

## **INFORMATION ABOUT OBTAINING THE CONSTRUCTION PERMITS**

(Construction permits are issued for the construction of new structures and for: the extension, construction of superstructure and reconstruction of existing structures)

### **I. DETAILED PROCEDURE**

#### **A) LOCATION PERMIT**

1. REQUEST (investor's name; address; contact phone number; Personal Identification Number or Taxpayer Identification Number (PIB); information on the future structure – land plot cadastral no. and cadastral municipality; planned dispositions; the type and designated use of the structure; the construction phase, etc.).
2. LAND PLOT PLAN (original, not older than 6 months)
3. EXCERPT FROM THE CADASTRE OF GROUND INSTALLATIONS (original, not older than 6 months).
4. PROOF OF LAND OWNERSHIP / PROOF OF LAND LEASE (original, not older than 6 months)
5. PROOF OF PAYMENT - Fee for changing the designated use of land
6. Municipal Administration's Ordinance on the Need for Developing the Environmental Impact Study
7. PROOF OF PAYMENT - Municipal administrative fee equivalent to RSD 495.00  
(Municipal Budget Account: 840-742251843-73, model and reference number: 97 96-227)

After properly submitted request and the above documents, the Public Urban Enterprise in charge shall develop rules and conditions for construction based on valid urban plan. If a valid planning document does not contain all conditions and data necessary for development of technical documentation, the authority in charge shall provide them in the line of duty (at the expense of the investor). Bodies or organizations authorized to issue these conditions and data are obliged to act upon the request of the authority in charge within 30 days.

**LOCATION PERMIT IS TO BE ISSUED WITHIN 15 DAYS AS OF THE SUBMISSION OF ALL REQUESTED DOCUMENTS**

**LOCATION PERMID SHALL BE VALID TWO YEARS**



**B) CONSTRUCTION PERMIT**

1. REQUEST (investor's name; address; contact phone number; Personal Identification Number or Taxpayer Identification Number (PIB); information on the future structure – land plot cadastral no. and cadastral municipality; planned dispositions; the type and designated use of the structure; the construction phase, etc.).

2. LOCATION PERMIT (not older than 2 years)

3. MAIN DESIGN DEVELOPED IN COMPLIANCE WITH LOCATION PERMIT (3 copies) WITH A REPORT ON TECHNICAL CONTROL OF THE PROJECT

4. PROOF OF THE LAND OWNERSHIP RIGHT / PROOF OF THE LAND LEASE RIGHT (not older than 6 months)

5. PROOF OF SIGNING THE CONTRACT ON CHARGING THE LAND DEVELOPMENT FEE (issued by the Land Fund of Pećinci)

6. OTHER EVIDENCE DETERMINED BY THE LOCATION PERMIT (consent regarding the Environmental Impact Assessment, etc.).

7. PROOF OF PAYMENT - Republic administrative fee equivalent to RSD720.00 (Bank Account Number: 840-742221843-57, Model and Reference Number 97 96-227).

8. PROOF OF PAYMENT - Environmental fee (0.5% for industrial structures requiring Environmental Impact Assessment, 0.2% for industrial structures not-requiring Environmental Impact Assessment and 0.1% for residential / commercial structures - the basis for calculation is the value estimated in the main design), Bank Account Number: 840-714562843-56, Model and Reference Number: 97 96-227.

**BUILDING PERMIT IS TO BE ISSUED WITHIN EIGHT DAYS AS OF THE SUBMISSION OF ALL REQUESTED DOCUMENTS**

**BUILDING PERMIT SHALL BE VALID FOR TWO YEARS**

**\*) NOTE: THE MAIN DESIGN MUST CONTAIN THE STATEMENT OF THE MAIN PLANNER AND THE PERSON IN CHARGE OF TECHNICAL CONTROL, CONFIRMING THAT THE MAIN DESIGN HAS BEEN DEVELOPED IN COMPLIANCE WITH LOCATION PERMIT AND PROFESSIONAL RULES**

**THE INVESTOR IS OBLIGED TO OBTAIN CONSENT TO A MAIN DESIGN FROM THE BODY / ORGANIZATION, WHEN IT IS STIPULATED BY THE CONDITIONS CONTAINED IN THE LOCATION PERMIT**





**C) REGISTRATION OF WORKS** (Investor is responsible for reporting the start of construction works to the construction permitting authority and line construction inspector 8 days before the start of works)

1. Data on the investor
2. Data on the structure subject to construction
3. Copy of the construction permit
4. Date of start and deadline for completion of construction works
5. Proof of payment of the republic administrative charge of 200.00 RSD to the account no: 840-742221843-57, model and reference no: 97 96-227.

**D) CERTIFICATE OF FOUNDATION CONFORMANCE** (Contractor is responsible for declaring the completion of the foundation of the structure subject to construction to the construction permitting authority). Enclosed documents:

1. Data on the contractor
2. Data on the investor
3. Geodetic survey of the foundation
4. Construction permit and the Main Design for inspection.
5. Proof of payment of the republic administrative charge of 1,250.00 RSD to the account no: 840-742221843-57, model and reference no: 97 96-227.

**DEADLINE FOR ISSUANCE OF THE CERTIFICATE IS 3 DAYS FROM THE SUBMISSION OF ALL REQUIRED DOCUMENTS.**

**E) OCCUPANCY PERMIT** (Investor is responsible for obtaining of the occupancy permit for the completed structure, based on which the STRUCTURE IS REGISTERED)

1. REQUEST (data on the investor, data on the structure, for legal entities - company selected to perform technical commissioning of the structures)
2. CONSTRUCTION PERMIT
3. AS-BUILT DESIGN OR WRITTEN DECLARATION OF THE INVESTOR AND CONTRACTOR (certified) THAT THE STRUCTURE WAS CONSTRUCTED IN ALL ACCORDING TO THE MAIN DESIGN BASED ON WHICH THE CONSTRUCTION PERMIT WAS ISSUED
4. GEODETIC SURVEY OF THE STRUCTURE
5. FINAL APPROVALS OF ALL CONDITION ISSUERS FOR THE AS-BUILT DESIGN (fire protection, water-management and other)
6. Proof of payment of the administrative charge....
7. POSITIVE REPORT ON THE TECHNICAL INSPECTION OF THE STRUCTURE

**OCCUPANCY PERMIT IS TO BE ISSUED WITHIN SEVEN DAYS AS OF THE SUBMISSION OF ALL REQUIRED DOCUMENTS.**

**\*) NOTE: TECHNICAL INSPECTION OF THE STRUCTURE IS TO BE PERFORMED BY THE LEGAL ENTITIES ENTRUSTED WITH THIS AUTHORITY BY THE MUNICIPALITY. INVESTOR WILL BEAR THE COST OF TECHNICAL INSPECTION.**



## II. TIME FRAME (estimated time required for each process phase)

### LOCATION PERMIT

- a) in case of simple structures (houses and small residential-commercial structures) - 30 to 60 days
- 6) in case of complex commercial structures and collective residential structures - 30 to 90 days

### CONSTRUCTION PERMIT

Since the investor selects the designer on the market and obtains the approval for the main design, and it decides when to pay the land development fee, realistic estimate of the time required for construction permit issuance is not doable and it is mostly dependent upon the investor. **By default, Municipal Administration issues construction permits in less than 8 days (legal requirement), if all required documents are submitted.**

**\*) NOTE: According to the previous practice, if all process participants are involved to full extent, construction permitting time is as follows: a) in case of simple structures – 30 to 90 days, 6) in case of complex structures – 60 to 120 days.**

## III. EFFICIENCY IMPROVEMENT

Innovations introduced by the Municipal Administration aimed at construction permitting efficiency may be described as: advisory – easy access to information through conversation (personal or telephone) and dispatcher – STA ex officio obtaining of various documents and other.

## IV. EXPENSES

Present information shows the expenses paid by the investor to the Municipal Administration – line permitting authority. Other expenses are paid to line authorities and organizations which are not under the line of responsibility of the Department and, thus, not under its authority.

According to the previous practice, amount of expenses is mainly related to the type, designated use and size of the structure; hence, the more complex and bigger the structure, the expenses are higher. According to the investors, the highest expenses are as follows: change of the designated land use (20% of land lot market values), urban rules and conditions design (area of the structure, price schedule of the Chamber of Engineers), main design (design services, price schedule of the Chamber of Engineers), land development fee (area, designated use and zone of the structure).

