**INVESTORS GUIDE**

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**UNIFIED PROCEDURE OF ISSUING BUILDING PERMITS**

The procedure for obtaining the necessary permits in the process of building (or extension and upgrading) a facility is regulated by the Law on Planning and Construction ("RS Official Gazette", no. 72/09 .... 132/14 and 145/14) and the Regulations on the procedure of implementation of the Joint Procedures ("RS Official Gazette", No. 113/2015). The complete procedure for obtaining all necessary acts in the course of construction of buildings is carried out electronically via the CIS (Central Information System) which can be accessed through the Serbian Business Registers Agency website of the Ministry of Construction, Transport and Infrastructure, or through the official website of the Municipality.

**PROCEDURE**

1. **LOCATION CONDITIONS**

Locational conditions are a public document containing information on the possibilities and limitations of building on the cadastre parcel that meets the requirements for the building plot and contains all the conditions for the technical documentation, and are issued for the construction and upgrading of facilities for which is required a building permit as well as objects that are connected to the utility and other infrastructure.

1. The REQUEST is submitted electronically through the CIS and shall be accompanied by following documentation:
2. CONCEPTUAL DESIGN (made in accordance with the rules on the content of the technical documentation)
3. PROOF OF PAYMENT OF ADMINISTRATIVE FEES FOR SUBMISSION OF REQUESTS (The amount depends on the surface of the object) and compensation for the Central Records,
4. Geodetic survey of the current situation in the cadastral SURFACE FOR BUILDING MUNICIPAL INFRASTRUCTURE IN THE REGULATION OF EXISTING STREETS

Once submitted proper request, the competent authority shall verify compliance with the formal requirements for treatment and if the formal conditions are met ex officio the authority shall obtain the following documents from the competent real estate cadastre services:

1. COPY OF THE PLAN CADASTRE PARCEL ,
2. EXCERPTS FROM PIPELINE CADASTRE
3. DATA ON AREA PLOT

If the location conditions can be determined by examining the planning document In or separately, the competent authority shall issue the location conditions tutorials 5 working days of receipt of the request.

If the location conditions can not be issued insight into the planning document, or separately the competent authority is obliged to spells of 5 days of receipt of the request:

1. Notify the claimant of the amount of actual costs for obtaining conditions of the holders of public powers with the order to make the payment of these costs before the takeover conditions of the location.
2. Forward exercising public powers whose requirements for the design and the connection should obtain a request for the issuance of these conditions, which are required no later than 15 days from the date of receipt of the request to provide the requested conditions to the competent authority.

Location conditions issued within five working days from receipt of the conditions for the design and the connection of the holders of public powers.

Location conditions are valid for 12 months or until the expiry of building permits issued in accordance with these conditions.

The applicant may file an objection to common council through the competent authority within 3 days of receipt of the location conditions.

**B ) CONSTRUCTION PERMIT**

1. The REQUEST is submitted electronically through the CIS and shall be accompanied by following documentation:
2. SUMMARY OF PROJECT for construction permit, made in accordance with the rules governing the content of the technical documentation,
3. PROJECT FOR BUILDING PERMIT made in accordance with the rules governing the content of the technical documentation
4. PROOF OF PAYMENT of administrative fees for the application and the ruling and compensation for the Central Records,
5. PROOF of the right to property or the facility in terms of the law, unless this right is registered in the public register, or established by law,
6. AGREEMENT between investors and financiers, if any,
7. AGREEMENT between investors and holders of public powers or OTHER PROOF of the provision of missing infrastructure if it is a requirement for the issuance of a building permit provided with location conditions,
8. THE ENERGY PERMIT issued in accordance with the special law for the construction of energy facilities for which there is no obligation to obtain an energy license,
9. CONSENT remaining owner certified in accordance with the law if they build or work on the construction land or facility that is co-owned by several persons,
10. AGREEMENT with the owner or owners of particular parts of the building completed in accordance with the law governing that is built on to convert the common premises into residential or business premises if it is done this kind of work,
11. REQUIREMENTS for design and connection facilities to the distribution system of electricity or natural gas in accordance with the law governing the energy sector, and are not included in the LOCATION CONDITIONS,
12. EVIDENCE that has been paid for change of use of land from agricultural ie. forest land into construction land, if the land which is subject to payment of land changes,
13. APPLICANT INFORMATION of the way he wants to pay a contribution for land development fee.

Once submitted proper request, the competent authority shall verify compliance with the formal requirements for treatment and if the formal requirements are fulfilled shall obtain ex officio by the competent department for cadastre EXCERPTS FROM LIST OF REAL ESTATE AND ISSUES DECISION ON THE BUILDING PERMIT within 5 days from the submission of the request.

CONSTRUCTION PERMIT cease to be valid if it fails to commence construction or execution of works within a period of 2 years from the date of the final decision or if, within 5 years of the date the building permit is not issued the occupancy permit.

**C) REGISTRATION OF WORKS**

REGISTRATION OF WORKS is done electronically through the CIS, no later than 8 days prior to commencement of works. With the application papers submitted to the PROOF OF SETTLEMENT OF OBLIGATIONS IN RESPECT OF CONTRIBUTIONS land development, approval for the study of environmental impacts or the decision of the competent authority is not required studies of environmental impact, the proof of payment of administrative fees and charges to the Central Register. Submission of papers includes a start date and deadline for completion of construction. The competent authority, if the submitted documentation is complete, confirm the application works without delay.

**D) REGISTRATION COMPLETION OF THE FOUNDATION**

CONTRACTOR FOR BRIDGES electronically through the CIS submits a statement of completion of the foundation immediately after completion of their construction. With the declaration shall be attached to the geodetic survey of the completed foundations. The competent authority shall, within 3 days from receipt of the declaration shall notify the competent building inspection.

**E) DECLARATION OF THE END OF THE FACILITY Structurally**

CONTRACTOR electronically through the CIS submits a statement of completion of construction of the facility in a constructive sense, a competent authority within 3 days notify the competent building inspection.

**D) OCCUPANCY PERMIT**

1. REQUEST is submitted electronically through the CIS and shall be accompanied by following documentation:
2. PROJECT EXECUTION with acknowledgment and attestation of investors, supervision and the contractor that is derived as the projected state, if no changes were made during the construction of the project to perform and if the project is constructed facility made in accordance with the rules on the content of the technical documentation,
3. REPORT OF THE COMMISSION FOR TECHNICAL OVERVIEW establishing that the facility is suitable for use with a proposal for the issuance of the occupancy permit,
4. EVIDENCE of payment of administrative fee,
5. CERTIFICATES of energy performance ofd the object if it is prescribed for this type of facility,
6. STUDY of geodetic works for the executed structure and specific parts of the building,
7. STUDY of geodetic works for underground installation.

If complete documentation is submitted, the competent authority shall issue an occupancy permit decision within 5 working days of the request.

**E) REGISTRATION OF PROPERTY RIGHTS**

The competent authority shall, within 5 days from the day the occupancy permit ex officio deliver to the authority responsible for the affairs of state survey and Cadastre:

1. Occupancy Permit
2. STUDY of geodetic works for the executed structure and specific parts of the building,
3. STUDY of geodetic works for underground installations.

The authority competent for state survey and Cadastre within 7 days from the receipt of that documentation will render a decision and shall register rights ownership of the facility in accordance with the occupancy permit.