

BOROUGH OF NEPTUNE CITY

106 W. Sylvania Avenue, Neptune City, NJ 07753, Telephone-(732) 776-7224 x 35, Fax – (732) 776-8906

CERTIFICATE OF INSPECTION UPDATE

Jerry Applegate – Code Enforcement Official
Office Hours: Tuesday & Thursday 4:30 PM – 5:30 PM

Application is hereby made for inspection, approval and issuance of An Update Certificate of Inspection for the following dwelling/business unit:

- **All properties and structures shall meet the most recent Property Maintenance Code adopted by the Borough for compliance.**

PROPERTY ADDRESS _____

OCCUPANTS (AS ORIGINAL C.I.) _____

NUMBER OF BEDROOMS _____ NUMBER OF OCCUPANTS _____

RENTER'S NAME _____ PHONE # _____

OWNER'S NAME _____ ADDRESS _____

OWNER'S PHONE # _____

*******MINIMUM 5 BUSINESS DAYS NOTICE REQUIRED FOR INSPECTIONS*******

INSPECTION DATE REQUESTED (Monday - Thursday only _____ TIME (after 4:30 pm) _____

- Date and time must be approved by Code Enforcement Official as per his schedule.
- PHONE NUMBER where you can be reached for the date & time confirmation by the Official)

A \$20.00 **NON-REFUNDABLE** fee must be paid at the time of application. (Checks are to be made out to The Borough of Neptune City). The number of occupants has changed since the original Certificate of Occupancy/inspection. Please check one of the following reasons:

Birth* _____ Adoption* _____ Custody** _____ Other _____ (explain) _____

*proof of the above must be provided at time of application

**custody requires court document signed by a judge

List all the occupants who will occupy the dwelling & list ages of children only

NAME (PLEASE PRINT)	MALE	FEMALE	AGE

AGENT/OWNER'S SIGNATURE

INSPECTION OFFICE USE:

CASH _____ CHECK # _____ MONEY ORDER# _____ DATE REC'D _____
FEES RECEIVED BY _____ INSPECTED BY _____ DATE OF ISSUES _____
BLOCK _____ LOT _____ ORIGINAL C.I.# _____ C.I. # U _____

CONFIDENTIAL POLICE DEPT. USE:

MUST BE COMPLETED AND FILED 10 DAYS PRIOR TO OCCUPANCY

Has any person to commence residency after August 22, 2005 been convicted of N.J.S.A. 2C:7-1 et seq.

(Registration and notification of release of certain offenders) _____yes _____no

I certify this is a true statement.

(owner or tenant signature) Date