

**PLANNING AHEAD FOR YOUR POOL PROJECT:  
IF YOU ARE THINKING OF INSTALLING A POOL,  
NOW IS THE TIME TO GET STARTED!**

The first step in the inground pool application process is to engage the services of a Professional Engineer who will assist you to obtain and submit the required *prior approval* – a Storm Water Management (SWM) application. This SWM application will be reviewed by the Wyckoff Township Engineer. This SWM application determines the zero % net increase in drainage runoff into the adjacent properties and the preservation of existing trees on the property. Your inground pool Uniform Construction Code (UCC) Permit application will not be accepted by the Building Department until this *prior approval* is obtained from the Wyckoff Engineering Department. All UCC Permit applications submitted prior to SWM approval will be returned to the inground pool contractor.

Once the above Engineering *prior approval* is obtained, a UCC Permit application for an inground pool permit may be submitted to the Building Department. No UCC Permit applications will be accepted for inground pools without the Storm Water Management review approval. Click [HERE](#) to view the UCC Permit Application Requirements. Once the complete UCC Permit application is received at the Building Department, the application is reviewed for completeness and processed for circulation to all required NJ licensed technical Sub Code Officials/Inspector(s). A review of the construction plan you submitted is required by the New Jersey Uniform Construction Code. This means your proposed plan is compared to applicable construction code(s), safety codes and zoning codes. This should be viewed as an added value for you.

In addition to the required UCC Permits - Building, Electrical, Plumbing and Fire (for pool heaters), you will also need to complete a Zoning Application. There are four different applications for Zoning, two for corner lots for either the R-15 or RA-25 zones and two for interior lots in either the R-15 or RA-25 zones. A copy of your property survey is required with your Zoning Application.

Additionally, inground pools must be enclosed by a pool compliant fence and gates for which additional guidelines must be followed.

There are different requirements for an above ground pool. These may be viewed below.

Occasionally the plan submitted does not comply with these structural, safety and zoning codes which requires the Sub Code Official to deny the issuance of the requested UCC Permit application. The UCC Permit application is then returned to your design professional or pool contractor with a request for the deficiencies to be addressed and a compliant plan resubmitted which may delay the approval process timeline.

(During the COVID 19 public health emergency, and despite a record increase in UCC Permit applications submitted, the Building Department continues to issue permits; however, the Building Department does not control the time frame a property owner or its contracted professional takes to resubmit a revised compliant plan.) Ultimately, it is your responsibility as the property owner, or your contracted professional, to submit a construction plan that is compliant with the applicable codes. For example, some UCC Permit applications, such as an application for an inground pool, require review by multiple Sub Code Officials and Inspectors (electrical, plumbing, building, fire) as well as the Township Engineer for stormwater management compliance which is a required *prior approval* before any UCC Permit application can be submitted. Since half of our Inspectors work in Wyckoff only every other day, and with the high volume of applications, waiting 20 business days for the review and issuance of a UCC Permit is not atypical. In the event deficiencies are encountered which may delay the UCC Permit processing time frame, **please plan ahead**. The Uniform Construction Code allows 20 business days for the completion of technical reviews of “*administratively complete*” UCC Permit applications. Any required *prior approval* such as zoning and engineering **must** be satisfied before the 20 business day time frame begins.

Please see the below requirements for both inground and above ground pools.

### **INGROUND POOL PERMIT REQUIREMENTS**

- \_\_\_\_\_ Engage Professional Engineer to obtain prior approval for Storm Water Management.
- \_\_\_\_\_ Submit Storm Water Management application to the Township Engineer. This application is required to be completed by a Professional Engineer and will be reviewed by the Township Engineer. Your UCC Permit application will not be accepted unless you have received this prior approval.
- \_\_\_\_\_ Complete and Submit a Zoning Application (Either for a corner lot or an interior lot in the appropriate zone; R-15 or RA-25).
- \_\_\_\_\_ Complete and submit the following UCC Permit applications:  
Link to DCA Permit Applications:  
<https://www.nj.gov/dca/divisions/codes/resources/constructionpermitforms.html>
  1. Form F100 (Permit Jacket) Include email and phone numbers for both the contractor and the property owner.
  2. Form F110 (Building Technical Subcode)
  3. Form F120 (Electrical Technical Subcode)
  4. Form F130 (Plumbing Technical Subcode)
  5. Form F140 (Fire Technical Subcode) – if installing a pool heater.

## **ABOVE GROUND POOL PERMIT REQUIREMENTS:**

Above Ground Pool Permit Applications do not require Storm Water Management approval:

\_\_\_\_\_ Complete and submit the following UCC Permit Applications:

Link to DCA Permit Applications:

<https://www.nj.gov/dca/divisions/codes/resources/constructionpermitforms.html>

1. Form F100 (Permit Jacket) Include email and phone numbers for both the contractor and the property owner.
2. Form F110 (Building Technical Subcode)
3. Form F120 (Electrical Technical Subcode)
4. Form F130 (Plumbing Technical Subcode)

\_\_\_\_\_ Submit a copy of your property survey with the following items clearly marked:

1. Location of the proposed pool.
2. Side and rear yard setbacks.
3. Location of pool equipment.

\_\_\_\_\_ Submit height & diameter details regarding the proposed pool.

\_\_\_\_\_ Include a brochure for the pool equipment to be installed.

\_\_\_\_\_ Complete and Submit a Zoning Application (Either for a corner lot or an interior lot). Zoning requires that your inground pool or your back yard be enclosed by a pool compliant fence and gates or a pool compliant enclosure around the pool ladder.