



# Single Family Application

Code Enforcement  
25 Neptune Boulevard  
Neptune, NJ 07753  
(732) 988-5200 x210

Rental: \_\_\_\_\_  
or  
Sale: \_\_\_\_\_

**FAXED COPIES OF APPLICATIONS ARE NOT ACCEPTED**

ISSUANCE APPLICATION IS HEREBY MADE FOR INSPECTION, APPROVAL AND ISSUANCE OF A CERTIFICATE OF INSPECTION FOR DWELLING UNIT AS PROVIDED BY ORD. 96-35

PROPERTY ADDRESS: \_\_\_\_\_ Block: \_\_\_\_\_

PRESENT OWNER OF PROPERTY: \_\_\_\_\_ Lot: \_\_\_\_\_

OWNER'S ADDRESS: \_\_\_\_\_  
( A POST OFFICE BOX ADDRESS IS NOT ACCEPTABLE)

CITY: \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ PHONE # \_\_\_\_\_

BUYER/RENTER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ PHONE # \_\_\_\_\_

**APPLICANT MUST BE AT THE INSPECTION SITE AT LEAST 15 MINUTES PRIOR TO INSPECTION TIME.**

A NON-REFUNDABLE FEE OF \$ \_\_\_\_\_ MUST BE PAID AT TIME OF APPLICATION. PAYMENT CAN BE MADE WITH CASH, MONEY ORDER OR CHECK.

FAILURE TO MAKE APPLICATION AND OBTAIN A CERTIFICATE OF INSPECTION FOR EACH NEW TENANT OR BUYER OF A DWELLING UNIT IS PUNISHABLE BY A FINE NOT TO EXCEED \$1,000.00.

OWNER'S SIGNATURE \_\_\_\_\_ PRINT \_\_\_\_\_

REALTOR'S NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

AGENCY: \_\_\_\_\_

**SMOKE DETECTOR AND CARBON MONOXIDE COMPLIANCE**

I, \_\_\_\_\_, CERTIFY THAT THIS LOCATION HAS SMOKE DETECTORS AND CARBON MONOXIDE DETECTORS INSTALLED AND IN WORKING ORDER. THESE DETECTORS AREN'T REQUIRED TO BE INTERCONNECTED BATTERY OPERATED DETECTORS ARE ACCEPTABLE. HOMES BUILT AFTER 1977 MUST BE AC POWERED AND INTERCONNECTED.

I, \_\_\_\_\_, CERTIFY THAT THIS LOCATION HAS NO OPEN CONSTRUCTION PERMITS ON FILE AND NECESSARY ZONING PERMITS HAVE BEEN OBTAINED. IF THE ABOVE STRUCTURE HAS OPEN CONSTRUCTION AND ZONING PERMITS ON FILE I AM AWARE THAT THE CERTIFICATE OF INSPECTION WILL NOT BE PERFORMED.

OWNER'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

REVIEWED BY CONSTRUCTION DEPT. \_\_\_\_\_ INITIALS

REVIEWED BY ZONING DEPT. \_\_\_\_\_ INITIALS

**ALL RENTAL PROPERTIES ARE REQUIRED TO OBTAIN AN ANNUAL MERCANTILE REGISTRATION. INSPECTIONS WILL NOT BE SCHEDULED UNTIL COMPLIANCE IS VERIFIED. PLEASE SUPPLY THE REFERENCE NUMBER FROM YOUR CURRENT REGISTRATION:**

\_\_\_\_\_ CHECK BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
(FOR OFFICE USE ONLY)

# BUYER/ TENANT ONLY

**PLEASE PRINT CLEARLY**

**NAME (LIST ALL OCCUPANTS)**


\_\_\_\_\_  
**BUYER/TENANT SIGNATURE ONLY**

\_\_\_\_\_  
**DRIVERS LICENSE #/PHOTO ID**

\_\_\_\_\_  
**SIGNATURE OF THE PERSON SUBMITTING THIS APPLICATION**

<b>Date:</b>		<b>For Office Use Only</b>		
<b>Fee \$</b>	<b>Check #</b>	<b>Cash</b>	<b>Received by:</b>	<b>CI #</b>
<b>Remarks:</b>				