



Building, Housing, Land Use Department
410 E. Rail Roadroad Avenue
Hackensack, NJ 07601
Tel: 201-646-3920
Fax: 201-646-8052

TCO INSTRUCTIONS

What is a Temporary Certificate of Occupancy (TCO)? 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. In the event that a CCO cannot be issued, a TCO will be.

One or two family homes:

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

Due to Covid protocols, the Building, Housing, Land Use Department is currently closed to the public. You may obtain a TCO application online (from the main page of the Building Department) or request that it be emailed to you, by calling (201) 646-3920.

Note: If you have any open permits with the Building Department, you must have your attorney submit a letter stating that you or the buyer take responsibility for all open permits and future required inspections.

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

Once application is complete, you may mail to or drop off (in the CCO bin within the vestibule) at 410 E. Railroad Avenue, Hackensack, NJ 07601.