

DECKS – start to finish

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

Exceptions:

Replacing deck boards: nothing required

Replacing guards, stairs or anything structural, **AND** no size or location change: 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