



City of Čačak  
City Department for LED  
City Department for the Urban Planning  
2, Župana Stracimira Street  
32 000 Čačak

## INFORMANT FOR OBTAINING BUILDING PERMITS

**Come & grow with us!!**



Čačak, 2010<sup>th</sup>.



## PROCEDURE FOR ISSUING CONSTRUCTION PERMITS

By the Law on Planning and Construction ("Official Gazette" of RS, No. 72/2009) and Article 134, paragraph 2, it is entrusted to the local government the issuing of building permits for construction of facilities that are not defined in Article 133 of the Law, for which a building permit is issued by the Ministry in charge of construction affairs.

### DESCRIPTION OF PROCEDURE

#### 1. SUBMISSION OF THE REQUEST FOR THE ISSUANCE OF THE INFORMATION ABOUT THE LOCATION

The information about the location includes data about the possibilities and limitations of construction on the cadastral parcel, based on the planning document. With the request is submitted:

- A Copy of the cadastral parcel plan.

The request for the issuance of the information about the location is submitted on the counters 8 and 9 in the counter hall of the City Administration of the City of Čačak. Contact Phone: 032 309 128.

The information about the location is issued within **eight** days from the date of the request.

#### 2. SUBMISSION OF THE REQUEST FOR THE ISSUANCE OF THE LOCATION PERMITS

1. With the request for issuing location permits shall be submitted:

- 1) A copy of the cadastral parcel plan;
- 2) An extract from the cadastral register of underground installations;
- 3) An evidence of property rights, or lease rights to the construction land;

Request for issuing location permits shall be submitted at the counters 8 and 9 in the counter hall of the City Administration of the City of Čačak. Contact Phone: 032 309 128. A Location permit is issued by the Decision within 15 days of submitting a proper request for facilities for which construction permits are issued, and contains all the conditions and data required to create technical documentation, or in other words, the Final design.

An extract from the cadastral register of underground installations is issued by the Republic Geodetic Bureau, Department of Real Estate Cadastre Čačak. If there are no underground installations, listed service issues a certificate that there are no underground installations at the location. Contact information in the counter hall of the City Administration, City of Čačak, Counter 13th Contact Phone: 032 309 113.

By taking the case to the processing, the clerk who deals with the subject, **by its official responsibility**, submits the application for the requirements of public companies (Waterworks, PUC Čačak, Electricity Power Distribution, PTT and Serbia gas).

If **housing-business or commercial facilities** are built, in addition to previously mentioned documentation, the following documents are required:

- **Approval of the location and the project documentation for fire protection**  
*Documentation issued by the Serbian Ministry of Internal Affairs, Department for Emergency Situations, the Department of Emergency Čačak. Contact Phone: 032 221 701.*
- **Water Management permit, which is issued by the following procedure:**
  - 1) A request to water management requirements to be submitted,
  - 2) When the project documentation is completed, the water management approval of the project documentation is obtained,
  - 3) In the process of obtaining the use permit, a party is required to obtain a Water Management permit for the listed facility.
- **Water management approval**, if the facility is located near the riverbed or works are to be performed across the riverbed. The conditions for construction ought to be obtained, and then the approval to the project documentation.

*The request for the above mentioned documents is submitted, by the party, in PC Srbijavode, Business Unit West Morava Čačak. Contact Phone: 032 357 637*

- **Cadastral parcel Approval, if there is a co-owner or a co-user.** A co-owner or a co-user gives a written consent in accordance with law, that to the listed building can be issued construction and use permits to the applicant. A party shall provide the consent to the responsible person. *Deadline for submission of the consent is seven days.*
- **Consent of a neighbors' cadastral parcels landmarks owners**, that the object can be set on a smaller distance than predicted by the Pre-Parcellation Regulations "Official Gazette" of R.S. no. 75/2003.

- **If the object has significance for the defense of the country**, the request for approval ought to be submitted to the Ministry of Defense of the Republic of Serbia. (The responsible clerk is obliged to give the closer instructions to a party)
- **Consent of JP Shelters Serbia**, if the object is in the zone in which the indemnification is done for the aforementioned agreement. Fire protection is given for the basic facilities and housing, with the number of floors over four.

*If you need the above agreement, the investor enters into a contract and pays the indemnification to the P.C. Shelters Serbia, a department in Užice.*

- **If the facility is located near the main road, the following procedure ought to be implemented depending on the conditions:**

- 1) *Consent to the location*, if the facility was built in the security zone (20 m from a main road, 10 m from a regional road and 5m from a local road of the distance from the facility to the C.P., which contains the road). A *Consent is issued by P.C. Roads, Serbia.*
- 2) *If the object is in the railway safety zone* (25m from the rail tracks) and if the object is in the zone of 200m, the approval of the *Public Company Railways of Serbia* is obligatory to be obtained.
- 3) *If the parcel is located along the main and regional road* and there is no exit on the road, then the Public Roads of Serbia require a technical condition for the exit to the main and regional road. Upon receiving the conditions, the technical documentation is made for both, the entrance and exit lanes. Then, the entrance lane to the regional and highway is constructed as well as the entrance-exit lane, "the third lane". After that you get permission for the above mentioned junction.

*The party is obliged to, for the above "third" lane pays an annual rent to the PC Roads of Serbia.*

- 4) *If the construction parcel*, for which the project documentation is made, consists of several cadastral parcels, the project of pre-parcellation (Merging of cadastral parcels into one) ought to be completed, or if it is a large cadastral parcel then the parcellation ought to be done and a parcel is separated for building construction. *The request is submitted to the Republic Geodetic Bureau, Service for Real Estate Cadastre Čačak. Contact information in the counter hall of the City Administration, City of Čačak, Counter 13th Contact Phone: 032 309 113.*
- 5) *Proof of payment for the change of purpose of agricultural land into the city construction land.* Request for the change of purpose of agricultural land into the city construction land ought to be submitted at the counters 8 and 9 in the counter hall of the City Administration of Čačak. Contact information telephone: 032 309 135.

*The deadline for issuing location permits is up to thirty days.*

*During the procedure of obtaining location permits a party may also take more actions, in order to shorten the process of obtaining permits to 20 days.*

- **Depending on the type of object, the assessment of environmental impact ought to be performed.**

The party applies the request for assessment of environmental impacts at the counter 8 and 9 in the counter hall of the City Administration of Čačak. Contact Phone: 032 309 128.

- 1) If it is not in the list of potential polluters of the environment, it is exempted from the obligation to provide the Study.
- 2) If it is in the list of pollutants, the previous analysis of the impact to the environment ought to be performed, and then the subject is available and put to the public scrutiny.
- 3) If it is estimated that the previous analysis meets the conditions of environmental protection, it is exempted from performing of the detailed analysis.
- 4) If it does not meet the conditions, a detailed analysis with the envisaged measures of environmental protection ought to be performed.

*The deadline for the procedure is up to **40** days.*

### 3. CONSTRUCTION PERMIT

After obtaining a location license it is approaching to the design of the technical documentation and the Final design. The technical documentation contains the following elements:

1. Architecture Project
  - 1.1. Architecture
  - 1.2. Water Supply and Sewage Project
  - 1.3. Electricity project
  - 1.4. Thermo technical installations Project
  - 1.5. Yard Landscaping Project.
2. Static calculations
3. Reinforcement details

4. Structural details
5. Carpentry and metalwork schemes
6. Bill of quantities and Priced Bill of quantities

All these abovementioned elements of the Final design ought to be in accordance with the conditions given in the location license.

Technical control provides opinion, if the designer did project documentation under the terms of public enterprises.

Agreement with P.C. Gradac on indemnification for city construction land.

*Deadline for issuance of the construction permit is seven days.*

#### *SUBMISSION OF REQUEST FOR ISSUANCE OF CONSTRUCTION PERMITS*

With the request for the issuance of building permits ought to be submitted:

- 1) location permit;
- 2) Final design in three copies with the report on the completed technical control;
- 3) evidence of property rights, or lease rights to construction land;
- 4) evidence of arranging relations regarding payment of fees for construction land landscaping;
- 5) proof of payment of administrative fees.

Building permit is issued by a decision within eight days of submission of a proper request. An integral part of the decision is a Final design. Building permit is issued for the entire facility or a part of the facility, if that part represents the technical and functional unit.

Building permit shall lapse if the construction of facilities, or works, does not start within two years from the date of coming into effect of the decision by which a building permit was issued.

#### REPORT OF WORKS

Employer is obliged to reports the beginning of construction of a facility to the authority that issued the building permit and a competent building inspector, eight days before the start of works. Registration includes a start date and deadline for completion of construction, or performance of works.

#### PREPARATION FOR CONSTRUCTION

Before the start of construction the investor provides: the marking of construction parcel, regulation, leveling and construction lines, marking of the construction site with appropriate board, which includes: data about the object that is being built, the investor, the responsible designer, the number of the building permit, contractor, initially date of construction works and completion date of construction works.

#### SUBMISSION OF THE STATEMENT ABOUT THE COMPLETION OF WORKS ON FOUNDATIONS

Contractor shall submit to the authority that issued the building permit, a statement of completion of works on foundations. Within three days from the receipt of this statement, the body shall control compliance of built foundations and issue the written confirmation.

#### SUMISSION OF THE REQUEST FOR USE PERMITS

Eligibility for use of the building is determined by a technical inspection. Technical inspection includes the compliance of completed works with the construction permit and technical documentation, as well as technical regulations and standards relating to particular types of works or materials, equipment and installations. Technical inspection is performed by the Commission established by a legal entity which is entrusted to carry out these tasks and which is enrolled in the appropriate register.

- The request for the issuance of **use permits** for the built facility ought to be submitted.

City Department for Urban City Planning shall establish a Commission for technical acceptance of a facility, where the record of the technical acceptance is made in the presence of both contractors and investors.

Upon receiving a positive opinion in the record, City Department for Urban Planning shall issue the use permit. If the Commission finds defects on the facility, the contractor is granted a subsequent period to remove these defects, and then creates the new report on the proposal of issuance of a use permit. The authority responsible for issuing use permits shall issue, by the decision, the use permit, within seven days of receipt of the findings of the Commission for the technical inspection which determined that the object is suitable for use.

The party is obliged to, after the receipt of the permit use, the same submit to the service for real estate cadastre.



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