



Building, Housing, Land Use Department
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CCO INSTRUCTIONS

What is a Continued Certificate of Occupancy (CCO)? The City of Hackensack requires a Continued Certificate of Occupancy for the sale and rental of certain residential units including, but not limited to, one or two-family homes. We also require this for the change in tenancy of commercial spaces. For New Businesses - Any and all new tenants need Zoning.

One or two family homes:

- One Family – Completed application accompanied by \$100.00 (check or money order).
- Two Family – Completed application accompanied by \$150.00 (check or money order).

Note: Applications may only be obtained by visiting the B.H.L.U. Department **by appointment only.**

Commercial Spaces:

1. **Zoning Department** (must be completed prior to Building review) -
 - a. You must complete a [Zoning Application](#) *detailing* what the current space is and what the proposed site will be.
 - b. Submit application with a \$50.00 application fee (check or money order).
2. **Building Department** (once Zoning is complete) -
 - a. You must obtain a manila folder, called a building jacket (either with or without construction) from the B.H.L.U. Department, containing a CCO application. If there are renovations to be made, you may obtain the forms at the same time for submittal with the CCO application. – NOTE: You may submit for Zoning at the same time. - However, your Building jacket will not be forwarded until Zoning has been approved.
 - b. Without Construction: Submit building jacket with a \$100.00 application fee (check or money order).
 - c. With Construction: You may submit all paperwork and pay later.
NOTE: Zoning must be paid in advance, regardless of how you are submitting.

Note: Checks and Money Orders should be made payable to the City of Hackensack.