



CITY OF HACKENSACK

BUILDING, HOUSING, LAND USE DEPARTMENT

410 EAST RAILROAD AVENUE

HACKENSACK, N.J. 07601

(201) 646-3920

Fax (201) 646-8052

www.hackensack.org

CHECK LIST FOR C.C.O. INSPECTIONS IN THE CITY OF HACKENSACK

The following list is only a guideline and should not be considered all inclusive. If any of the items listed below are not completed a CCO will not be issued.

1. The owner must verify **Permits** and **FINAL** inspections were made for any construction work, replacement of water heater or boiler that may have been installed.
2. Portable Fire Extinguishers must be mounted within 10 ft. of the kitchen. The extinguisher must be rated for residential use, type ABC, no larger than 10 lbs.
3. Sump pumps must discharge to the exterior of the dwelling. **Pumps CAN NOT be connected to the sanitary sewer.**
4. Interior handrails must be in place and secured tightly to walls. Hand rails are required for any stair 3 risers or more or in excess of 24" in height. (Including attic & basement stairs) Railings must also be installed at exterior stairs having 4 risers or more and must comply to Code. Wood temporary railings will not be accepted unless they are constructed to meet Code. Stairs must be in sound condition.
5. One smoke detector shall be installed on every level including basements and walk up attics **(not in staircases)** as per Uniform Fire Code. **Carbon Monoxide** detectors are required in all residential dwellings and must be installed within 10 feet of all bedrooms. If there are bedrooms on both floors then two (2) CO detectors are required.
6. Deadbolt or exit/entry lock on front door may **NOT** be keyed both sides.
7. Main electric panel may not have any open slots where circuit breakers may have been removed. All open junction boxes must be covered; outlet and switch plate covers must be in place.
8. Gas valves must be in place at all appliances i.e.: water heater, boiler etc. Gas lines not attached to any appliances must be capped off. Traps must be in place on all sinks.
9. Base of chimney around smoke pipes must be sealed. Smoke pipes from boiler and water heater must be screwed at all joints to prevent separation.
10. Boilers and water heaters must have required relief vales in place and must be pipes to within 6" of floor.
11. House numbers must be posted on dwelling visible from street. Minimum 4" in height.
12. The property maintenance code of the City of Hackensack applies to the interior and exterior of all one and two family dwellings.
13. Fences, garages and accessory structures must be in sound condition.