



Joseph Mellone
Construction Official

CITY OF HACKENSACK

BUILDING, HOUSING, LAND USE DEPARTMENT

410 EAST RAILROAD AVENUE

HACKENSACK, N.J. 07601

(201) 646-3920

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www.hackensack.org

Instructions for homeowners for issuance of Certificate of Occupancy

1. Complete the “Application for Certificate of Occupancy” and review the checklist on the back of this form. Applications must be returned in person do not mail or fax.
2. Submit appropriate fee, you will receive a receipt.
CHECKS ONLY –made payable to “City of Hackensack”
3. You must check with the Building Department to confirm that all open permits have received final inspections. If there are open permits you must schedule final inspections. In most cases these inspections can be performed at the time of the CCO inspection. If this cannot be accomplished then the Building inspections must be performed first.
4. The inspector will visit the site to perform the inspection, if no violations are observed a Certificate of Occupancy will be issued.
5. If there is a need for a re-inspection you will need to contact the office at (201) 646-3920 extension 2005 to schedule the re-inspection. Re-Inspections cannot be scheduled on site by the inspector.
6. There is a \$25.00 re-inspection fee after the 3rd visit and subsequent inspection.
7. Inspection times are as follows;
9:30 to 11:30 AM
1:00 to 3:00 PM

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