



Borough of
Neptune City
106 West Sylvania Avenue
Neptune City, New Jersey 07753

Construction Department

Office Hours: Tuesdays & Thursdays 4:45 pm – 6:00 pm
Phone: 732-776-7224 | Email: construction@neptunecitynj.com

CERTIFICATE OF INSPECTION

Application is hereby made for inspection, approval and issuance of a Certificate of Inspection
for the following dwelling/business units as provided by the Code of the Borough of Neptune City, Chapter 102: 15-20
All properties and structures shall meet the most recent property maintenance code adopted by the Borough for compliance

APPLICATIONS WILL NOT BE PROCESSED UNLESS COMPLETED IN IT'S ENTIRETY

Present Owners of the Property: _____

Mailing Address: _____

Address to Be Inspected: _____ **Unit/ Apt #** _____

Name For C.O. Issued To: _____ **Phone:** _____ **Email:** _____

☐ Transfer ☐ Business ☐ Dwelling ☐ Rental ☐ Sale

YEAR UNIT WAS BUILT: _____

Number of Bedrooms: _____ **Number of Occupants:** _____

NOTICE: For **DWELLING UNITS**, list names of occupants and the ages of children only

****Children's last names not matching the guardian shall attach a birth certificate or judgement.**

****** MINIMUM OF FIVE (5) BUSINESS DAYS NOTICE IS REQUIRED FOR INSPECTIONS ******

Inspection Date Requested: _____ **Time (after 4:30 pm) :** _____

Please note: the date and time must be and will be approved by the Inspector per their schedule

Contact Name: _____ **Phone Number:** _____

The person and number where inspection date and time confirmation can be made

- **\$60.00 non-refundable fee must be paid at the time of the application** (Checks payable to Borough of Neptune City)
- **\$35.00 fee will be charge for each inspection made thereafter**

Failure to make application for inspection, and/or failure to obtain a Certificate of Inspection
for each new tenant or buyer of a business or dwelling is punishable by a fine the amount not to exceed \$2,000.00

I hereby certify the truthfulness of the responses set forth in this application.

Agent/Owner's Signature

CONFIDENTIAL FOR POLICE DEPARTMENT USE:

MEGAN'S LAW STATEMENT

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.

New Owner or New Tenant Signature

Date

Inspection Office Use:

Fee Received By: _____ Cash Amount: _____ Check Amount and #: _____ Date: _____

Inspected By: _____ Zoning Approval: _____ Open Permits: _____

Block: _____ Lot: _____ Date of Issue: _____ C.O.# _____

After you have submitted a complete application, with the proper fee, you will be scheduled for an inspection.

Be sure a phone number, where you can be reached is on the application.

The following is a general list of items that will be inspected and required for a Certificate of Inspection, note the list is not all-inclusive.

1. **Walks/driveway:** No tripping hazards, holes or missing areas.
2. **Exterior property:** Clean, no debris or high grass. No major over-growth. No junk or trash.
3. **Garage/sheds/fences:** Good exterior condition, painted, windows unbroken, structurally sound.
4. **Exterior structure:** No peeling paint. Gutters/downspouts, roofing, chimney, foundation, all good condition. No rotting wood. Windows and screens in good condition,
5. **Steps:** Good sound condition, no tripping hazards, railing required if 30" or higher. Railings secure.
6. **House numbers:** 3" minimum size. Numeric, not spelled out. Visible from the street.
7. **Interior:** Doors sound condition. Deadbolts, non-key style operation from the inside only (front), All windows operational, floor coverings good condition no tripping hazards, Walls/ceilings, no holes or peeling paint. No broken windows. All outlets/switches working. Closets: no bare bulbs allowed. Must have a globe or be of the fluorescent type. Fireplaces: Shall be cleaned & inspected by a professional in that field.
 - **Kitchen:** Stove must have a tip over bracket installed (manufactured from 1991 to now). Faucet/drains no leaks. Drains work well. Stove hood filter clean, exhaust fan works. No grease buildup anywhere. No accumulations by appliances. All appliances work.
 - **Bathroom:** Faucet/drains no leaks. Toilet flushes properly. Tub caulked. Exhaust fan required if there isn't a window in the room. An outlet is required. If a new one is installed it shall be GFCI protected.
 - **Bedrooms:** Smoke detector outside of and within 10 feet of every bedroom. Door on each room. Carbon monoxide detectors are required in R2 & R5 units (check with official).
 - **Basement:** Smoke detectors on the ceiling at the bottom of the stairs. Sump pumps shall be pumped to the outside. Furnace vent connections are to be tight. Adequate clearance to combustibles. Safety valve on the hot water heater is to be piped down to within 6" of the floor. No open electrical boxes. Minimum 60 amp electrical service. No exposed wiring (all terminations in a junction box) No clutter. Furnaces shall have adequate-ventilation.
 - **Occupancy:** Every room for sleeping shall have a minimum of 70 sq. ft. for one occupant and 50 sq. ft. for each additional person. (100 sq. ft. for 2 people, 150 sq. ft. for 3 people, etc.)
 - **General:** Every story, including the basement shall have a working smoke detector. Clothes dryer shall be vented to the outside with ridged pipe. U.L. flex from dryer to pipe. Attached garages shall have a door between the house & garage. (solid wood or metal)

For Dwellings being sold, all open construction permits are to be finalized before the Certificate of Inspection is issued. **For Commercial applicants,** a zoning application permit should be submitted and approved and before applying for a Certificate of Inspection. Attach an approved zoning form with the C/I application.

A C/I inspection will show compliance with the adopted Borough Codes.

The buyer, to protect their investment, should use a home inspector or an engineer for a more extensive inspection.

8. Requirements for Fire Extinguishers:

- At least one portable fire extinguisher shall be installed in all one- and two-family dwellings upon change of occupancy;
- The extinguisher shall be listed, labeled, charged, and operable;
- The size shall be no smaller than 2A:10B:C, rated for residential use and weigh no more than 10 lbs.;
- The hangers or brackets supplied by the manufacturer must be used;
- The extinguisher must be located within 10 feet of the kitchen
- The top of the extinguisher must not be more than 5 feet above the floor;
- The extinguisher must be visible and in a readily accessible location, free from being blocked by furniture, storage, or other items;
- The extinguisher must be near a room exit or travel path that provides an escape route to the exterior;
- The extinguisher must be accompanied by an owner's manual or written information regarding the operation, inspection, and maintenance of the extinguisher; and
- Lastly, the extinguisher must be installed with the operating instructions clearly visible