

## HOW TO OBTAIN A BUILDING PERMIT

### INVESTORS:

- Permit application form
  - information on location, i.e. development approval
  - land-registry certificate on the name of the investor
  - copies of the main project in digital and analog format on an electronic media device
  - written report on undertaken main project audit; written report and validation if the concept design, main or executive project have been developed abroad
  - all the approvals needed to obtain development approval
  - study on the research papers if the data presented therein were used in the main project
  - evidence of the municipal administrative tax payment
- 

### City Bureau for Surveying and Cadastral Affairs

Is the application complete?

**YES**

**NO**

Building permit in 10 days

Investor fills the application form and collects the missing documents, in 7 days

---

**City Bureau for Surveying and Cadastral Affairs**

*NOTE:* A building permit is not needed for buildings listed in Subsection 1, Paragraph 111 of the Law on physical planning and building ("Službene novine Zeničko-Dobojskog kantona", No: 1/14), e.g. family residences and residential-business buildings whose gross developed area is lesser than 200m<sup>2</sup>, and facilities for agricultural development whose gross developed area is lesser than 400m<sup>2</sup> and which do not considerably affect environment by its function.

### DEFINITIONS:

1. Building is a realization of a constructional and technical idea in space which includes preparations, construction work (including craftsmanship), installation etc. It also includes renovation, extension, repairs, restoration, conservation, temporary constructions and demolishing or building removal.
2. A building is a construction permanently attached to a plot of land, consisting of construction frame and attached apparatus forming an independent unit. This includes:
  - a construction permanently attached to a plot of land, consisting of construction frame and attached apparatus, as well as independent plants,
  - traffic, water management, energetic, telecommunication and communal facilities and areas with attached apparatus,
  - factories and other economy-oriented facilities and plants, storage, fairs etc,
  - facilities on bodies of water (fish-farming, floating platforms etc),
  - Town square, public areas, green areas, playgrounds, sport facilities, graveyards, dumps, marketplace, shelters etc.

3. Building permit is an administrative act issued by authorized municipal department according to the Law on physical planning and building("Službene novine Zeničko-Dobojskog kantona", No: 1/14)
4. Building permit is issued by authorized municipal department which issued information on location, i.e. development approval
5. Investor may start a new building only if a building permit is obtained, except for buildings listed in Subsection 1, Paragraph 111 of the Law;

For auxiliary buildings in regular use of a residential building constructed on a lot for which a permit was obtained, greenhouse with gross area of up to 30m<sup>2</sup>, assemblies and kiosks of up to 20m<sup>2</sup>, build boards of up to 12m<sup>2</sup>, cable and low-voltage plug-ins, PTT and cable television network, along with communal installations, building permit is not needed.

For family residences and residential-business buildings whose gross developed area is lesser than 200m<sup>2</sup>, and facilities for agricultural development whose gross developed area is lesser than 400m<sup>2</sup> and which do not considerably affect environment by its function, building permit is not needed.

The above mentioned may be realized without a building permit only if the property rights are defined, development approval issued, municipal administrative tax paid, if the executive project is made with the registry of pegs being marked off and carried out by the authorized person.

### **BUILDING PERMIT OBTAINING PROCEDURE**

6. The procedure is started by application. Along with application form, the following is requested:
  - development approval
  - land-registry certificate on the name of the investor
  - the evidence of authorized building on the location
  - geodesic plan with the building
  - copies of the main project in digital and analog format on an electronic media device
  - written report on undertaken main project audit; written report and validation if the concept design, , main or executive project have been developed abroad
  - all the approvals needed to obtain development approval
  - study on the research papers if the data presented therein were used in the main project
  - evidence of the municipal administrative tax payment
  - Other documents in specific situations requested by law

Rarely it is possible to obtain necessary documentation in the line of duty.

7. The evidence of authorized building on the location are considered the following:
  - a) land-registry certificate or a land-owning certificate
  - b) contract proving the means the owner obtained the ownership, or the authorization of building evidence, or the evidence or use permit.
  - c) Partnership agreement with the owner proving the common interest in building
  - d) Written and authorized agreement with all owners of the real estate to start building
  - e) Written and authorized agreement with the owner of the real estate that the infrastructure ( gas, electricity, water) go through.
8. After receiving the application, the authorize department notifies the investor within seven days if the documentation is not complete
9. After receiving the application the authorized department primarily address Physical planning fee for the construction site .

## **BUILDING PERMIT ISSUING TIME LIMIT, ITS CONTENT AND VALIDITY**

- 10.** Authorized department makes the decision on granting a building permit in 10 days from the request application date.
- 11.** Formal decision on building permit includes data on investor, data on the building the permit is granted for with the basic information on its purpose, gabarit, number of floors, cadastral plot number, main project name and a legal persona's name who designed the project, written official statement showing that the main project is a part of the permit, validity of the permit (the time framework within which the building permit is valid) and the obligatory notification about the commencement of building on the part of the investor.
- 12.** The investor ought to notify the authorized department which issued the building permit about the commencement of building eight days before the building commences.
- 13.** Building permits lose their validity if the building process does not commence within one year of its validation.
- 14.** Validation time may be extended for one more year by submitting a request for validation extension minimally 15 days prior to expiration of validation.
- 15.** The investor is obliged to make request for alteration and/ or supplementation the issued building permit in the building realization process in the event that the alterations cause technical departure from the main project the building permit had been issued for, within the development approval framework.
- 16.** Request for alteration and/ or supplementation permit is submitted prior to any work or procedures on the construction site. To make the request the following is needed: copy of the initial building permit or the references (number and date of permit) to the initial building permit given in the request form, alteration and/ or supplementation project along with the adequate agreements with the partners in the process of obtaining the permit that are relevant to the alteration and/ or supplementation project.
- 17.** In the event of the investor change, new investor is obliged to file in the request for the alteration of the building permit to the authorized municipality department within 30 days. Along the request, the following is needed:
  - a) construction permit for the relevant real estate, i.e. the new investor's property right to the construction subject to alteration permit. The change of investor may be requested until use permit is issued.
  - b) Building permit loses validity in the event that the investor does not finalize infrastructure and building façade for the building that are build in the urban area within four years from the issuing of the building permit.