

**Neptune Township Code Enforcement
25 Neptune Boulevard
Neptune, NJ 07753
732-988-5200 X211**

Certificate of Inspection CHECKLIST

For Residential & Commercial Sales, Rentals, Transfer of Title & Updates

All applications must contain the following information.
Incomplete applications will not be accepted.

Buying, selling or renting a property without issuance of a Certificate of Inspection is punishable by law with fines not exceeding \$1,250.00

1. All applications **MUST BE COMPLETE.** (All Sides)
2. Applications WILL NOT be accepted without tenants/buyers information
3. ALL original signatures required
4. Submit a CLEAR copy of Drivers License or Legal Identification for adult tenant/buyer
5. Owner or agent CANNOT sign for tenant/buyer
6. Tenant/Buyer must clearly print the names of all occupants
7. ORIGINAL applications only (no copies made larger or smaller)
8. ALL Construction Permits & Violations must be closed out
9. ALL TAXES must be paid to date
10. All commercial applications must have a Zoning approval attached
11. Provide a copy of the Mercantile License for all rental and commercial applications
12. If a corporation is involved, provide a copy of the approved Corporation formation documentation
13. Any property that is an Estate, must provide Executor documentation with the application

****See Reverse Side****

FIRE EXTINGUISHERS

At least one portable fire extinguisher shall be installed in all One & Two family detached dwellings. For purposes of this section, “portable fire extinguisher shall mean a portable device, carried and operated by hand, containing an extinguishing agent that can be expelled under pressured for the purpose of suppressing or extinguishing fire and which is:

1. Listed, labeled, charged and operable.
2. No smaller than a 4 pound or not larger than 10 pound rated extinguisher.
3. Rated for residential use consisting of (2A, 10BC) ABC type.
4. On hangers, or brackets supplied by the manufacturer.
5. Within 10 feet of the kitchen area, unless otherwise permitted by the enforcing agency.
6. Located with the top of the extinguisher not more than 5’ (1.53 meters) above the floor
7. Visible and in a readily accessible spot, free from blocking by furniture, storage, equipment and other items.
8. Near a room exit or travel way that provides an escape route to the exterior.
9. Accompanied by an owner’s manual or written documentation regarding the operation, inspection and maintenance of the extinguisher.
10. Installed so the operating instructions shall be clearly visible.

(f) Exception: Portable fire extinguishers shall not be required for seasonal summer units. For purposes of applying this exception, “seasonal summer units” shall mean a dwelling unit rented between May 15th and September 15th and for a term of not more than 125 consecutive days for residential purpose by a person having a permanent residence elsewhere, but shall not include use or rental of living quarters by migrant, temporary or seasonal workers in connection with any work or place where work is being performed.



**CODE ENFORCEMENT
CHECK LIST FOR
INSPECTION**

EXTERIOR CHECKLIST

Please note that this is only a guide and is not all inclusive

1. No Flaking or peeling paint
2. Ensure that at **least one automated trash and recycling container for each housing unit will remain with the property**
3. Must have street numbers: a minimum of 3" in height – ½" stroke
 - a. Dwellings. Numbers to be placed in digital figures of at least (3") inches in height within two (2') of the main entrance of the structure facing the street
 - b. Commercial and Industrial. Numbers to be placed in digital figures of at least six (6") inches in height within two (2') feet of the main entrance or on the door.
 - c. Where there is more than one (1) occupant in the same numbered building, each street level occupant is to have an alphabetical designation included in the street address.
4. No holes or cracks in foundation and exterior walls
5. All trim in good condition
6. Chimneys and towers in good repair
7. Windows and screens free of breaks, cracks, holes or tears
8. Oil tanks not in use must be removed or filled in accordance with the Uniform Construction Code. A demolition permit is required.
9. Handrails and guards are secure and in good repair
10. All Exterior outlets shall be G.F.C.I. protected and covered
11. All gutters must be in good repair and clean. All down spouts must be in place
12. All trash and debris shall be removed from the property
13. All grass and weeds must be cut
14. All accessory structures (detached garages, sheds, pools, fences, walls, etc) shall be structurally maintained and in good repair.

See Reverse Side

INTERIOR CHECKLIST

Please note that this is only a guide and is not all inclusive

15. No cracks in door jambs
16. Fireplaces and wood burning stoves. All fuel burning vents must be inspected by a **Chimney Safety Institute of America** certified Chimney Sweep and certification submitted stating that "the chimney/vent is free and clear of obstruction and is substantially clean of residue and is appropriately lined and sized"
17. All walls must shall be free of holes, cracks and other defects
18. All walls and trim must be painted
19. Flaking paint must be scraped and repainted
20. Windows must be operable and must stay in position when opened and contain window locks
21. Radiators and exposed pipes must be clean and safe
22. Carpeting must be clean and free of tears
23. All paneling must be secured to walls; not loose
24. Any tiles in drop ceiling which are stained or missing must be replaced
25. Ground fault circuit interrupters (GFCI's) must be installed in kitchens, baths and laundry rooms (within 6 feet of any water)
26. All electrical outlets and switches must have covers
27. All furnaces must be in safe working condition and have an emergency shut off marked with a red cover
28. All floors must be uniform (stained, painted or covering)
29. Bathrooms and kitchens must have non-porous floor coverings (tile, linoleum, etc)
30. All plumbing fixtures must be operable
31. All windows and doors must be weather tight. Windows must have screens
32. All handrails and guardrails must be secure; no broken or missing spindles
33. Door connecting garage to living space must be a minimum of 1 3/8- inch solid slab wood or 1 3/8- inch solid or honeycomb steel 20 min. fire rating.
34. All flue connections shall be tight and sealed
35. Water heaters must have a pressure relief valve with an extension tube extended to within 6" of the floor
36. Smoke detectors must be installed outside of bedrooms and on each level of the unit including basements and walk-up attics. If a bedroom is off the kitchen, a photo electric type detector is required outside the bedroom
37. All units that contain fuel-fired appliances and with attached garages shall have carbon monoxide alarms installed outside of each separate sleeping area and in the immediate vicinity of the bedrooms.
38. Bathrooms and bedrooms must have doors
39. All kitchen and bath cabinets must be secured to walls and have a means to open and close (handles)
40. Units must be free of infestation
41. **Rental units must be vacant. Units will be unoccupied and move in ready at time of inspection. Units must be clean throughout and ready for occupancy**
42. No keyed locks or deadbolts are permitted on interior doors
43. **When inspections are scheduled for when there is snow on the ground or predicted, the person requesting the inspection shall ensure that there is a path cleared around the entire exterior to allow for a complete 360° visual observation of the structure(s). There also must be clear paths to all exterior doors, outlets, garages, and accessory structures (sheds, pools, gates, etc)**
All sidewalks must be shoveled.