Borough of Neptune City
106 West Sylvania Ave.
P.O. Box 2098
Neptune City, N. J. 07753
Fax 732-776-8906
Voice-mail 732-776-7224 X 35
Office: Tues & Thurs. 4:30 – 5:30 pm

It shall be unlawful for the owner of any dwelling unit or structure to sell, transfer, mortgage, lease, let or otherwise dispose of such dwelling unit or structure, to another, until a Certificate of Inspection has been issued by the enforcing agency.

Transfer of ownership

A Transfer of Ownership may be granted to a new owner, with the Code Official's approval, when the following items are supplied:

A completed application for Certificate of Inspection. All required signatures.

A $50. non-refundable fee, made out to the Borough of Neptune City.

A "NOTARIZED" statement signed & dated by the applicant, stating that the structure will not be occupied until a Certificate of Inspection without conditions, has been issued.

An estimated time period for the work to be done and the structure becomes ready for inspection and habitable. (Must be reasonable)

The new owner will arrange for an inspection to insure that the structure complies with the adopted Property Maintenance Code.

** A new Certificate of Inspection application will be required at the time of inspection if any of the previous information submitted has changed.**