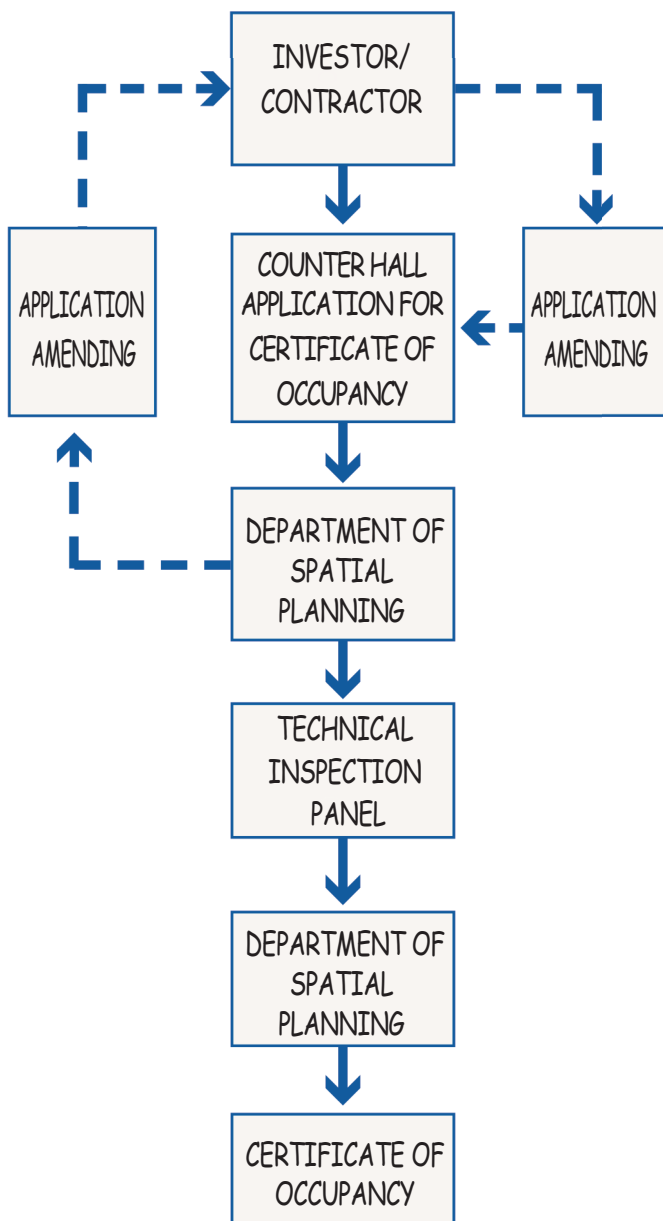


FLOWCHART OF THE PROCEDURE FOR
ISSUANCE OF CERTIFICATES OF OCCUPANCY



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A GUIDE TO THE ISSUANCE
OF CERTIFICATES OF OCCUPANCY IN THE
CITY OF BIJELJINA



THE AUTHORITY RESPONSIBLE FOR ISSUING CERTIFICATES OF OCCUPANCY

Department of Spatial Planning of the Bijeljina City Administration

THE PROCEDURE FOR ISSUANCE OF CERTIFICATES OF OCCUPANCY

A built structure may not be occupied or put to use without a certificate of occupancy issued by the competent authority upon conducting a technical site inspection.

An application for the certificate of occupancy shall be submitted to the competent authority that had issued the building permit either by the investor or owner of the structure or their legal successor, once the investor together with the supervisory body confirms that the structure or a part thereof has been built in accordance with the building permit and therefore can be used, as well as that an as-built design has been developed in the event of changes that do not require amending the building permit.

The application shall be submitted after the contractor informs the investor that the construction of the structure has been completed.

In the event that the investor, owner or their legal successor fail to submit the application for certificate of occupancy, the application may be submitted by the contractor.

The application shall be accompanied by:

- ☐ the building permit with the as-built design in two (2) copies, if prepared and certified in accordance with Article 104 of the Law on Spatial Planning and Construction;
- ☐ a certificate on the performance of a geodetic survey of the structure;

- ☐ a proof of the performance of a survey of the underground installation system,
- ☐ approval of the as-built status, when this required by specialised regulations,
- ☐ the contractor's statement of the works carried out and the conditions of maintenance of the structure are in accordance with Article 60 (2) of the Law,
- ☐ a report by the supervisory body; and
- ☐ the energy-related certificate for the building.

TECHNICAL INSPECTION OF THE STRUCTURE

A technical inspection shall seek to determine whether the works carried out comply with the building permit and the technical documentation that served as the basis for construction of the structure; and with the technical regulations and standards pertaining to particular types of works, materials, installations, equipment, devices and plants.

A technical inspection must be performed within fifteen (15) days as of the date of submission of a completed application for the issuance of certificate of occupancy.

A technical inspection shall be performed by a panel of experts established by a decision of the authority responsible for issuance of building permits (hereinafter: the Panel) within three (3) days as of the date of receipt of the complete application.

The Panel shall consist of at least three (3) members.

The investor, i.e. the owner or their legal successor, shall ensure that the participants in the construction are present during the technical inspection.

Minutes of technical inspections are kept and indicate the opinions of each member of the Panel confirming that the built structure may be used, if there are any observed shortcomings that have to be remedied before that, or that the certificate of occupancy cannot be issued. The Minutes of the performed inspection shall be signed by the Chairperson and members of the Panel.

The aforementioned Minutes shall form part of the written Report on the findings of the performed technical inspection of the structure constructed or the works carried out the Panel shall be obliged to prepare within eight (8) days as of the date of the inspection.

Should the report reveal no shortcomings or confirm that any previously determined shortcomings have been remedied, the competent authority shall issue the certificate of occupancy within eight (8) days as of the date of receipt of the Minutes.

However, should the technical inspection reveal any shortcomings that need to be remedied, the competent authority shall issue a decision instructing that the shortcomings be remedied within a specified deadline.

Once the shortcomings remedied, the applicant shall inform the competent authority of this and submit proof thereof.

Once all the shortcomings remedied, the competent authority shall issue the certificate of occupancy within eight (8) days as of the date of the technical inspection.

In the event that it is observed that the identified shortcomings have not been remedied even over the new deadline, the competent authority should issue a decision rejecting the application for the certificate of occupancy and inform the competent urban-construction inspectorate of this.

Should a technical inspection reveal that certain shortcomings on the structure cannot be remedied or that there are irreparable risks for the stability of the structure, human lives or health, the environment, traffic or the adjacent buildings, the competent authority shall refuse the application for the issuance of certificate of occupancy and pass a decision on the removal of the structure.

The Report on the technical inspection shall form an integral part of the structure's certificate of occupancy.