

FACILITY STAKEOUT
GP MP 7.1.1.4 06/4

t is obligatory upon issuing building permit, and prior to building a facility

DOCUMENTATION WITH REQUEST:

- A of cadastral mapping (not older than 6 months)
- Copy of building permit
- Location requirements (on the spot)
- Administrative fee at the amount of 2 KM

| RESPONSIBLE PERSON: | Telephone | Office |
|---------------------|-----------|--------|
|---------------------|-----------|--------|

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|------------------------------------|-------------|----|
| - Sanja Knežević, Arch.Const.Tech. | 052/245-166 | 48 |
|------------------------------------|-------------|----|

APPORTIONING OF FACILITIES
GP MP 7.1.1.5 06/5

for the purpose of entry of apportioning units of facility into land registry

DOCUMENTATION WITH REQUEST:

- Land registry excerpt
- Exploitation permit
- Condominium subdivision plan in 3 copies
- Administrative fees in the amount of 2 KM

RESPONSIBLE PERSON:

Commission members for verification of authenticity of condominium subdivision plan

CONTACT TELEPHONES:

052/ 245 – 168; 052/245-177; 245-175

RESOLVING DEADLINE with complete request:

7 days (stakeout) and
15 days (apportioning)

INFORMATION– OPINIONS
GP MP 7.1.1.3 06/3.1

- about possibility of building at a certain location
- about possibility of facility legalization
- about purpose of plot
- excerpt from planning documentation
- about necessary documentation for building and exploitation of facility
- about fees for expenses of settlement and rent
- and others

DOCUMENTATION WITH REQUEST:

- Copy of cadastre plan
- Administrative fee in the amount of 2 KM
- Costs of procedure in the amount of 15 KM (opinion with an excerpt)

| RESPONSIBLE PERSON: | Telephone | Office |
|---------------------|-----------|--------|
|---------------------|-----------|--------|

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|---------------------------------------|-------------|----|
| - Dragana Sredić, B.Sc.Arch.E. | 052/245-177 | 51 |
| - Dragana Ljuboja-Mutić, B.Sc.Arch.E. | 052/245-177 | 51 |
| - Radenko Vuković, B.L. | 052/245-168 | 49 |
| - Aleksandra Savić, B.Sc.Arch.E. | 052/245-175 | 52 |
| - Jelena Radonjić, B.Sc.Arch.E. | 052/245-175 | 52 |
| - Sanja Knežević, Arch.Const.Tech. | 052/245-166 | 48 |
| - Vladana Pecalj, B.Sc.S.P. | 052/245-176 | 55 |
| - Sanja Latinović, B.Sc.C.E. | 052/245-169 | 50 |
| - Lidija Kević, B.Sc.Arch.E. | 052-245-173 | 53 |
| - Nikolina Šarić, B.L. | 052/245-168 | 49 |

RESOLVING DEADLINE with complete request:

15 days

1. LOCATION REQUIREMENTS
GP MP 7.1.1.2 06/2.1

CITY ADMINISTRATION
CITY OF PRIJEDOR



GUIDE
FOR BUILDING

DEPARTMENT OF PHYSICAL
PLANNING
prostorno@prijedorgrad.org

- *Building, appendage, retrofit*
- *Reconstruction, change of purpose*

- *Adaptation, restoration*

- *Adaptation, restoration*

- *Setting up temporary facilities (open summer spaces, billboards, kiosks and others) and others*

DOCUMENTATION WITH REQUEST:

- Copy of cadastre plan (for facilities being legalized with laying a facility),i.e. an updated geodetic map for infrastructure facilities routes,
- Description of facility - preliminary design
- Description of planned technology labour (for facilities)
- Approval for facility location
- Proof of ownership or right of use of land for facilities which do not require an approval for building
- Administrative fee 20 KM
- Costs of procedure

| RESPONSIBLE PERSON: | Telephone | Office |
|---------------------------------------|-------------|--------|
| - Dragana Sredić, B.Sc.Arch.E. | 052/245-177 | 51 |
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| - Aleksandra Savić, B.Sc.Arch.E. | 052/245-175 | 52 |

RESOLVING DEADLINE with complete request:

15 days

2. CHARGE OF FEES GP MP 7.1.1.1 06/1-4

- *fee for development of construction land*
- *fee for natural accord – rent*
- *fee for funding surveying and real estate cadastre*

DOCUMENTATION WITH REQUEST:

- Location requirements or urbanistic and technical requirements (for inspection)
- Revised technical documentation (for inspection)
- Agricultural approval with proofs on paid fee for transforming agricultural land into construction land
- Other proofs
- Administrative fee in the amount of 10 KM

| RESPONSIBLE PERSON: | Telephone | Office |
|------------------------------|-------------|--------|
| - Sanja Latinović, B.Sc.C.E. | 052/245-169 | 50 |

RESOLVING DEADLINE with complete request:

15 days

3. BUILDING PERMIT GP MP 7.1.1.1 06/1-2.1

- *Construction, appendage, retrofit*
- *reconstruction, restoration*

DOCUMENTATION WITH REQUEST:

- Location requirements
- Proof of ownership or the right to build and property register
- Main project in three copies
- Report on conducted revision of tech. documentation
- Ecological permit, if necessary
- Decision on determining the amount of fee for development of city construction land and flat rent, a proof on payment of determined fee amount, i.e. a contract on the way of settling these obligations
- Administrative fee (in KM)

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| • Single residential buildings BGP to 400 m ² | 2 |
| • Single residential buildings BGP over 400 m ² | 100 |
| • Group residential facilities | 200 |
| • Single SPO BGP to 400 m ² | 100 |
| • Single SPO BG Pover 400 m ² | 200 |
| • Office buildings | 200 |
| • Infrastructure facilities | 100 |
| • Temporary facilities | 100 |
| • Subsidiary facilities | 2 |

For the act, which approves the reconstruction, extension, rehabilitation or adaptation of buildings, half of the appropriate fee per tariff number is paid.

- Other proofs prescribed under separate laws and which

have been indicated in the location requirements

RESOLVING DEADLINE with complete request:

15 days

4. EXPLOITATION PERMIT GP MP 7.1.1.1 06/1-3

- *Building, appendage, retrofit*
- *Reconstruction, change of purpose*
- *Restoration*

DOCUMENTATION WITH REQUEST:

- Approval for building with main project
- Copy of cadastre plan with recorded position of facilities
- Proof of conducted record of underground installations
- Statement of contractor on conducted labours and conditions for facility maintenance
- Report of supervision on building
- Administrative fee (in KM) –as for building permit

RESOLVING DEADLINE with complete request:

15 days

5. APPROVAL FOR DEMOLITION GP MP 7.1.1.1 06/1-1

Removal of facility or part of facility

DOCUMENTATION WITH REQUEST:

- Proof of the right of ownership
- Project of facility removal
- Approval of authorities if the removal may harm the public interest
- Estimation of impact on environment in accordance with special law
- Administrative fee in the amount of 2 KM
- Fee at request in the amount of 10 KM

RESOLVING DEADLINE with complete request:

15 days

| RESPONSIBLE PERSON (BUILDING AND EXPLOITATION PERMIN, REMOVAL OF FACILITY): | Telephone | Office |
|---|-------------|--------|
| - Nikolina Šarić, B.L. | 052/245-168 | 49 |
| - Radenko Vuković, B.L. | 052/245-168 | 49 |