

**Neptune Township Code Enforcement**  
**25 Neptune Boulevard**  
**Neptune, NJ 07753**  
**732-988-5200 X211**  
[Inspections@neptunetownship.org](mailto:Inspections@neptunetownship.org)



## **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. Owner or agent **CANNOT** sign for tenant/buyer
5. Tenant/Buyer must clearly print the names of all occupants
6. **ORIGINAL** applications only (no copies made larger or smaller)
7. **ALL** Construction Permits & Violations must be closed out
8. **ALL TAXES** must be paid to date
9. All commercial applications must have a Zoning approval attached
10. Provide a copy of the Mercantile License for all rental and commercial applications
11. If a corporation is involved, provide a copy of the approved Corporation formation documentation
12. Any property that is an Estate, must provide Executor documentation with the application

***\*See Reverse Side\****

## 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 sidewalks and stairs shall be free of cracks, holes and hazardous conditions
11. All Exterior outlets shall be G.F.C.I. protected and covered
12. All gutters must be in good repair and clean. All down spouts must be in place
13. All trash and debris shall be removed from the property
14. All grass and weeds must be cut
15. All accessory structures (detached garages, sheds, pools, fences, walls, etc) shall be structurally maintained and in good repair.
16. 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.

***\*See Reverse Side\****

**INTERIOR CHECKLIST**

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

17. A smoke detector must be installed on each level of the unit. If a bedroom is off the kitchen, a photo type detector is required outside the bedroom
18. 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.
19. Units must be free of infestation
20. Units must be clean throughout and ready for occupancy
21. No cracks in door jambs
22. Bathrooms and bedrooms must have doors
23. Door connecting garage to living space must be a minimum of 1 3/8- inch solid core wood or 1 3/8- inch solid or honeycomb steel
24. No keyed locks or deadbolts are permitted on interior doors
25. All kitchen and bath cabinets must be secured to walls and have a means to open and close (handles)
26. Windows must be operable and must stay in position when opened and contain window locks
27. All windows and doors must be weather tight. Windows must have screens
28. All walls must shall be free of holes, cracks and other defects
29. All paneling must be secured to walls; not loose
30. All trim must be painted
31. Flaking paint must be scraped and repainted
32. Any tiles in drop ceiling which are stained or missing must be replaced
33. Carpeting must be clean and free of tears
34. All floors must be uniform (stained, painted or covering)
35. Bathrooms and kitchens must have non-porous floor coverings (tile, linoleum, etc)
36. All handrails and guardrails must be secure; no broken or missing spindles
37. Cooking appliances shall have anti-tip brackets installed as required.
38. Ground fault circuit interrupters (GFCI's) must be installed in kitchens, baths and laundry rooms (within 6 feet of any water)
39. All electrical outlets and switches must have covers
40. All plumbing fixtures must be operable
41. All flue connections shall be tight and sealed
42. Furnace shall be in safe working condition. All furnaces must have an emergency shut off marked with a red cover
43. Radiators and exposed pipes must be clean and safe
44. Water heaters must have a pressure relief valve with an extension tube extended to within 6' of the floor
45. Fireplaces and wood burning stoves must be certified to their condition by a certified chimney sweep
46. 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"*

***\*See Reverse Side\****

## FIRE EXTINGUISHERS

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(e) 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. Rated for residential use and rated 2A-10BC minimum.
3. No larger than 10 pounds.
4. Located within 10 feet of the kitchen area and located in the path of egress, unless otherwise approved by the enforcing agency
5. Visible and in a readily accessible location, free from blocking by furniture, storage, equipment and other items.
6. On hangers or brackets supplied by the manufacturer.
7. Located with the top of the extinguisher not more than 5’ (1.53 meters) above the floor
8. Accompanied by an owner’s manual or written documentation regarding the operation, inspection and maintenance of the extinguisher.
9. Installed so the operating instructions shall be clearly visible.
10. The extinguisher shall be serviced and tagged by a certified Division of Fire Safety contractor within the past 12 months or the applicant must have a receipt for a recently purchased extinguisher.

(f) Exception: Portable fire extinguishers shall be not required for seasonal summer units. For purposed of applying this exception, “seasonal summer units” shall mean a dwelling unit rented for a term of not more then 125 consecutive days for residential purpose by a person having a permanent residence elsewhere, but shall no 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.

*\*See Reverse Side\**

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# Smoke alarms for one- and two-family dwellings; carbon monoxide alarms; and portable fire extinguishers

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(a) In one- and two-family or attached single family dwellings subject to the requirements of N.J.A.C. 5:70-2.3, smoke alarms shall be installed as follows:

1. On each level of the premises; and
2. Outside of each separate sleeping area.

(b) The smoke alarms required in (a) above shall be located and maintained in accordance with NFPA 72.

1. The alarms shall not be required to be interconnected.

(c) Ten-year sealed battery-powered single station smoke alarms shall be installed and shall be listed in accordance with ANSI/UL 217, incorporated herein by reference. However, A/C-powered single or multiple-station smoke alarms installed as part of the original construction or rehabilitation project shall not be replaced with battery-powered smoke alarms. The effective date of this subsection shall be January 1, 2019.

1. A/C-powered smoke alarms shall be accepted as meeting the requirements of this section.

(d) Carbon monoxide alarms shall be installed in all dwelling units in buildings in one- and two-family or attached single family dwellings, except for units in buildings that do not contain a fuel-burning device or have an attached garage, as follows:

1. Single station carbon monoxide alarms shall be installed and maintained in the immediate vicinity of the sleeping area(s).
2. Carbon monoxide alarms may be battery-operated, hard-wired or of the plug-in type and shall be listed and labeled in accordance with UL-2034 and shall be installed in accordance with the requirements of this section and NFPA-720.

(e) A portable fire extinguisher shall be installed in accordance with the following:

1. The extinguisher shall be within 10 feet of the kitchen and located in the path of egress;
2. The extinguisher shall be readily accessible and not obstructed from view;
3. The extinguisher shall be mounted using the manufacturer's hanging bracket so the operating instructions are clearly visible;
4. The extinguisher shall be an approved listed and labeled type with a minimum rating of 2A-10B:C and no more than 10 pounds;
5. The owner's manual or written operation instructions shall be provided during the inspection and left for the new occupant;
6. The extinguisher shall be serviced and tagged by a certified Division of Fire Safety contractor within the past 12 months or the seller must have a receipt for a recently purchased extinguisher; and
7. The top of the extinguisher shall not be more than five feet above the floor.
8. Exception: Portable fire extinguishers shall not be required for seasonal summer units. For purposes of applying this exception, "seasonal summer unit" shall mean a dwelling unit rented for a term of not more than 125 consecutive days for residential purposes 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.