



Ernest Sisco  
Construction Official

# CITY OF HACKENSACK

BUILDING, HOUSING, LAND USE DEPARTMENT

**PROPERTY MAINTENANCE DIVISION**

116 Holt Street

HACKENSACK, N.J. 07601

(201) 646-3920

Fax (201) 646-8052

[www.hackensack.org](http://www.hackensack.org)

## **Drop off or Mail in**

Filled out CCO Application

&

Check or Money order made out to "City of Hackensack"

**Fee:** \$100 Single Family  
\$150 Two Family

### ***Mailing Address:***

**Hackensack Building  
CCO / Property maintenance  
116 Holt Street  
Hackensack, NJ 07601**

Any / All Open Permits must be inspected and closed out before Final CCO will be issued.



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Block: \_\_\_\_\_

Lot: \_\_\_\_\_

## APPLICATION FOR CONTINUED CERTIFICATE OF OCCUPANCY

Date of Application: \_\_\_\_\_ Name of Applicant: \_\_\_\_\_

Address of Inspection: \_\_\_\_\_

Current property owners name: \_\_\_\_\_

Current property owners address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Will new owner occupy dwelling: (Yes / No) \_\_\_\_\_ If answer is no, supply phone # \_\_\_\_\_

New owners name: \_\_\_\_\_ Address: \_\_\_\_\_

Have all open Permits received final inspection: Yes \_\_\_\_\_ No \_\_\_\_\_

Type of C.C.O. requested: (please check one)

Phone # \_\_\_\_\_

One Family Dwelling \$100.00  Two Family Dwelling \$150.00

Amount Paid: \_\_\_\_\_ Check Number: \_\_\_\_\_ Received by: \_\_\_\_\_

### Items found upon visual inspection that need to be corrected

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Inspector name: \_\_\_\_\_ Date inspected: \_\_\_\_\_

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## 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 **ALL PERMITS** and **FINAL** inspections where made for any construction work, replacement of hot water heater or boiler that may have been installed.
2. Portable fire extinguishers must be mounted within 10ft of the kitchen. Extinguishers must be rated for residential use 2A-10B:C 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. Discharge may not cause a public nuisance by creating a flooding condition.
4. Interior handrails must be in place and secured tightly to walls. Hand rails are required for any stair 3 risers or more in excess of 24" in height. (including basement and attic stairs). Railings must all be installed on exterior stairs having 4 risers or more and must comply to code.
5. One smoke detector (10 Year sealed Battery type ) 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.
6. Deadbolt or exit / entry lock on front door may **NOT** be keyed on 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 heaters, boilers 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 Hot Water Heaters must have required relief valve in place and must be piped to within 6" of floor.
11. House numbers must be posted on dwellings, visible from street. Min. of 4" in height.
12. Property Maintenance code of the City of Hackensack applies to all interior and exterior of all 1 and 2 family dwellings.



## WHERE TO PLACE SMOKE DETECTORS

**Basement area:** The basement smoke detector shall be installed in the basement, within 10 feet of the stairway. The detector shall not be located in the stairway. If installed on an open joists ceiling, the detector shall be placed on the bottom of the joists. For finished ceilings see note below.

**Living area and/or First Floor:** The living area smoke detector shall be installed in the living room and/or near the stairway leading to the upper level. The detector shall not be located in the stairway.

**Bedroom areas:** The bedroom areas smoke detector shall be located in the hall of area outside the bedrooms, within 10 feet of any bedroom door. In units with more than one bedroom area or with bedrooms on more than one floor, a detector is required within 10 feet of each bedroom.

**Attic area:** Finished attics only. The attic area smoke detector shall be located in the attic near the stairway from the floor below. The detector shall be placed as indicated in note below. Remember if there is a bedroom in the attic the detector must be within 10 feet of the bedroom door.

**\* AS OF JANUARY 1st 2019, ALL BATTERY ONLY SMOKE ALARMS SHALL BE THE 10 YEAR SEALED BATTERY TYPE \***

### Where Not To Place Alarms

- Kitchens—Smoke from cooking may cause nuisance alarm
- Bathrooms—Excessive steam from shower may cause nuisance alarm
- Near force air ducts / Near furnaces—dust movement and normal combustion may cause alarm
- 4 inch “dead air” space where ceiling meets wall.

### CARBON MONOXIDE ALARM 2-1 1.2

A carbon monoxide alarm or detector should be centrally located outside of each separate sleeping area in the immediate vicinity of the bedrooms. Where bedrooms are separated and the audibility of the alarm or detector to occupants with the bedroom area could be seriously impaired, more than one unit could be needed. Each alarm or detector should be located on the wall, ceiling, or other location as specified in the installation instructions that accompany the unit.

