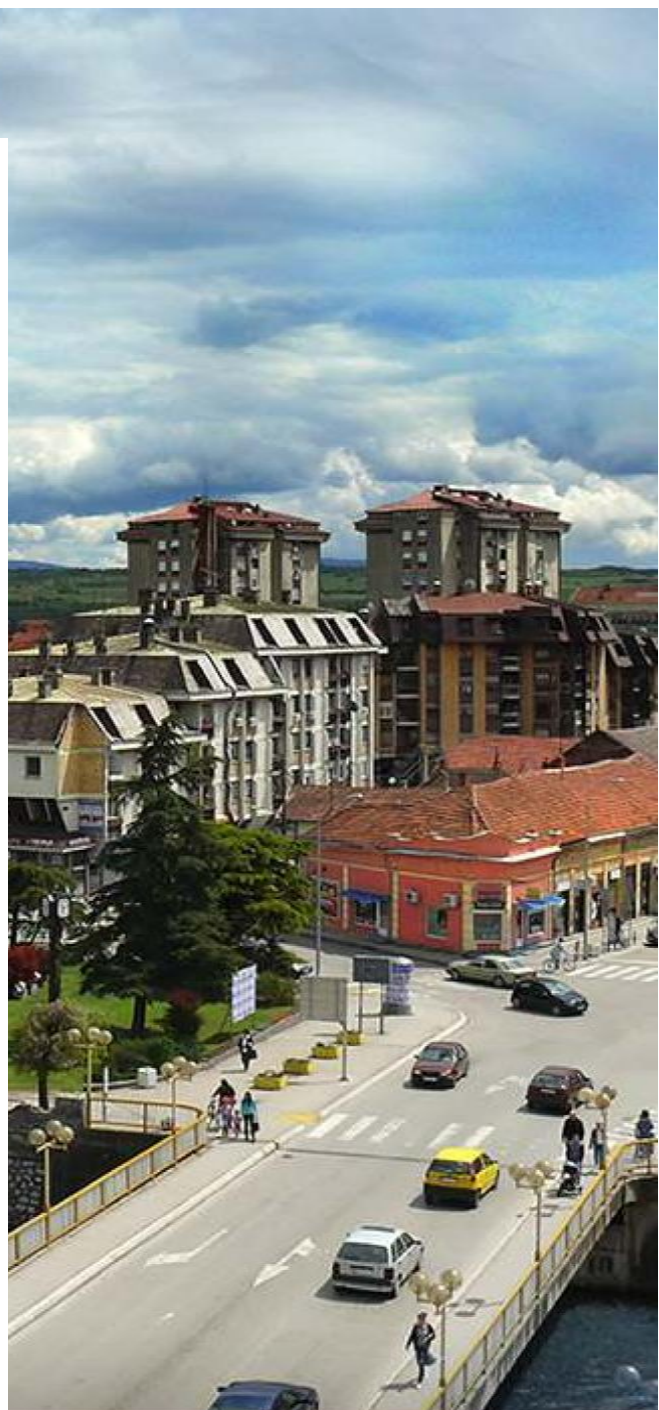


# GUIDE TO UNIFIED PROCEDURE

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## **GUIDE TO ISSUING A CONSTRUCTION PERMIT**

DEPARTMENT FOR URBAN PLANNING , FINANCIAL, ASSEMBLY AND GENERAL  
AFFAIRS

**MUNICIPALITY OF PARACIN**

Division for Urban Planning and Property-Legal Affairs

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Extension-116

Extension-147

## UNIFIED PROCEDURE FOR INVESTORS

The purpose of the unified procedure is to transfer to the public administration (state administration, local self-government and organizations with public authority) a part of the burden of complex administrative procedures with a large number of participants.

What is the unified procedure?

In its essence, the unified procedure is the exchange of documents in the possession of holders of public authority without the mediation of citizens, i.e. investors. A single window system is not a window in the usual sense of the word, with a slide through which the window officer communicates with a party, but a "communication hub", through which the body responsible for issuing building permits obtains and distributes acts under the authority of public services on behalf of and for investors. Competent authorities, as well as all other holders of public authority, in case of any doubts regarding the norms applied in the unified procedure, are obliged to apply those norms in such a way that they act in the way that is the fastest, cheapest and most efficient for the party, and implying targeted interpretation of the provisions governing the unified procedure.

What is not covered by the unified procedure?

- Issuance of location information;
- Issuance of information on the conditions of re-parcelling and parceling
- Issuing certificates of parceling and re-parcelling projects
- Issuance of consent to boundary correction studies
- Issuance of consent to the study of merging land plots
- Issuance of various certificates and notices

What is covered by the unified procedure?

- Issuance of location conditions;
- Issuing a construction permit;
- Changes in location conditions and construction permit;
- Registering construction activities;
- Obtaining approval for the project for execution in terms of fire protection measures;
- Registering the completion of the foundation and completion of the building in a constructive sense;
- Distribution of information and acts;
- Connection to the infrastructure network;
- Issuing usage permit;
- Registration of property rights on the constructed facility.

*If you have found a suitable land plot and decided to build on it, it is desirable that you are familiar with the unified procedure in exercising the right to build and use facilities. Practice has shown that ignorance of the construction process in most cases leads to complications that cause delays in performing work on your facility and a certain increase in costs.*

In accordance with [Law on planning and Construction](#) ("Official Gazette of RS" No. 72/09, 81/09 – correction, 64/10– decision of Constitutional Court, 24/11, 121/12, 42/13 – decision of Constitutional Court, 50/13 – decision of Constitutional Court, 98/13 – decision of Constitutional Court, 98/13 – decision of Constitutional Court, 132/14, 145/14, 83/18, 31/19, 37/19- other Law, 9/20 and 52/21) and [Rulebook on the procedure for conducting the unified procedure electronically](#) ("Official Gazette of RS" No. 68/19) the exchange of documents and submissions in the unified

procedure is done electronically.

### ➤ LOCATION INFORMATION

Location information is an informative document that an interested person, who does not have to be the owner of the plot, can obtain for the sake of prior insight into the data on the possibilities and limitations of construction on the cadastral parcel, or more cadastral parcels. Location information is issued by the body responsible for issuing location conditions within 8 days from the day of submitting the request, with charging the actual costs of issuing that information.

The request for issuing information on the location is submitted to the Division of Urban Planning, Property and Legal Affairs, through the window for Urban Planning and Property and Legal Affairs at the Service Centre of the Municipal Administration of the Municipality of Paracin, St. Tome Živanovica No. 10, every working day from 07:30 to 15:30.

The request can be picked up at the window in the Service Centre of the Municipal Administration of the Municipality of Paracin, St. Tome Zivanovica No. 10 as well as on the website of the Municipality of Paracin.

The request for the issuance of location information must be accompanied by:

1. Photocopy of plot plan and an extract from real estate register;
- 2. Proof of payment of administrative fee and charges.**

Fees and charges for issuing Location Information:

#### GIRO ACCOUNT

##### ➤ **Republic administrative fee (RAF)**

Recipient's account: 840-742221843-57  
Model and reference number: 97 61-077

##### ➤ Municipal revenues of administrative bodies

Recipient's account: 840-742351843-94  
Model and reference number: 97 61-077

##### ➤ Republic administrative fee: 2910,00 RSD

#### **MUNICIPAL FEE FOR LOCATION INFORMATION**

##### **NATURAL PERSON (INDIVIDUALS)**

1. 1020.00 RSD for issuing location information on the possibilities and limitations of construction on one cadastral parcel;
2. 1380.00 RSD for issuing location information on the possibilities and limitations of construction on two cadastral parcels;
3. 1700.00 RSD for issuing location information on the possibilities and limitations of construction on more cadastral parcels;
4. 1020.00 RSD for construction, extension and reconstruction of auxiliary facilities, garages, transformer stations 10 / 04kV or 20/04 kV, etc.;
5. 1700.00 RSD for infrastructure facilities (line pipelines, water pipelines, gas pipelines ..)
6. 1020.00 RSD for performing works on investment maintenance, and removing obstacles for persons with disabilities and changing the purpose without performing works;
7. 1020.00 RSD for the performance of works on adaptation and rehabilitation and change of purpose with the performance of works;

## **LEGAL PERSON (ENTITIES)**

8. 1020.00 RSD for issuing location information on the possibilities and limitations of construction on one cadastral parcel;
9. 1380.00 RSD for issuing location information on the possibilities and limitations of construction on two cadastral parcels;
10. 1700.00 RSD for issuing location information on the possibilities and limitations of construction on more cadastral parcels;
11. 1700.00 RSD for construction, extension and reconstruction of auxiliary facilities, garages, transformer stations 10 / 04kV or 20/04 kV, etc.;
12. 3340.00 RSD for infrastructure facilities (line pipelines, water pipelines, gas pipelines ..)
13. 1700.00 RSD for performing works on investment maintenance, and removing obstacles for persons with disabilities and changing the purpose without performing works;
14. 1700.00 RSD for the performance of works on adaptation and rehabilitation and change of purpose with the performance of works;

## 2. LOCATION CONDITIONS

Location conditions are a public document that contains data on the possibilities and limitations of construction on a cadastral parcel that meets the requirements for a construction plot, and contains all the conditions for the preparation of technical documentation.

The deadline for issuing location conditions is 5 working days from the day of obtaining all necessary conditions and other data from the holder of public authorizations. Location conditions are valid for 24 months from the date of issuance, and if on the basis of these location conditions a construction permit is issued within 24 months, i.e. a decision on approval of performing works, they are valid until the expiration of these decisions.

Location conditions can be issued to any interested natural or legal person who has submitted a request and submitted the prescribed documentation and paid the prescribed fees and charges. That person does not have to be the owner of the parcel, or the parcel for which the request is submitted, nor does he/she have to possess any contract with the owner of the parcel related to the use, ownership or any other right to the parcel.

Documentation required for issuing location conditions:

- **Request for issuance of location conditions**
- **Conceptual solution**

**The Division ex officio procures through CIS (Central Information System) :**

- **A photocopy of the plan with the extract from real estate register**
- **Conditions for designing and connection of facilities**

- *Request for issuance of location conditions*

Submission of the request is done exclusively on the portal for electronic submission of request for construction or by clicking on the link below



The request can be submitted in person or through a proxy. If the request is submitted through a proxy, the request is accompanied by a scanned copy (digitized copy) of the power of attorney, which does not have to be certified by the authority competent for certification, provided that the competent authority may subsequently request a certified power of attorney, if they doubt its veracity.

Before submitting the request, a screen with payment orders is displayed, the payment of which needs to be made in order to continue the procedure of issuing location conditions.

Price list	Amount	Account
Republic administrative fee	330.00	840-742221843-57
<b>Charge for Central Records of Unified Procedure</b>		
Undemanding and less demanding facilities A and B	1940.00 and 2910.00	840-29770845-52
Demanding and engineering facilities V and G	3880.00	840-29770845-52

After the payment is made, you will scan the payment slip, sign it with a qualified electronic signature and attach it to the portal for electronic submission of requests for construction.

➤ Conceptual solution

The conceptual solution is a document that shows the planned concept of the facility, with the presentation and showing of all data necessary to determine the location conditions, depending on the class and purpose of the facility. The conceptual solution is made on the basis of data obtained from the information on the location, the acquisition of which is not mandatory, or on the basis of insight into the planning document and separate one, where it exists.

The conceptual solution is made:

- For the purpose of obtaining location conditions (Article 53a. of Law on Planning and Construction);
- As a part of the urban project for the needs of urban-architectural elaboration of the location (Article 117a of LPC).

The conceptual solution is prepared by the company or entrepreneur, who are entered in the appropriate register for the preparation of technical documentation, in accordance with the provisions of the Rulebook on the Content, Method and Procedure of Development and Performing Control of Technical Documentation According to Class and Intended Use of the Facility ("Official Gazette of RS", No. 73/19).

The cost of making a conceptual solution: 0,5-1€ per m<sup>2</sup>.

➤ Conditions for designing and connecting facilities

<b>APPROVAL OF INSTITUTIONS</b>		
Connection to the electric power network	Electric Power Industry of Serbia Distribution– Subsidiary Jagodina	Price list of electricity connection
Connection to the water supply network	Public Enterprise „Waterworks“ paracin	Price list of water supply connection
Connection to the telecommunication network	Telekom Srbija AD	Price list of telecommunication connection
Connection to the gas network	Public Enterprise “Srbojagas”	<a href="#">Price list of connection to the gas network</a>
Road connection	Public Enterprise ”Directorate for Construction of the Municipality of Paracin”	<a href="#">Price list of services of PE "Directorate for Construction of the Municipality of Paracin"</a>
Approval for fire protection measures	Ministry of the Interior of RS – Division for Emergency Situations in Jagodina	Republic administrative fee for request for conditions regarding fire protection measures
<b>Other approvals</b>		
State road protection belt	PE “Roads of Serbia“	Prohibition of construction of the facility Class I A road - Motorway – 40 metres; Class I A road –beside Motorway–20 metres; Class II A road – 10 metres.
Protective belt of the municipal road	PE ”Directorate for Construction of the Municipality of Paracin“	Prohibition of construction of a facility 5 metres
Water conditions	Public Enterprise for Water Management “Srbijavode“	facilities and performance of other works that may permanently, occasionally or temporarily affect changes in the water regime
Railway infrastructure belt - Approval (in the form of a decision)	PE “Serbian Railways“	If the facility is built in the railway infrastructure belt, (belt on both sides of the railway, in the width of 25 m, counting from the axis of the end tracks)

All conditions for connection to utility, traffic and other infrastructure, the competent authority obtains these conditions ex officio, at the expense of the applicant with the reimbursement of the actual costs of issuance. Holders of public authorizations are obliged to submit these conditions at the request of the competent authority within 15 days from the date of receipt of the request.

If the applicant, in the request form for the issuance of location conditions, has stated that he wishes to declare in advance whether he accepts the costs of issuing design and connection conditions, which are notified to him, the competent authority will stop the procedure after sending that notification and continue the same one after the applicant's statement of accepting the amount of costs of issuing location conditions.

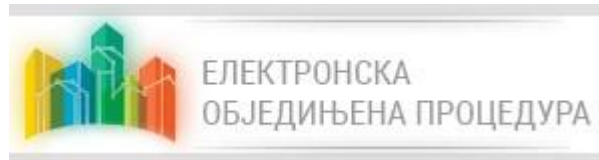


### 3. CONSTRUCTION PERMIT

The construction permit is an act on the basis of which, with the confirmed registering of work activities, the investor will start the construction of the facility. The competent authority issues the construction permit within 5 working days from the day of receipt of the request.

➤ *Procedure for issuing a construction permit*

The request for the issuance of a construction permit is submitted to the Division of Urban Planning, Property and Legal Affairs via the portal for electronic submission of requests



The request for issuing a building permit shall be accompanied by:

- **Location conditions;**
- **extract from the project for a construction permit;**
- **project for the construction permit, which contains (depending on the type of facility):**
  - study on geotechnical conditions of construction,
  - study on energy efficiency,
  - study on environmental impact assessment,
  - study on fire protection;
- **contract between investor and financier (only in cases where there is a financier of construction);**
- **contract between the investor and the appropriate holder of public authorizations (if connection to utility or other infrastructure is planned, i.e. other proof of providing the missing infrastructure as determined by location conditions)**
- **energy permit, water permit, approval of the Institute for the Protection of Monuments, usage permit for traffic connection to the state road (these permits and approvals are obtained from the competent authorities only for certain types of facilities)**
- **consent of the co-owner certified by a Notary Public (if the facility is built on land co-owned by several persons);**
- **proof of payment of administrative fees and charges.**

The Division ex officio procures through the CIS:

- **proof of appropriate land rights;**
- **calculation in determining the contribution for arranging construction land**
  
- *Request for issuing a construction permit*

The request for the issuance of a construction permit is submitted to the Division of Urban Planning and Property - Legal Affairs through the portal for electronic submission of requests:

Fees and charges for issuing the Decision on Construction Permit:

Price list	Amount	Account
<b>Charge for Central Records of Unified Procedure</b>		
Undemanding and less demanding facilities A and B	3.000.00	840-29770845-52
Demanding and engineering facilities V and G	5.000.00	840-29770845-52
Republic administrative fee for submitting requests	330.00	840-742221843-57
<b>Republic administrative fee for Decision</b>		
RAF for facilities category A	480,00	840-742221843-57
PAT for facilities category B	3.880.00	840-742221843-57
PAT for facilities category V	5.820.00	840-742221843-57
PAT for facilities category G	5.820.00	840-742221843-57
<b>Municipal charge is not paid</b>		

➤ Extract from the project for a construction permit

The extract from the project contains basic data on the facility and participants in the construction, location data and other documents from which the compliance of the designed facility with the issued location conditions can be considered,

The extract from the project is prepared by the company or entrepreneur, who are entered in the appropriate register for the preparation of technical documentation, in accordance with the provisions of the Rulebook on the Content, Method and Procedure of Development and Performing Control of Technical Documentation According to Class and Intended Use of the Facility ("Official Gazette of RS", No. 73/19).

➤ The project for a construction permit

The project for a construction permit is a set of mutually agreed projects that define::

- Location and capacity of the facility on site;
- Functionality from the point of view of technological and other requirements;
- Spatial design;
- Selection of the construction system and dimensioning of the main structural elements;
- General choice of construction materials, installations and equipment;
- Other elements important for determining compliance with location conditions and fulfillment of basic requirements for the facility

The project for a construction permit is prepared by a company or other legal entity that is registered in the appropriate register for the preparation of technical documentation.

The content of the project depends on the type and class of the facility under construction, in accordance with the provisions of the Rulebook on the Classification of Facilities ("Official Gazette of RS", No. 22/15). Depending on the complexity of the facility, the project may include a study on geotechnical conditions of construction, a study on energy efficiency, a study on environmental impact assessment, a study on fire protection.

➤ Study on geotechnical conditions of construction

The study on geotechnical conditions of construction is prepared according to the Rulebook on the Content of Geological Research Projects and contains a statement of the authorized person who prepares the study on geomechanical characteristics of the soil on which the facility is built.

The study is prepared by a company or other legal entity that is registered in the appropriate register for the preparation of technical documentation.

➤ Study on energy efficiency

The Study on Energy Efficiency is an integral part of the project for the construction permit and is prepared according to the Rulebook on Energy Efficiency of Facilities ("Official Gazette of RS", No. 61/2011) and contains a statement of the responsible engineer for energy efficiency of facilities who prepares the study on energy efficiency on the planned measures for achieving the prescribed energy properties.

The study is prepared by a company or any other legal entity that has a person who possesses the appropriate license or a person with an appropriate license.

➤ Study on environmental impact assessment

A study on environmental impact assessment is required if the subject of construction is on the list of projects for which an impact assessment is mandatory or on the list of projects for which an impact assessment may be required, which is decided by the competent authority, i.e. the Division of Urban Planning and Property-Legal Affairs of the Municipality of Paracin.

A study on environmental impact assessment is prepared by an entrepreneur or a legal entity that is registered in the appropriate register for performing activities of design, engineering and preparation of studies and analyses. Before preparing the study, it is necessary for the investor to address the Division of Urban Planning and Property Legal Affairs with a request to decide on the need to prepare the study.

Law on Environmental Protection ("Official Gazette of RS", No. 135/2004, 36/2009, 36/2009 - other law, 72/2009 - other law, 43/2011 - decision of Constitutional Court, 14/2016, 76/2018, 95/2018 - other law and 95/2018 - other law) and the Law on Environmental Impact Assessment ("Official Gazette of RS" No. 135/2004 and 36/2009) prescribe the manner of preparation of the study on environmental impact assessment, as well as the types of facilities for which the preparation of the study is mandatory.

All requests regarding the environmental impact assessment are submitted through the window for Urban Planning and Property Legal Affairs in the Service Center of the Municipal Administration of the Municipality of Paracin, St. Tome Zivanovica No. 10, every working day from 07:30 to 15:30

Fees for approving a study on environmental impact assessment:

Type of fee	Износ	Рачун
Request to decide on the need for a study	2.160.00	840-742221843-57
Request to determine the scope and content of the study	2.160.00	840-742221843-57
Request for approval of the study according to the report of the technical commission, for facilities:		840-742221843-57
- up to 100 m <sup>2</sup>	43,530.00	
- from 100 to 1 000 m <sup>2</sup>	84,880.00	
- over 1,000 m <sup>2</sup>	139,280.00	

Request for approval of the study according to the report on the current situation, for facilities: - up to 100 m <sup>2</sup> - from 100 to 1,000 m <sup>2</sup> - over 1,000 m <sup>2</sup>	37,570.00 73,310.00 120,300.00	840-742221843-57
Request to update the study on the impact assessment	2,160.00	840-742221843-57
Request for approval of a study on environmental impact assessment, for facilities : - up to 100 m <sup>2</sup> - from 100 to 1,000 m <sup>2</sup> - over 1,000 m <sup>2</sup>	10,220.00 20,400.00 40,820.00	840-742221843-57

➤ Fire protection study

The fire protection study is an integral part of the project for the construction permit and contains a statement of the authorized person on the planned fire protection measures. The study on fire protection is prepared by a person with an appropriate license issued in accordance with the Law on Fire Protection ("Official Gazette of RS", No. 111/2009, 20/2015, 87/2015 and 87 / 2015- other law).

The main project of fire protection is made for public facilities (cinemas, schools, hotels, refueling stations for motor vehicles, sports halls, galleries, museums, etc.) as well as for residential and residential-commercial buildings with a height of more than 30m , block type facilities, production and storage facilities and power plants of nominal voltage 110 kV and higher.

Approval of the Study / Main Project of Fire Protection is given by the RS Ministry of the Interior - Division for Emergency Situations in Jagodina. This approval is obtained in the Unified Procedure.

➤ Contract between the investor and financier

The contract between the investor and the financier is a contract between the person for whose needs the facility is being built and in whose name the construction permit reads, and the person who finances or co-finances the construction in question.

This Contract is not mandatory if the Investor has no additional ones

➤ Contract between the investor and the competent holder of public authority

(if it is planned to connect the facility to utility or other infrastructure, or other evidence of providing the missing infrastructure, which is determined by location conditions)

➤ Energy permit

The energy permit is issued by the Ministry of Mining and Energy for the construction of energy facilities for which there is an obligation to obtain an energy permit in accordance with the Rulebook on Classification of Facilities, while for other facilities from the rulebook this permit is not required. The energy permit, i.e. the approval is issued by a decision within 30 days from the day of submitting the request for issuing the energy permit.

Competent body		Price
Ministry of Mining and Energy	Fee for request for issuing an energy permit	6,310.00
	Fee for the decision granting an energy permit for the construction of new energy facilities	0,03% of the estimated value
	Fee for a decision extending the validity of the energy permit	0,01% of the estimated value of construction
Account		840-742221843-57

➤ Consent of the co-owner certified by a Notary Public

If there is a right of co-ownership on the land or building that is the subject of construction, the written consent of all co-owners shall be submitted with the proof of the respective right.

➤ Proof of appropriate right to land

The Division ex officio obtains proof of the appropriate right to the land or building (extract from real estate register)

Extract from real estate register	Price	Account
Request fee	330.00	840-742323843-92
Extract from the list of real estates of the Geodetic Cadastral Information System, per one real estate	500.00	840-742323843-92

➤ Calculation in determining the contribution for arranging construction land

The contribution for arranging construction land is the fee paid by the investor for communal preparation and equipping of construction land on which the issuance of a construction permit is required. The contribution is paid during the construction of a new facility, as well as in cases when the purpose of the facility changes, if the price of the contribution for the new purpose is higher than the price of the contribution for the existing purpose of the facility.

The contribution for arranging the construction land is calculated by the competent municipal administration and the calculation is an integral part of the decision on the construction permit. The amount of the contribution is obtained when the total net usable area of the building, expressed in m<sup>2</sup>, is multiplied by the price of the contribution for a certain category of the building and a certain zone in which the building is located.

Contribution prices by zones and purposes of facilities							
	Extra zone	1 <sup>st</sup> zone	2 <sup>nd</sup> zone	3 <sup>rd</sup> zone	4 <sup>th</sup> zone	5 <sup>th</sup> zone	6 <sup>th</sup> zone
Residential	4.736	2.894	1.949	1.339	1.184	-	-
Collectively residential	7.104	4.341	2.924	2.009	1.776	-	-
Business-service	8.880	5.427	3.655	2.511	2.220	3.655	1.828
Auxiliary residential	2.368	1.447	975	670	592	-	-
Auxiliary business	4.440	2.713	1.828	1.256	1.110	1,828	914
Economic	2.368	1.447	975	670	592	-	-
Production	0	0	0	0	0	0	0
Account for payment of contribution:			840-741538843-29				

The contribution is not paid for public facilities in public ownership, utilities and other infrastructure, production and storage facilities in the function of production facilities, underground floors of buildings (space intended for vehicle garages, substations, transformet stations and switchyards, storage, laundry, etc. .), except for parts of underground floors used for commercial activities. The contribution is not charged for open parking lots, internal roads (except for fuel supply stations and driver training grounds), open children's playgrounds, open sports fields and athletics tracks.

The contribution must be paid before submitting registration of work activities and can be paid in a minimum of 36 and a maximum of 120 monthly installments, with the submission of an appropriate means of securing payment, or once, in full, with the right to a reduction of 40%.

#### **4. SPECIAL TYPE OF FACILITIES UNDER CONSTRUCTION, I.E. TYPE OF WORKS PERFORMED ON THE BASIS OF THE DECISION ON APPROVAL FOR PERFORMANCE OF WORKS**

The decision on approval for performance of works is an act approving the construction and performance of works covered by Article 145 of the Law on Planning and Construction (construction of auxiliary and economic facilities, masonry fences, adaptation, reconstruction, extension, etc.). The decision on the performance of works is issued on the renewal of the conceptual design, and its issuance is preceded by location conditions only if for the works / facilities whose construction it requires, it is necessary to request conditions for design and connection from the holder of public authorizations.

➤ *The procedure for issuing a decision on the performance of works*

The procedure for issuing this decision begins with a request to the Division of Urban Planning, Property and Legal Affairs through the portal for electronic submission of applications:

Link

The request for the issuance of a decision on the performance of works shall be accompanied by:

- Conceptual design in electronic form, i.e. technical description and list of activities for the performance of works on investment maintenance, i.e. removal of obstacles for the movement of persons with disabilities;
- Proof of paid administrative fee for submitting the request and issuing decisions and fees for Central Records of Unified Procedure;
- Proof of the appropriate right to land or building in terms of the Law on Planning and Construction, unless that right is entered in the public register or is established by law, or if the LPC stipulates that such proof is not submitted.

Depending on the facility / works, the request is also accompanied by:

- Contract between investor and financier, if concluded;
- Contract between the investor and the holder of public authorizations, i.e. other proof of providing the missing infrastructure, if that is a condition provided by the location conditions;
- Consent of the co-owners, certified in accordance with the law, if there is construction or some works are performed on construction land or a facility that is co-owned by several persons;

- Proof of arranging mutual relations with the owner of the building, i.e. the owners of special parts of the building, in accordance with the law governing the maintenance of residential buildings, when converting or merging common areas into residential or business premises;
- Conditions for design and connection of facilities to the distribution, i.e. transmission 15 system of electricity, as well as to the distribution, i.e. system for transport of natural gas, which were obtained in accordance with the law governing energy, and are not contained in the location conditions;
- Conditions for crossing and parallel guidance, if in accordance with Article 2, Paragraph of the Decree on Location Conditions ("Official Gazette of RS", No. 35/2015, 114/2015 and 117/2017) were obtained outside the unified procedure, directly from the manage of line installation on the route of the object in question;
- Conditions for crossing and parallel routing obtained from the manage of lines installation which are on the route of the new facility in question, if they are the subject of the project, as well as the proof of compliance of the route with other holders of public authority who would be responsible for issuing design and connection conditions, in case of construction and extension of the secondary, i.e. distribution network and utility and other infrastructure in the regulation of the existing road, as well as in the case of construction of connections to that infrastructure;
- Conditions regarding fire and explosion protection measures, if in accordance with Article 2, paragraph 4, of Location Conditions, were obtained outside the unified procedure, directly from the body responsible for fire protection, in accordance with Article 16 of that Decree (reconstruction of the existing infrastructure network with flammable and combustible liquids, as well as with flammable gases, i.e. construction of a connection to these networks for which a decision on approval is issued);
- The applicant's statement on the method of payment of contributions for the arrangement of construction land, as well as the means of security in the case of payment in installments, which will be submitted when registering works.

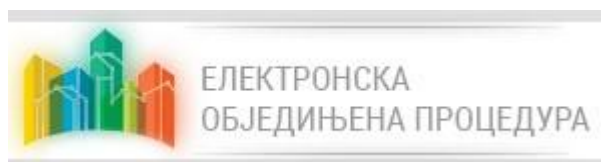
Type of charge	Amount	Account
Republic administrative tax for request	330.00	840-742221843-57
Republic administrative fee for issuing a decision under Article 145 of the Law on Plan. and Constr.		
category A facilities	480.00	840-742221843-57
category B facilities	3,880.00	840-742221843-57
category V facilities	5,820.00	840-742221843-57
category G facilities	5,820.00	840-742221843-57
Charge for Central Records of Unified Procedures		
For all facilities	2,000.00	840-29770845-52

## **5. CONSTRUCTION**

### ➤ Registration of construction work

Registration of construction works is done through CRUP, and is submitted no later than 8 days before the start of performing works. The registration of works is submitted on the basis of the issued construction permit or the issued decision from Art. of the Law on Planning and Construction.

The registration of construction works is submitted through the portal for electronic submission of registrations:



The registration of construction works is accompanied by:

1. proof of settlement of obligations regarding the contribution for arranging construction land, i.e. proof of payment of the first installment and security means;
2. standard contract for the construction of a connection to the electricity distribution system, which the electricity distribution system operator submitted to the investor with the conditions for design and connection, within the location conditions that preceded the issuance of a construction permit on the basis of which construction works are registered.
3. approval for the study on environmental impact assessment, i.e. confirmation that the impact assessment study is not required, if it is a facility for which that study may be required;
4. proof of fee and charge payment for Central Records of Unified Procedures.

<b>Price list of Confirmation of construction works registration</b>	<b>Amount</b>	<b>Account</b>
Republic administrative fee for request	330.00	840-742221843-57
RAF for category A facilities	980.00	840-742221843-57
RAF for category B facilities	4,850.00	840-742221843-57
RAF for category V facilities	5,400.00	840-742221843-57
RAF for category G facilities	5,400.00	840-742221843-57
<b>Charge for Central Records of Unified Procedures</b>		
For all facilities	500	840-29770845-52
Municipal fee for issuing the Confirmation of construction works registration - for residential facilities	1020.00	840-742351843-94
Municipal fee for issuing the Confirmation of construction works registration - for business facilities	1700.00	840-742351843-94

### ➤ application for completion of foundation construction and completion of the building in a constructive sense

The contractor shall submit a statement on the completion of the construction of the foundations immediately after the completion of its construction. The application is submitted through the portal for electronic submission of applications.

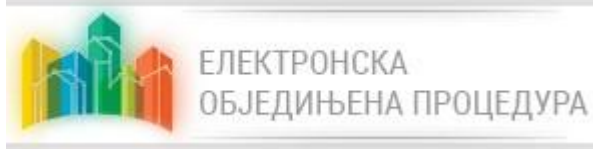
Along with the application for the completion of the foundation, the investor encloses:

### ➤ **the contractor's statement on the completion of the foundation**

1. geodetic survey of built foundations
2. **proof of payment of the fee**

Submission of the Statement on the completion of the foundation is done exclusively on the portal for electronic submission of requests for construction or by clicking the link





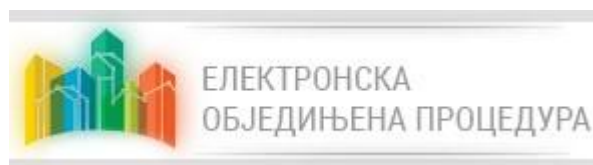
The Division shall without delay confirm the receipt of the statement on the completion of the foundation, unless the data in the application are not in accordance with the data from the construction permit, i.e. the decision from Art. 145 of the Law on Planning and Construction. In that case, the Division instructs the investor to submit without delay a proper application for the completion of the foundation, with a warning that, in case of non-compliance with this order, it will be considered that a proper application has not been made. The Division shall notify the competent construction inspection within 3 days from the day of receipt of the foundation application, regardless of whether the statement on the completion of the foundation statement is correct or not. The inspection shall, within three days from the day of receipt of the notification, inspect the constructed foundations, and informs the Division of the results of the supervision. A geodetic survey of the built foundations is made by a certified geometer. The statement on the completion of the facility in the constructive sense is submitted immediately after the completion of that phase of construction. The procedure for submitting this statement is the same as for applying for the completion of the foundation.

Price list of Confirmation of receipt of the foundation completion statement	Amount	Account
Republic Administrative Fee	330.00	840-742221843-57
Charge for CRUP	500.00	840-29770845-52
Municipal fee for issuing the Receipt of the statement on the completion of the facility - residential buildings	1,020.00	840-742351843-94
Municipal fee for issuing the Receipt of the statement on the completion of the facility – business facilities	1,700.00	840-742351843-94
RAF for category A facilities	1,460.00	840-742221843-57
RAF for category B facilities	2,910.00	840-742221843-57
RAF for category V facilities	3,880.00	840-742221843-57
RAF for category G facilities	3,880.00	840-742221843-57

➤ Statement of the facility completion in a constructive sense

The contractor's statement

Submission of the Statement on the completion of the facility construction in the constructive sense is done exclusively on the portal for electronic submission of requests for construction or by clicking



Price list of the Confirmation of the receipt of the facility completion statement in a constructive sense	Amount	Account
Republic administrative fee	330.00	840-742221843-57
Charge for Central Records of Unified Procedures	500.00	840-29770845-52
Municipal fee for issuing the Confirmation of the receipt of the facility completion statement – residential buildings	1,020.00	840-742351843-94
Municipal fee for issuing the Confirmation of the receipt of the facility completion statement – business premises	1,700.00	840-742351843-94
RAF for category A facilities	1,460.00	840-742221843-57
RAF for category B facilities	2,910.00	840-742221843-57
RAF for category V facilities	3,880.00	840-742221843-57
RAF for category G facilities	3,880.00	840-742221843-57

➤ Approval for the technical documentation regarding the fire protection measure

- Main fire protection project
- Performance Project

<b>Price list of the Confirmation of the approval for the technical documentation regarding the fire protection measure</b>	<b>Amount</b>	<b>Account</b>
Republic administrative fee	310.00	840-742221843-57
Charge for Central Records of Unified Procedures	500.00	840-29770845-52

➤ **CONNECTION OF THE FACILITY TO THE INFRASTRUCTURE**

- Separated part from the project of the constructed object (if the project deviated)
- Performance project if during the construction the performance project with technical description and graphic attachments was not deviated from

The procedure for connecting the facility to the utility and other infrastructure is initiated by submitting a request to the competent authority through the CIS.

The request shall be accompanied by a separate from the project of the constructed facility if it deviated from the project, or from the performance project if during construction it did not deviate from the performance project with technical description and graphic attachments, which shows the subject connection and synchronous plan of all connections

<b>Price list</b>		
Republic administrative fee for a request	330.00	840-742221843-57
Charge for CRUP	500.00	840-29770845-52
Municipal fee for issuing the Confirmation of the receipt of the foundation completion statement – residential buildings	1,020.00	840-742351843-94
Municipal fee for issuing the Confirmation of the receipt of the foundation completion statement – business premises	1,700.00	840-742351843-94

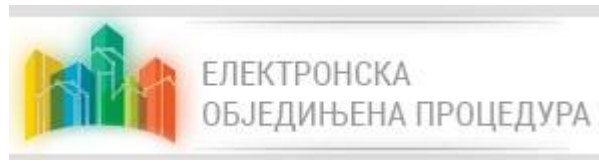
## **6. USAGE PERMIT**

A usage permit is an act confirming that a facility is suitable for usage. Facilities that are built on the basis of a construction permit can be used only after obtaining a usage permit.

The body responsible for issuing the construction permit shall issue a decision on the usage permit, within 5 (five) working days from the day of submitting the request for issuing the usage permit.

### Procedure for issuing a usage permit

The request for the issuance of a usage permit is submitted through the portal for electronic submission of requests:



<b>Price list</b>	<b>Amount</b>	<b>Account</b>
Republic administrative fee	330.00	840-742221843-57
Charge for CRUP for category A and B facilities	1,000.00	840-742341843-24
Charge for CRUP for category V and G facilities	2,000.00	840-742341843-24
RAF for category A facilities	1,940	840-742221843-57
RAF for category B facilities	9,710	840-742221843-57
RAF for category V facilities	19,420	840-742221843-57
RAF for category G facilities	19,420	840-742221843-57

Along with the request the following must be enclosed:

- the performance project if the construction permit has not been deviated from
- the project of constructed facility (if the construction permit has not been deviated from);
- a report of the technical inspection commission which determines that the facility is suitable for use with a proposal for the issuance of a usage permit;
- certificate of energy properties of the facility, if the obligation to obtain that certificate is prescribed for the facility (energy passport);
- study on geodetic works for the constructed facility and special parts;
- study on geodetic works for underground installations
- proof of payment of administrative fees and charges;

If the construction permit was issued for several construction plots, with the obligation of the investor to merge those plots before issuing the usage permit, the Division checks ex officio whether the change was made at Republic Geodetic Authority, Service for Real Estate Cadastre. The Division makes a decision on the usage permit within 5 working days from the day of receipt of the request.

- Performance Project if the construction permit has not been deviated

It is made on the basis of a project for a construction permit, i.e. a conceptual design for the reconstruction of a facility.

- Project of the constructed facility (if the construction permit has been deviated from)

It is made in cases when there was a deviation from the construction permit and the technical documentation on the basis of which it was issued.

Projects are construed by a company in the appropriate register for the creating of technical documentation

- report of the commission for technical inspection which determines that the facility is suitable for use with a proposal for the issuance of a usage permit

This report determines that the facility is suitable for use, with a proposal for the issuance of a usage permit. The technical inspection of the facilities is performed by a commission or a company, i.e. another legal entity to which the investor entrusts the performance of these activities and which is entered in the appropriate register for the performance of these activities.

The certificate for category A facilities is issued by a person who meets the requirements prescribed by law for the responsible designer, i.e. the responsible contractor for that type of facility

Estimated value of the facility (in RSD)	Price of technical inspection
up to 6,000,000.00	1%
from 8,500,000- to 35,000,000	0.8% - 0.5%
from 35,000,000- to 400,000,000	0.7% - 0.2%
over 400,000,000	0.1%
When it is not possible to determine the estimated value of the facility	
Quadrature	Price
up to 100 m <sup>2</sup>	9,000.00
over 100 m <sup>2</sup>	15,000.00
<b>Note : Prices are approximate!</b>	

- Certificate of energy performance of the facility, if the facility is required to obtain that certificate (energy passport)

Energy passport is issued by a company or other legal entity that has a decision on meeting the conditions (license) for issuing an energy passport

- Study on geodetic works for the constructed object and special parts

The study on geodetic works is prepared by an authorized geodetic bureau.

- Study on geodetic works for underground installations

The study on geodetic works is created by an authorized geodetic bureau.

- Registration of property right to the facility

Within five working days after the issued usage permit entering into force, the competent authority ex officio submits to the body responsible for state survey and cadastre, i.e. the Republic Geodetic Authority, the usage permit, study on geodetic works for the constructed facility and special parts of the facility, as well as study on geodetic works for underground installations.

The Republic Geodetic Authority issues a decision on the house number and registers the ownership rights to the facility, i.e. special parts of the facility, and notifies the investor and the competent administrative body within seven days of submitting the usage permit, and within 30 days carries out registration in pipeline cadastre.

Entry in the real estate cadastre database	The amount of the fee	Account
Registration of the right owner to the facility	5,740.00	840-742323843-92
Determining the house number and marking the building with the house number	2,810.00	840-742323843-92