



Ernest Sisco  
Construction Official

# CITY OF HACKENSACK

BUILDING, HOUSING, LAND USE DEPARTMENT

**PROPERTY MAINTENANCE DIVISION**

410 EAST RAILROAD AVENUE

HACKENSACK, N.J. 07601

(201) 646-3920

Fax (201) 646-8052

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

## **Mail in**

Original signed / notarized document

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

**Fee:** \$100 single family

\$150 Two Family

## **Mailing Address:**

**Hackensack Building Department**

**ATTN:certificate of occupancy**

**410 E Railroad Ave**

**Hackensack, NJ 07601**

Once received a **Temporary CCO** will be issued to close.

Buyer must call to schedule a final inspection within **90** days of issue date.

Please give us the best contact phone number to setup inspection

CITY OF HACKENASCK  
BUILDING,HOUSING,LAND USE  
DEPARTMENT  
HACKENSACK, NEW JERSEY 07601  
201-646-3920  
201-646-8052 (FAX)

APPLICATION AND CERTIFICATION  
IN LIEU OF INSPECTION FOR  
CERTIFICATE OF SMOKE  
DETECTOR AND CARBON  
MONOXIDE ALARM AND PORTABLE  
FIRE EXTINGUISHER COMPLIANCE



Dwelling Location: Block: \_\_\_\_\_ Lot: \_\_\_\_\_  
(not mailing address)

Street: \_\_\_\_\_

Municipality: \_\_\_\_\_ County: \_\_\_\_\_

\*NOTE: ALL BOXES MUST BE CHECKD IN ORDER FOR CERTIFICATION TO BE VALID

- Smoke detector on each level of the dwelling, including basements, excluding attic or crawl space; and
- Smoke detector and carbon monoxide alarm outside each separate sleeping area; and within 10 feet of bedrooms
- All smoke detectors are in working order.  Carbon monoxide alarm(s) in working order
- Fire extinguisher is the correct size, is properly mounted, and is located within 10 feet of the kitchen

This is a \_\_\_\_\_ story dwelling  with  without a basement.

An inspection shall be conducted by the owner or an authorized representative of the owner. The smoke detectors required the carbon monoxide alarm(s) installed . The detectors are not required to be interconnected. 10 year sealed battery powered smoke detectors alarms. Note: AC powered and/or interconnected alarms and smoke detectors installed in homes constructed after January, 1977 shall be maintained in working order. 2A 10 B/C fire extinguisher is to be mounted.

Please mail certificate to: \_\_\_\_\_ Phone #: \_\_\_\_\_

\_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_ Zip: \_\_\_\_\_

Contact person: \_\_\_\_\_ Phone #: \_\_\_\_\_ Closing Date: \_\_\_\_\_

I do hereby certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I will be subject to penalty. Failure to comply with the foregoing will render you liable to the penalties as provided in the Housing & Property Maintenance code of the City of Hackensack.

Sworn and subscribed to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Signature

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Printed Name

please print

Sellers Name: \_\_\_\_\_ Buyers Name: \_\_\_\_\_

The Buyer must schedule a Final Inspection within 90 days

FOR OFFICE USE ONLY

**This is not a Certificate of Occupancy**

This form is only for Applicants that apply for a Certificate of Occupancy  
between (Dec 1 2020 - March 2021 ) Due to the Coronavirus Pandemic  
and cancelation of inspections



Ernest Sisco  
Construction Official

# CITY OF HACKENSACK

BUILDING, HOUSING, LAND USE DEPARTMENT

PROPERTY MAINTENANCE DIVISION

410 EAST RAILROAD AVENUE

HACKENSACK, N.J. 07601

(201) 646-3920

Fax (201) 646-8052

[www.hackensack.org](http://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 **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, 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. 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 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.

