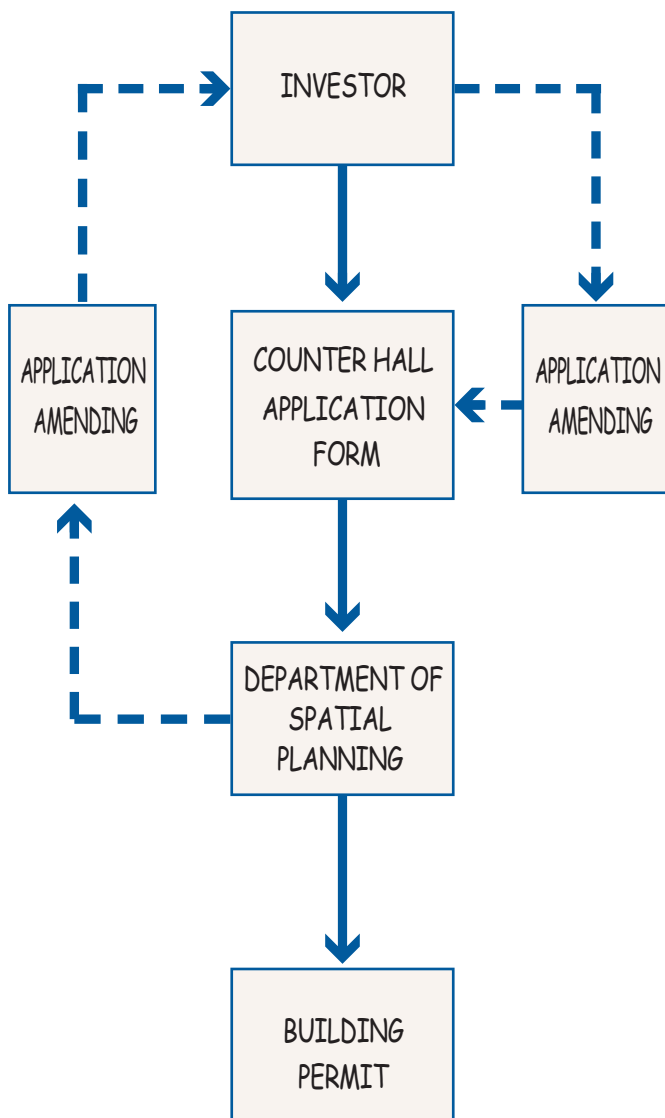


FLOWCHART OF THE PROCEDURE FOR
ISSUANCE OF BUILDING PERMITS



THE CITY OF BIJELJINA

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It's time for **Bijeljina**



A GUIDE TO THE PROCEDURE
FOR ISSUANCE OF BUILDING PERMITS
IN THE CITY OF BIJELJINA



THE AUTHORITY RESPONSIBLE FOR ISSUING BUILDING PERMITS

Department of Spatial Planning of the Bijeljina City Administration

THE PROCEDURE FOR ISSUANCE OF BUILDING PERMITS

The procedure for issuance of building permits under the Law on Spatial Planning and Construction shall be initiated with a written application by the investor.

The application shall be accompanied by:

- ☐ Location approval;
- ☐ Proof on solved property relations;
- ☐ Report on the Review of Technical Documentation.

The investor shall also submit the contract on concession or public-private partnership, if those required for the building project. In the event that the main project design is created in accordance with the legislation of another country, the investor shall enclose the certificate of verification of the project.

Should this be required or regulated by other legislation, the application for building permit shall also be accompanied by an environmental permit, i.e. the approval of the relevant environmental impact study.

For individual residential or combined residential and office units of under 400 square metres gross building space, not-

withstanding complex structures as defined by the Law, that are built in an area subject to adopted executive spatial planning documentation or in a non-urban area, the investor shall not submit the location approval but the urban planning approval. As proof of solved property relations, the investor shall submit the public Registry record of immovable property, or a contract or a decision of the competent authority that may serve as legal grounds for the investor to obtain ownership rights or construction rights, or a contract on joint construction concluded with the owner of the land or of the immovable property.

In the event that the construction land is owned by more than one person, the investor shall be obliged to submit a public Registry record of immovable property and the contract regulating the relations between the investor and the co-owners.

Upon the receipt of the application, the administrative authority responsible for construction-related matters at the local government level shall verify that the application is accompanied by all required documentation.

Should the application be incomplete or have shortcomings of formal nature, the competent authority shall bring this to the investor's attention and invite the investor to remedy the shortcomings and complete the application within a reasonable timeframe or otherwise the application shall be rejected.

Upon the receipt of the application and before issuing the building permit, the competent authority shall request of the investor to submit an administrative decision determining the fee for the regulation of urban construction land and rent, as well as proof that the fee has been duly paid. In the event that the payment of the fee liability has been otherwise arranged with the relevant local government unit, the investor shall provide the contract to that effect.

THE DEADLINES FOR ISSUANCE, CONTENTS AND VALIDITY OF BUILDING PERMITS

The competent authority shall pass a decision on the issuance of a building permit within fifteen (15) days as of the date of receipt of a complete application.

The building permit shall be valid for a period of three (3) years as of the date of its enforcement.

The investor shall be obliged to report the start of construction works to the competent urban-planning and construction inspectorate no later than eight (8) days before the start of the works.

The building permit shall include the information on the investor; the structure for which it is issued; the purpose, size and number of floors of the structure; lot identification; name of the main project design and the licensed legal entity that had created the main project design, including the name of the lead designer; the Report on the Review of Technical Documentation; a statement confirming that the main project design has been verified and forms an integral part of the building permit; signature and stamp of the authority responsible for the issuance of the building permit. The investor may submit a request for amendments and addenda to an issued building permit.

The reasons for amendments and addenda to an issued building permit include amendments and addenda to technical documentation, amendments to the main project design, changes affecting the position, purpose, construction, equipment, environmental impact, stability, functionality, dimensions and the exterior of the structure.