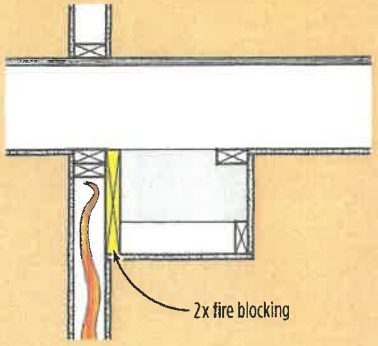
Without fire blocking, a soffit provides a path for fire to spread from a wall cavity to the joist bays above. There are several ways to fire block an area like this.

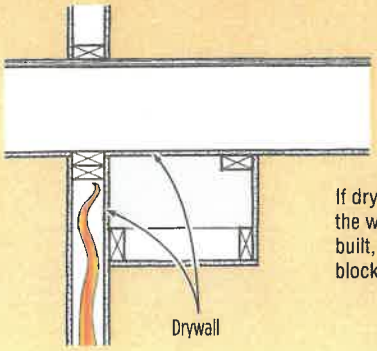




Typically, fire blocks are installed in the stud bays next to soffits.

Installing a single piece of material across the face of the studs is often faster than using individual blocks. Approved materials include 2x lumber, 3/4" structural sheathing, and 1/2" drywall.

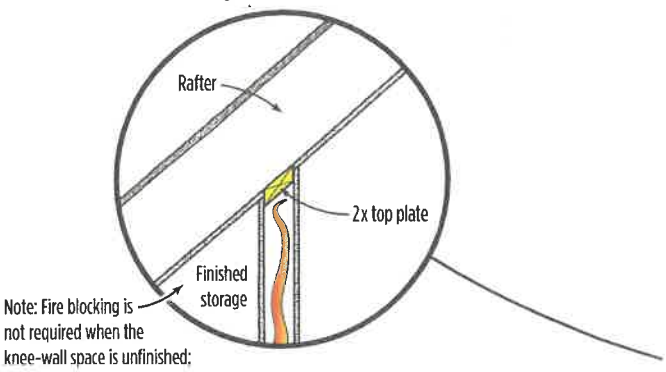




If drywall has been installed on the wall before the soffit is built, no additional fire blocking is needed.

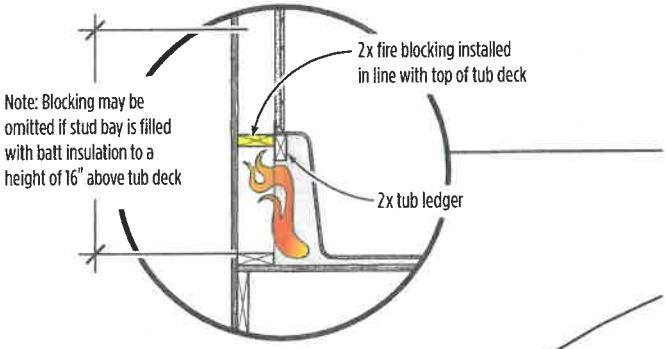
Typical

Knee Walls
If the space behind the knee wall is finished, the stud bays must be fire blocked. Here, the top plate acts as the fire blocking, preventing flames from entering the rafter bay.

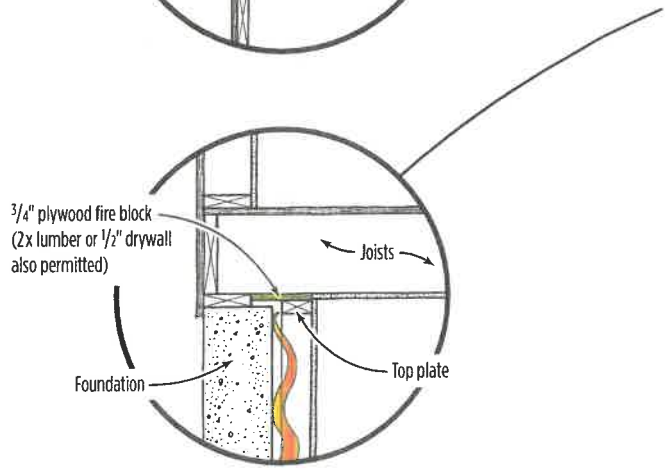


Note: Fire blocking is not required when the knee-wall space is unfinished; the stud bays are considered part of the unfinished attic

Tub Deck
Fire blocking is required in the stud bays around a drop-in tub.

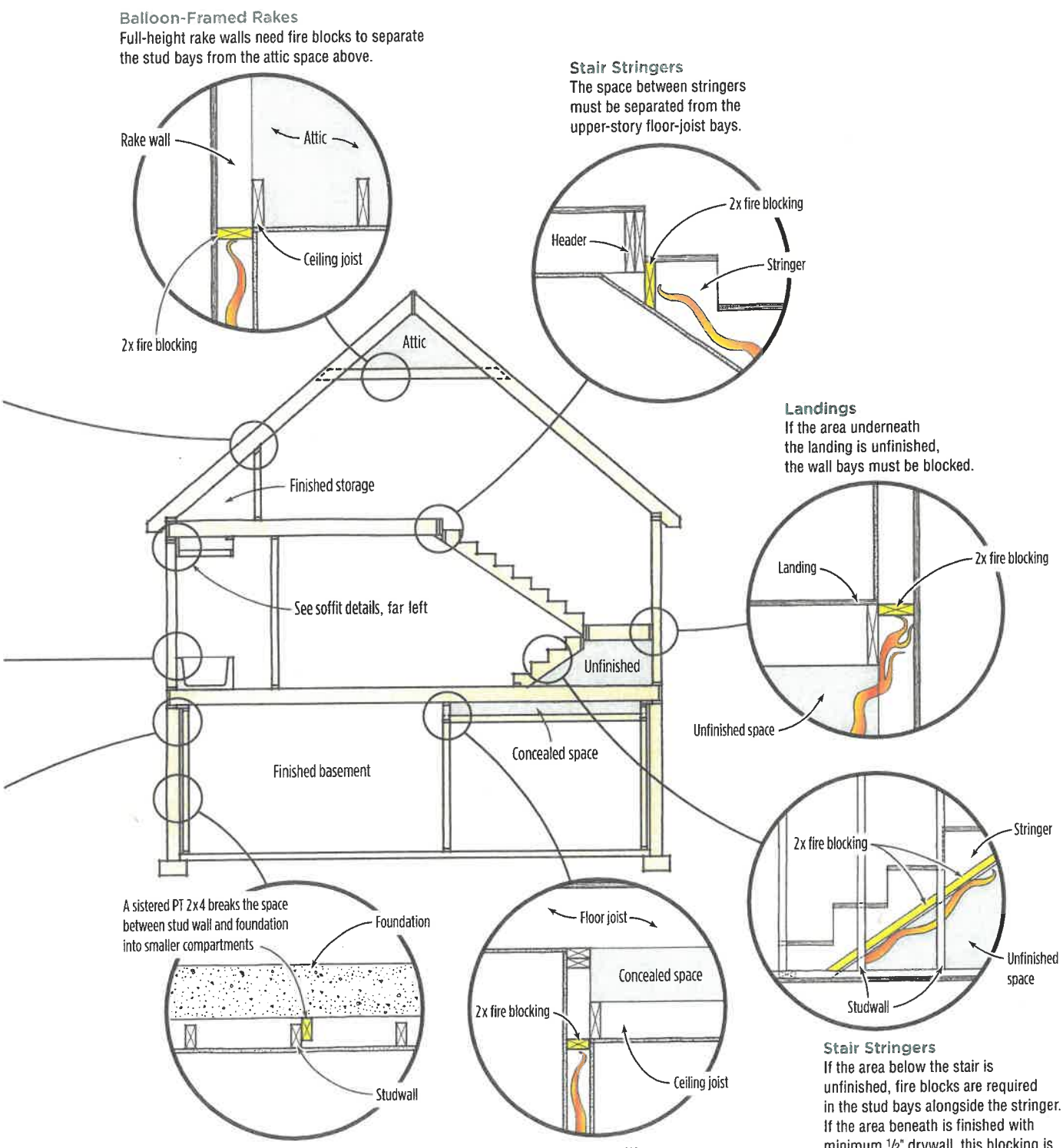


Note: Blocking may be omitted if stud bay is filled with batt insulation to a height of 16" above tub deck



Perimeter Basement Walls
A space behind a 2x4 perimeter basement wall must be separated from the joist bays above.

Fire-Blocking Locations



PERMIT # _____ LOT: _____ BLOCK: _____

FRAMING CHECKLIST

Instructions: Builder or Builder's representative checks boxes marked 'B'. Building Inspector checks boxes marked 'I'. Responsible Person in Charge of Work signs, initials and dates in spaces provided. Building Inspector initials and dates in spaces provided.

NOTE: ALL ITEMS SHOULD BE AS SHOWN ON THE PLANS OR AS REQUIRED BY CODE.

A. BASEMENT OR CRAWL SPACE

1. ANCHORAGE:

BOLTS
- [B] [I] SPACING
- [B] [I] SIZE

STRAPS
- [B] [I] SPACING (PER MANUFACTURER'S SPECS)
- [B] [I] SIZE

2. SILL PLATES:
- [B] [I] SIZE
- [B] [I] GRADE, SPECIES
- [B] [I] TREATMENT
- [B] [I] LAPS
- [B] [I] SILL SEALER
- [B] [I] PROPER TREATMENT OVER FOUNDATION OPENINGS (BEARING OF JOIST)
- [B] [I] TERMITE PROTECTION

3. BEAM POCKETS:
- [B] [I] BEARING/SHIMS
- [B] [I] TERMITE PROTECTION OR CLEARANCE

4. COLUMNS:
- [B] [I] SIZED PER PLAN
- [B] [I] ATTACHMENT/PLATES
- [B] [I] SPACING/LOCATION
- [B] [I] PAINT/COATING

B. FLOOR FRAMING AND FLOORING

1. BOX OR RIM JOIST, OR PERIMETER BAND JOIST:

1ST	2ND	3RD	4TH	
[B] [I]	[B] [I]	[B] [I]	[B] [I]	SIZE
[B] [I]	[B] [I]	[B] [I]	[B] [I]	GRADE, SPECIES
[B] [I]	[B] [I]	[B] [I]	[B] [I]	SINGLE OR DOUBLE
[B] [I]	[B] [I]	[B] [I]	[B] [I]	PRE-ENGINEERED PER MAN-FACTURER'S SPECS
[B] [I]	[B] [I]	[B] [I]	[B] [I]	CANTILEVERS AS PER DESIGN

2. GIRDERS AND BEAMS:
- [B] [I] SIZED PER PLAN
- [B] [I] TYPE
- [B] [I] GRADE, SPECIES
- [B] [I] LOCATION AND RELATION TO THE PLAN
- [B] [I] NAILING
- [B] [I] ATTACHMENT SCHEDULE
- [B] [I] BEARING
- [B] [I] LAPPING

3. FLOOR JOIST:

1ST	2ND	3RD	4TH	
[B] [I]	[B] [I]	[B] [I]	[B] [I]	SIZED PER PLAN
[B] [I]	[B] [I]	[B] [I]	[B] [I]	GRADE, SPECIES
[B] [I]	[B] [I]	[B] [I]	[B] [I]	PRE-ENGINEERED COMPONENTS AS SPECIFIED
[B] [I]	[B] [I]	[B] [I]	[B] [I]	BEARING
[B] [I]	[B] [I]	[B] [I]	[B] [I]	NAILING
[B] [I]	[B] [I]	[B] [I]	[B] [I]	BRIDGING
[B] [I]	[B] [I]	[B] [I]	[B] [I]	CUTTING AND NOTCHING (AS PER CODE)
[B] [I]	[B] [I]	[B] [I]	[B] [I]	POINT LOADS - SUPPORTED AS PER PLAN
[B] [I]	[B] [I]	[B] [I]	[B] [I]	SPAN HANGERS
[B] [I]	[B] [I]	[B] [I]	[B] [I]	HEADERS
[B] [I]	[B] [I]	[B] [I]	[B] [I]	FRAMED OPENINGS

4. FLOORING, SHEATHING, OR DECKING:

1ST	2ND	3RD	4TH	
				MATERIAL
[B] [I]	[B] [I]	[B] [I]	[B] [I]	PANEL SPAN, THICKNESS

SPECIAL REQUIREMENTS

[B] [I]	[B] [I]	[B] [I]	[B] [I]	EDGE BLOCKING (IF REQUIRED)
[B] [I]	[B] [I]	[B] [I]	[B] [I]	GAPPING
[B] [I]	[B] [I]	[B] [I]	[B] [I]	LAYOUT

5. STAIR ATTACHMENT:

1ST	2ND	3RD	4TH	
[B] [I]	[B] [I]	[B] [I]	[B] [I]	BEARING
[B] [I]	[B] [I]	[B] [I]	[B] [I]	NAILING

I hereby certify that I inspected this building using this checklist and it conforms to the released plans and to the requirements of the Uniform Construction Code, N.J.A.C. 5:23.

Responsible Person in Charge of Work: _____ Date: _____

Building Inspector Initials: _____

Date: _____

PERMIT # _____ LOT: _____ BLOCK: _____

C. WALL FRAMING

1. EXTERIOR WALL FRAME:

1ST	2ND	3RD	4TH	FLOOR
B I	B I	B I	B I	SIZE
B I	B I	B I	B I	SPACE
B I	B I	B I	B I	SPECIES AND GRADE
B I	B I	B I	B I	CUTTING, NOTCHING AND BORING
B I	B I	B I	B I	HEADER SIZES
B I	B I	B I	B I	JACK STUD BEARING
				TOP PLATES
B I	B I	B I	B I	NAILING
B I	B I	B I	B I	LAPS
B I	B I	B I	B I	RAFTER TIES
B I	B I	B I	B I	HURRICANE STRAPS (AS REQUIRED)

2. INTERIOR LOAD-BEARING WALLS:

1ST	2ND	3RD	4TH	FLOOR
B I	B I	B I	B I	SIZE
B I	B I	B I	B I	SPACE
B I	B I	B I	B I	LAYOUT - SUPPORT BELOW PER CODE
B I	B I	B I	B I	SPECIES AND GRADE
B I	B I	B I	B I	CUTTING, NOTCHING AND BORING
B I	B I	B I	B I	FIRE BLOCKING
B I	B I	B I	B I	HEADER SIZES
B I	B I	B I	B I	JACK STUD BEARING
				TOP PLATES
B I	B I	B I	B I	NAILING
B I	B I	B I	B I	LAPS
B I	B I	B I	B I	STRAPPING

3. INTERIOR NON-LOAD-BEARING WALLS:

1ST	2ND	3RD	4TH	FLOOR
B I	B I	B I	B I	SIZE
B I	B I	B I	B I	SPACE
B I	B I	B I	B I	SPECIES AND GRADE
B I	B I	B I	B I	CUTTING, NOTCHING AND BORING
B I	B I	B I	B I	FIRE BLOCKING
B I	B I	B I	B I	HEADER SIZES
B I	B I	B I	B I	TOP PLATE NAILING

D. ROOF FRAMING

1. TRUSS ROOF FRAMING (AS PER DESIGN):

APPROVED DOCUMENTS WHICH SHOW:

- B I LAYOUT PLANS
- B I TRUSS MEMBERS
- B I CONNECTION SCHEDULE
- B I PERMANENT BRACING DETAILS
- B I DORMERS/ROOF STRUCTURES ON MANUFACTURER'S DRAWINGS
- B I EQUIPMENT/APPLIANCES ON MANUFACTURER'S DRAWINGS

- B I LOCATION AS PER LAYOUT
- B I ALIGNMENT
- B I BEARING
- B I SPACING
- B I CONNECTIONS TO BEARING POINTS
- B I NO CONNECTION TO NON-BEARING POINTS
- B I DAMAGE AND DEFECTS
- B I ENGINEERED METHOD OF REPAIR

2. PERMANENT TRUSS-TO-TRUSS BRACING (AS PER DESIGN):

- B I LAYOUT
- B I SIZE
- B I TYPE
- B I NAILING
- B I OVERLAP
- B I TERMINATION
- B I TRANSITION (I.E., CROSS) BRACING

3. GABLE END BRACING (AS PER DESIGN):

- B I LAYOUT
- B I SIZE
- B I TYPE
- B I NAILING
- B I OVERLAP
- B I TERMINATION

4. SOLID SAWN ROOF FRAMING:

- B I SIZE
- B I GRADES, SPECIES

LAYOUT

- B I SPACING
- B I SPAN
- B I BEARING
- B I FASTENING
- B I DAMAGE CAUSED BY FASTENERS (RAFTERS NOT SPLIT BY TOENAILS)
- B I CUTTING, NOTCHING, AND BORING
- B I BRIDGING
- B I RIDGE SIZE
- B I HURRICANE TIES WHERE APPLICABLE

E. SHEATHING

1. SHEATHING – EXTERIOR WALLS:

MATERIAL

- B I PANEL SPAN, THICKNESS

SPECIAL REQUIREMENTS

- B I GAPPING
- B I LAYOUT
- B I CORNER BRACING (IF REQUIRED)

2. SHEATHING – ROOF:

MATERIAL

- B I PANEL SPAN, THICKNESS

SPECIAL REQUIREMENTS

- B I BLOCKING, EDGE (IF REQUIRED)
- B I CLIPS (IF REQUIRED)
- B I GAPPING
- B I LAYOUT

SHEATHING, FRT – ROOF

- B I FOUR FEET FROM FIREWALL
- B I NONCORROSIVE FASTENERS

Initials: Resp. Person in Charge of Work _____ Building Inspector _____

PERMIT #: _____ **AIR BARRIER and INSULATION CHECKLIST** LOT: _____ BLOCK: _____

In the checklist below, AB and II stand for the air barrier and insulation inspection components to be verified. The local code official will always verify the II components. In the case where the local code official is not able to verify the AB components, they are to be verified by a person independent of the insulation installer. See second page for testing documentation.

			Verification Initials[1]		
COMPONENT	AIR BARRIER (AB) CRITERIA	INSULATION INSTALLATION (II) CRITERIA	AB	II	Comments
General requirements	* A continuous air barrier shall be installed in the building envelope. * Breaks or joints in the air barrier shall be sealed.	* Air-permeable insulation shall not be used as a sealing material.			
Ceiling/attic	* The air barrier in any dropped ceiling or soffit shall be aligned with the insulation and any gaps in the air barrier shall be sealed. * Access openings, drop-down stairs or knee wall doors to unconditioned attic spaces shall be sealed.	* The insulation in any dropped ceiling/soffit shall be aligned with the air barrier.			
Walls	* The junction of the foundation and sill plate shall be sealed. * The junction of the top plate and the top of exterior walls shall be sealed. * Knee walls shall be sealed.	* Cavities within corners and headers of frame walls shall be insulated by completely filling the cavity with a material having a thermal resistance, R-value, of not less than R-3 per inch. Exterior thermal envelope insulation for framed walls shall be installed in substantial contact and continuous alignment with the air barrier.			
Windows, skylights and doors	* The space between framing and skylights, and the jambs of windows and doors, shall be sealed.	--			
Rim joists	* Rim joists shall include an exterior air barrier. * The junctions of the rim board to the sill plate and the rim board and the subfloor shall be air sealed.	* Rim joists shall be insulated so that the insulation maintains permanent contact with the exterior rim board.			
Floors, including cantilevered floors and floors above garages	* The air barrier shall be installed at any exposed edge of insulation.	* Floor framing cavity insulation shall be installed to maintain permanent contact with the underside of subfloor decking. Alternatively, floor framing cavity insulation shall be in contact with the top side of sheathing, or continuous insulation installed on the underside of floor framing and extending from the bottom to the top of all perimeter floor framing members.			
Basement crawl space, and slab foundations	* Exposed earth in unvented crawl spaces shall be covered with a Class I vapor retarder/air barrier. * Penetrations through concrete foundation walls and slabs shall be air sealed. * Class 1 vapor retarders shall not be used as an air barrier on below-grade walls.	* Crawl space insulation, where provided instead of floor insulation, shall be installed. * Conditioned basement foundation wall insulation shall be installed. * Slab-on-grade floor insulation shall be installed			
Shafts, penetrations	* Duct and flue shafts and other similar penetrations to exterior or unconditioned space shall be sealed to allow for expansion, contraction and mechanical vibration.	* Insulation shall be fitted tightly around utilities passing through shafts and penetrations in the building thermal envelope to maintain required R-value.			

			Verification Initials[1]		
COMPONENT	AIR BARRIER (AB) CRITERIA	INSULATION INSTALLATION (II) CRITERIA	AB	II	Comments
	* Utility penetrations of the air barrier shall be caulked, gasketed or otherwise sealed and shall allow for expansion, contraction of materials and mechanical vibration.				
Narrow cavities	* Narrow cavities of 1 inch or less that are not able to be insulated shall be air sealed.	* Batts to be installed in narrow cavities shall be cut to fit or narrow cavities shall be filled with insulation that on installation readily conforms to the available cavity space.			
Garage separation	* Air sealing shall be provided between the garage and conditioned spaces.	* Insulated portions of the garage separation assembly shall be installed			
Recessed lighting	* Recessed light fixtures installed in the building thermal envelope shall be air sealed.	* Recessed light fixtures installed in the building thermal envelope shall be airtight and IC rated, and shall be buried or surrounded with insulation.			
Plumbing, wiring or other obstructions	* All holes created by wiring, plumbing or other obstructions in the air barrier assembly shall be air sealed.	* Insulation shall be installed to fill the available space and surround wiring, plumbing, or other obstructions, unless the required R-value can be met by installing insulation and air barrier systems completely to the exterior side of the obstructions.			
Shower/tub on exterior wall	* The air barrier installed at exterior walls adjacent to showers and tubs shall separate the wall from the shower or tub.	* Exterior walls adjacent to showers and tubs shall be insulated.			
Electrical/phone box on exterior walls	* The air barrier shall be installed behind electrical and communication boxes. Alternatively, air-sealed boxes shall be installed.	--			
HVAC register boots	* HVAC supply and return register boots that penetrate building thermal envelope shall be sealed to the subfloor, wall covering or ceiling penetrated by the boot.	--			
Concealed sprinklers	* Where required to be sealed, concealed fire sprinklers shall only be sealed in a manner that is recommended by the manufacturer. Caulking or other adhesive sealants shall not be used to fill voids between fire sprinkler cover plates and walls or ceilings.	--			

1 – In the case that verification is not applicable, "N/A" shall be used as the initials.

CODE OFFICIAL: _____ SIGNATURE: _____ DATE: _____

CODE OFFICIAL: _____ SIGNATURE: _____ DATE: _____

CODE OFFICIAL: _____ SIGNATURE: _____ DATE: _____

NAME & COMPANY: _____ SIGNATURE: _____ DATE: _____

NAME & COMPANY: _____ SIGNATURE: _____ DATE: _____

NAME & COMPANY: _____ SIGNATURE: _____ DATE: _____

For new construction other than an addition, documentation of test results verifying air leakage less than 3 air changes per hour when tested per ANSI/RESNET/ICC 380, ASTM E779 or ASTM E1827 and reported at a pressure of 0.2 w.g. (50 Pa) shall be submitted with this checklist.

NAME & COMPANY: _____ SIGNATURE: _____ DATE: _____

BOROUGH OF RINGWOOD
Building Department ■ Code Enforcement
Phone (973) 962-7880 Fax (973) 962-7823 building@ringwoodnj.net

ADDITION PACKET

SECTION TWO – PRIOR APPROVALS

Do not submit the construction permit until this application has been approved

INSTRUCTIONS

Complete and submit all of the following forms:

- ☐ Request for Zoning Approval
- ☐ Request for Health Department Approval
- ☐ Area, Bulk and Yard Requirements by Zoning Districts
- ☐ Dwelling Existence Certification
- ☐ Inspection Notice

Applicant provides:

- ☐ Copy of property survey
  Survey must be original size and to scale

INSTRUCTIONS

- Please print forms one-sided
- Mark up survey according to instructions on Zoning and Health forms
- Homeowner completes and signs each form where indicated
- E-mail application and survey or drop off at Borough Hall

You will be notified when the Prior Approval review is completed

BOROUGH OF RINGWOOD

Ringwood Zoning Official
Phone (973) 962-7880 ■ Fax (973) 962-7823 ■ building@ringwoodnj.net

Request for Zoning Approval

Owner's Name _____ Work Site _____

Address _____ Block _____ Lot _____

Daytime Phone _____ Email _____

PROPOSED PROJECT:

- ☐ Above Ground Pool
- ☐ In Ground Pool
- ☐ Deck
- ☐ Patio
- ☐ Shed or Accessory Structure
- ☐ Addition
- ☐ Interior Renovations
- ☐ Other: _____

Dimensions: Length: _____ Width _____ Height _____

Land disturbance square footage: _____

You must provide a copy of your sealed site plan/property survey with the following notations:

- Sketch the proposed location and dimensions of your construction.
- Indicate the distance to all property lines. (See attached form for setbacks in your zone)

For Additions: Size of Addn _____ sq ft Land Disturbance of Addn _____ sq ft
If construction is in whole or part over existing home, indicate what area of house is being raised.
If all or portion of addition is an extension to footprint of home, sketch on and indicate dimensions.

Footprints disturbing more than 500 square feet of land require Site Plan Review by Borough Engineer
$150 fee to include:

- 4 sealed topographical site plans for preliminary review (3 hard copy, 1 electronic copy)
- 4 sealed foundation location plans prior to framing (3 hard copy, 1 electronic copy)
- 4 sealed "As Built" site plans prior to issuance of Certificate of Occupancy (3 hard copy, 1 electronic copy)

Signature of Homeowner _____ Date _____

For Office Use Only

Approved by _____ Date _____

Denied by _____ Date _____

Applicant Notified? Yes _____ No _____

Comments _____

_____

Routed date _____
Health _____
Assessor _____
Zoning _____
Water _____

BOROUGH OF RINGWOOD
Health Department
Phone (973) 962-7079 ■ Fax (973) 962-7823

Request for Health Department Approval

Owner's Name _____ Work Site _____

Address _____ Block _____ Lot _____

Daytime Phone _____ Email _____

Proposed Project:

- ☐ Above Ground Pool
- ☐ In Ground Pool
- ☐ Deck
- ☐ Patio
- ☐ Shed or Accessory Structure
- ☐ Addition
- ☐ Interior Renovations
- ☐ Other: _____

To approve your proposed project, the following information must be supplied:

1. On a copy of your site plan/property survey:
   - Sketch the proposed location of your construction.
   - Indicate the location of your septic system and well or public water service line from the street to the house.
   - Indicate the distances between all septic components, water lines or well and the proposed project.
2. A copy of your most recent pumping permit (if available).
3. For Additions and Interior Renovations:
   - An inside floor plan of all levels of the existing house with all rooms labeled.
   - An inside floor plan showing all the levels of the proposed structure with all rooms labeled.
   - Existing # of bedrooms _____ Proposed additional bedrooms _____ Total _____
   - Proposed additional square feet _____
   - Proposed additional bathrooms _____

Note: Be advised that your septic system may not be in conformance with state and local codes. Before approval for the work you have proposed can be granted, you may be required to upgrade your system to current standards.

Signature of Homeowner _____ Date _____

For Office Use Only

Denied by _____ Date _____

Comments _____

_____

Applicant Notified? Yes_____ No_____

Approved by _____ Date _____

AREA, BULK AND YARD REQUIREMENTS BY ZONING DISTRICTS IN THE BOROUGH OF RINGWOOD, NEW JERSEY

Minimum Area Requirements					Maximum Bulk Requirements				Minimum Yard Requirements		
Zone	District	Lot Area (Sq. Ft.)	Lot Width (Ft.)	Lot Depth (Ft.)	Maximum Disturbed Land Area %**	Improved Lot Coverage %***	Lot Coverage %***	Bldg. Ht. Principal Ft. Stories	Front Yard (Ft.)	Each Side Yard (Ft.)	Rear Yard Principal / Accessory
R-20	Single-Family	20,000	100	175	50	35	25	35 2 1/2	35	15	35 / 20
R-40	Single-Family	40,000	150	200	30	25	20	35 2 1/2	35	30	50 / 35
R-40V and R-80V	Single-Family w/ Public Water	40,000	150	200	See Schedule Below	25	20	35/40 2 1/2	35	30	50 / 35
	Single-Family w/o Public Water	80,000	200	250		20	18				
RT-40	One-Family & Two-Family	40,000	150	200	40	35	25	35 2 1/2	35	30	50 / 35
	EXISTING CONDITIONS										
	PROPOSED PROJECT										

Zone	Lot Area (Sq. Ft.)	Maximum Disturbed Land Area*(% of Lot)
R-40V** and R-80V	0— 40,000	30.0%
	40,001— 50,000	28.0%
	50,001— 60,000	25.0%
	60,001— 70,000	23.2%
	70,001— 80,000	21.0%
	80,001— 90,000	19.5%
	90,001—100,000	18.0%
	100,001—110,000	17.0%
	110,001—or more	16.0%

Lot Coverage shall mean the percentage of a lot area which is occupied by buildings and accessory structures including swimming pools, porches, decks, chimneys and other related building appurtenances but not including walkways, driveways, patios, tennis courts, open parking areas and loading areas.

Improved Lot Coverage shall mean the percentage of lot area which is improved with principal and accessory buildings, structures and uses including, but not limited to, driveways, tennis courts, parking areas, garages, walkways, patios, loading areas, hard surfaces or other man-made improvements. Detention or retention basins shall be excluded from such calculations provided same is constructed of natural materials.

Maximum Disturbed Land Area shall mean all land outside of the allowable disturbed areas shall be left in its natural state and no trees, shrubs, vegetated ground cover, top soil or other natural features shall be moved or altered.

Complete this section and sign below:

Is any portion of the lot a designated floodway or flood hazard area? **Yes ____ No ____**

Is a wetland area located on the lot? **Yes ____ No ____**

Signature of Homeowner: _____

revised 10/18/23

BOROUGH OF RINGWOOD
Building Department
Phone (973) 962-7880 ■ Fax (973) 962-7823 ■ building@ringwoodnj.net

Certification of Highlands Exemption #5

Date: _____

Owner: _____

Property Address: _____

Block: _____ Lot: _____

Description of Project: _____

_____

_____

The aforementioned project is located wholly within the Highlands Preservation Area and Highlands regulations restrict development. However, the Highlands Rules at N.J.A.C 7:38-2.3 set forth various exemptions. Borough of Ringwood tax records indicate that this dwelling was in existence prior to August 10, 2004 and, therefore, qualifies for **Exemption #5** defined as: **"Any improvement to a lawfully existing single-family dwelling in existence on August 10, 2004, including but not limited to an addition, garage, shed, driveway, porch, deck, patio, swimming pool, or septic system, as long as the improvement maintains the use as a single-family dwelling as defined by code or ordinance in the municipality in which the dwelling is located and does not permit use of the structure as a multiple until dwelling."**

Therefore, the proposed Project is deemed **exempt** from the provisions of the Highlands Rules, subject to the following limitation (s):

"If the Borough of Ringwood subsequently determines the information submitted to obtain this decision is inaccurate, the exemption shall be void."

This exemption determination is limited to the land area and specific scope of the activities described herein or as shown on a survey of the property. This determination does not eliminate the need for any permits, approvals, or certifications required by any other Federal, State, County, or municipal review agency with jurisdiction over this activity, including, but not limited to, freshwater wetlands or flood hazard permits or review of storm-water management.

_____

Homeowner Date

_____

Assessor Date

_____

Highlands Exemption Designee Date

BOROUGH OF RINGWOOD
Building Department ■ Code Enforcement
Phone (973) 962-7880 Fax (973) 962-7823 building@ringwoodnj.net

Remember to Call for Inspections ! !

NOTICE

It is the joint responsibility of the Homeowner and the Contractor to ensure that all required inspections are scheduled throughout construction and upon completion of the work.

- The Uniform Construction Code states, "Upon completion of the building or structure and before issuance of a certificate of use and occupancy required herein, a *final inspection shall be made.*" NJAC 5:23-2.18(d)

- A building or structure hereafter erected shall not be used or occupied in whole or in part until a form of certificate of occupancy shall be issued by the Construction Official. NJAC 5:23-2.23(a)

Noncompliance of the above provisions of the UCC is a violation, and pursuant to NJAC 5:23-2.31(b)4, a monetary penalty shall be issued immediately.

Therefore, please take note that if final inspections are not called for within a reasonable length of time after completion of the work, and prior to occupancy of a new dwelling or addition, **a violation notice will be issued along with a penalty of up to $2,000.00.**

Homeowners take note:
Final payment to the contractor is not required to be made before a final inspection is performed. [NJ Division of Consumer Affairs Rule NJAC 13:45A-16.2(a)10.ii]

Contractors take note:
You are a joint owner of the permit along with the property owner, therefore you share the same responsibility for complying with the Uniform Construction Code.

Michael A. Hafner
Construction Code Official

Owner Signature _____ Date _____

Contractor Signature _____ Date _____