

CITY OF ZVORNIK
ADMINISTRATION



GRAD
ZVORNIK

A GUIDE FOR INVESTOR

INSTRUCTIONS ON ACTIONS TO BE TAKEN IN ORDER TO OBTAIN
SITE CONDITIONS, BUILDING PERMIT AND USE PERMIT FROM
THE COMPETENT AUTHORITY

I PREVIOUS ACTIONS

1. PROPERTY ISSUE

Prior to the purchase of a real estate, an investor should check with the Republic Administration for Geodetic and Property-Legal Affairs Banja Luka, Regional Unit Zvornik, whether the property issue have been resolved.

Resolved property issue imply that a natural or legal person is the owner and possessor of the real estate with a share of 1/1, and that there are no registered liens (mortgages) on the real estate.

The fact that the property issue have been resolved and that there are no registered liens or encumbrances of another type is proved with the following documentation:

- a land registry excerpt for the location in question (the specified document must state that a certain person is the owner of real estate with a share of 1/1),
- title deed for the location in question (the specified document must state that a certain person is the possessor of real estate with a share of 1/1) and
- a certificate on the identification of the parcels (proves that the certain parcel entered in the land register excerpt corresponds to the parcel entered in the title deed, eg that the parcel marked by the new operetta as cp no. 32 corresponds to cadastral parcel no. 65 entered in the land register excerpt) or
- a list of real estates if a real estate cadastre has been established for the cadastral municipality in whose territory the land is located.

The area of the real estate registered in the land registry excerpt and entered in the title deed must be uniform (eg. the area of the parcel entered in the land register excerpt is 200 m², and the area of the corresponding parcel entered in the title deed is 200 m²).

NOTE:

Resolved property issue is one of the conditions for issuing a Building Permit. If the property issue is not resolved, a Building Permit can not be issued.

2. INSIGHT INTO SPATIAL PLANNING DOCUMENTATION

Before the purchase of a real estate, an investor should access to the spatial planning documentation for the location in question in order to obtain information on what can be built at the location.

The Law on Spatial Planning and Construction stipulates that the interested person has the right to check the fact whether construction is allowed at the location where the facility would be built at before submitting the request to the competent authority for issuing location conditions for construction of the facility.

If construction is allowed, the investor should check which type of facility can be built, what are the vertical and horizontal dimensions of the facility and what shape and area is the construction plot and which construction coefficient is determined by the planning documentation for the location in question.

The body to be addressed is City Administration, Department of Physical Planning.

It is necessary that the investor submit a written request for the issuance of a certified excerpt/ copy from the valid planning documentation with enclosed a copy of the cadastral plan or a land registry excerpt or a title deed.

The fee for issuing excerpts from the spatial planning documentation is 0.50 KM/hectare for infrastructure facilities and 20 KM for other facilities.

If the construction of the facility is envisaged by the plan, further implementation of the procedure depends on whether the location of the construction of the facility is within the scope of a strategic spatial planning document (eg Spatial Plan, Urban Plan) or is within the scope of a implementation spatial planning document (eg regulatory plan, parcelling plan).

3. PURCHASE OF A REAL ESTATE

The contract on the sale-purchase of the real estate must be processed and certified by a Notary.

Processed and certified contract should be submitted to the Republic Administration for Geodetic and Property-Legal Affairs with the request for registration, ie for its implementation in the public records.

NOTE:

The above is very important because the property is acquired by registering the contract, and not by concluding the contract itself.

II SITE CONDITIONS

The procedure for issuing Site Conditions is defined by the provisions of the Law on Spatial Planning and Construction («Official Gazette of the Republic of Srpska», number: 40/13, 106/15, 3/16 and 84/19).

In these Law are listed facilities for which Ministry of Physical Planning, Construction and Ecology, Banja Luka issue the Site Conditions (Article 60, paragraph 2).

For issuing the Site Conditions for all other facilities is competended a local self-government unit, ie City of Zvornik, Department of Physical Planning.

1. ISSUE OF THE SITE CONDITIONS WHEN THE LOCATION IS COVERED BY THE EXECUTIVE SPATIAL PLANNING DOCUMENT

If the location of future construction is within the scope of the executive spatial planning document, the investor shall enclose the following documentation with the request for issuance of location conditions:

- **a copy of the cadastral plan** for the plot on which he wants to build the facility (the said document is issued by the Republic Administration for Geodetic and Property Affairs Banja Luka, Regional Unit Zvornik and the fee for its issuance is from 15 to 18 KM),
- **urban planning and technical requirements** on the possibility of building a facility prepared by a legal entity that has a license to prepare spatial planning documents (if the investor intends to build an individual residential building or individual residential-commercial

building with a gross construction area of up to 400 m², the urban-technical conditions can be prepared by the Department of Physical Planning or an legal entity that has a license to prepare spatial planning documents while for all other facilities, the urban-technical conditions can be prepared by an legal entity that has a license to prepare spatial planning documents with the compensation amount depend on the facility type and surface,

- **evidence on the legality** of the existing facility if it is a matter of upgrading, anex or changing the purpose of the existing facility,
- **evidence on payment of the administrative fee**, ie tax stamp in the amount of **20.00 KM** which can be purchased at the post office in the Reception Hall of the City Administration,
- **evidence on payment of the city fee on behalf of the actual costs of the procedure** in the amount of 45.00 KM to 72.00 KM depend on the facility type and the location (bank account number: 555-00602001655-29, type of income: 722521, budget organisation: 0119160).

Note: In this case, the owners of neighboring real estates are not included in the procedure and approvals on the location from the competent administrative bodies, public companies and other companies are not needed.

If the submitted request is complete, the legal deadline for issuing Site Conditions is 15 days. Department of Physical Planning usually issues Site Conditions within three days.

Site Conditions are valid until the change of the valid or adoption of a new spatial planning document

which was the basis for issuing Site Conditions.

2. ISSUE OF SITE CONDITIONS WHEN THE LOCATION IS COVERED BY THE STRATEGIC SPATIAL PLANNING DOCUMENT

If the location of future construction is within the scope of the strategic spatial planning document, the investor shall enclose the following documentation with the request for issuance of location conditions:

- **a copy of the cadastral plan** for the plot on which he wants to build the facility with the designated borders (the said document is issued by the Republic Administration for Geodetic and Property Affairs Banja Luka, Regional Unit Zvornik and the fee for its issuance is 30.00 KM),
- **urban planning and technical requirements** on the possibility of building a facility prepared by a legal entity that has a license to prepare spatial planning documents (if the investor intends to build an individual residential building or individual residential-commercial building with a gross construction area of up to 400m², the urban-technical conditions can be prepared by the Department of Physical Planning or an legal entity that has a license to prepare spatial planning documents while for all other facilities, the urban-technical conditions can be prepared by an legal entity that has a license to prepare spatial planning documents with the compensation amount depend on the facility type and surface,
- **evidence on the legality** of the existing facility if it is a matter of upgrading, anex or changing the purpose of the existing facility,

- **evidence on payment of the administrative fee**, ie tax stamp in the amount of **20.00 KM** which can be purchased at the post office in the Reception Hall of the City Administration,
- **evidence on payment of the city fee on behalf of the actual costs of the procedure** in the amount of 45.00 KM to 72.00 KM depend on the facility type and the location (the stated amount is paid to the City of Zvornik bank account number: 555-00602001655-29, type of income: 722521, budget organisation: 0119160).
- **Communal Consent** (issued by JSC «Vodovod i komunalije» Zvornik),
- **Telecommunication Consent** (issued by JSC «Telekomunikacije Republike Srpske» Banja Luka, Executive Unit Zvornik),
- **Consent of JSC «Zvornik stan»** in relation with **the gas and hotwater infrastructure** that are under their jurisdiction,
- **Consent of JSC «GAS PROMET»**, East Sarajevo **in relation with the gas installations** that are under their jurisdiction.

The Department of Physical Planning officially obtain for the investor:

- **Electrical Consent** (issued by JSC «Elektro-Bijeljina», Executive Unit Zvornik),

Whether other approvals (eg. Water Approval, Fire Approval, Road Approval, etc.) will be required, depends on the construction location, existing installations and type of facility..

Water Guidelines are needed if the location where the construction is planned is located near the watercourse, or borders on it, or is in direct contact with the protection zones of springs and the like.

Water Guidelines are issued by the Public Institution «Vode Srpske» Bijeljina on the base of the submitted request to which are attached following documents:

- copy of ID card / copy of Registration Decision,
- copy of the Cadastral Plan, Land Registry Entry / Real Estate List, Possession List,
- Urban-technical Conditions, Preliminary Design, characteristics of the building,
- evidence of ownership or right of use over the land,
- evidence of payment of the republic administrative fee in the amount of 70 KM to the giro account number 5620990000055687, type of income 722 111, budget organization 9999999. Recipient: budget of the Republic of Srpska, Banja Luka.

PE «Vode Srpske» Bijeljina is obliged to respond within 30 days from the date of receipt of the completed request.

Fire Approval is issued if the construction of facilities in which it will be used / stored flammable liquids, gas, explosives, etc.

The investor submits a request for the issuance of the Fire Approval to the Zvornik Police Administration and encloses the following documents:

- a copy of the Cadastral Plan,
- Possession Certificate / Real estate Certificate,
- Site study (technical description, situation-location sketch)
- evidence of payment of fee in the amount of 150 KM to the account of the budget of the Republic of Srpska, type of income 722511, budget organization 0712800.

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Road Guidelines are issued if the facility is building in a protective or road belt of public roads.

If the facility is building along a local road, Department of Physical Planning, within the procedure of issuing Site Conditions in case of need, officially obtains the Consent of the Department of housing-communal and traffic affairs.

If the facility is building along a regional or main road, the investor addresses the PE «Putevi Republike Srpske» Banja Luka.

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Note: In this case, the owners of neighboring real estates are included in the procedure and they give statements for the record at the Department of Physical Planning or submit statements with certified signatures to the Department of Physical Planning.

If the submitted request is complete, the legal **deadline for issuing Site Conditions** is 15 days. Department of Physical Planning usually issues Site Conditions within three days.

Site Conditions are valid until the change of the valid or adoption of a new spatial planning document which was the basis for issuing Site Conditions.

The issued Site Conditions will prescribe which

documentation the investor is obliged to submit with the Application for the issuance of a construction permit.

3. ISSUE OF THE CERTIFICATE THAT LOCATION CONDITIONS HAVE NOT BEEN CHANGED

If an investor fails to submit a Request for the issuance of a Construction Permit within one year from the date of issuance of the Site Conditions, before submitting the Request for the issuance of a Construction Permit, he is obliged to obtain Certificate that previously issued Site Conditions have not been changed.

Request for issuance of the Certificate shall be

submitted to the Department for Physical Planning along with an evidence of payment of the fee for the issuance of the certificate in the amount of 20.00 KM (the stated amount is paid to the City of Zvornik bank account number: 555-00602001655-29, type of income: 722521, budget organization: 0119160).

4. CHANGE OF SITE CONDITIONS

If the investor, after the issued Site Conditions, intends to build a facility of other purposes, other horizontal and vertical dimensions and other position on the plot, he is obliged to submit a Request for change of issued Site Conditions to the Department of Physical Planning.

The investor is obliged to enclose and an evidence of payment of the administrative fee in the amount of 20.00 KM (the stated amount is paid to the City of Zvornik bank account number: 555-00602001655-29, type of income: 722131, budget organization: 9999999).

III BUILDING PERMIT

1. ISSUE OF BUILDING PERMIT

Building Permit is issued by the Department of Physical Planning.

The investor is obliged to submit Application for issuing a Building Permit and to attach the following documents:

1. An evidence on resolved property issue

Under an evidence is considered The Land Registry Excerpt, The Title Deed and The Certificate of Identification of the Parcel or The Real Estate Certificate if the real estate cadastre has been established for the cadastral municipality in whose territory the land is located.

The Republic Administration for Geodetic and Property-Legal Affairs, Regional Unit Zvornik is commpetended for issuing these documents.

2. The Final Design in three copies (made by a legal entity that has the appropriate license)

3. The Revision of the Final Design (revision is not required for individual residential and individual residential-commercial facilities with a gross construction area of up to 200 m²; revision is made by a legal entity that has the appropriate license)

4. The Agricultural Approval

If the plot on which the construction of the facility is planned is entered in the public records as a field, meadow or pasture, The Request for a decision on Agricultural Approval shall be submitted to the Department of Economy

Culture	Land class							
	I	II	III	IV	V	VI	VII	VIII
	Land class coefficient							
	500	400	300	200	100	100	100	100
Cadastral income (KM/ha)								
Fields	102,09	90,55	78,54	63,09	47,91	33,63	16,84	12,89
Orchards	107,50	96,22	79,40	63,01	43,13	30,34	0,00	0,00
Vineyards	213,92	145,12	0,00	0,00	0,00	0,00	0,00	0,00
Meadows	75,47	59,13	43,04	30,50	18,63	0,00	0,00	0,00
Pastures	13,43	10,91	8,73	7,76	4,91	3,27	0,00	0,00
Forests	41,79	36,33	22,26	18,84	12,09	8,31	4,58	0,00
Cadastral income x Land class coefficient = Amount of the fee (KM/ha)								

and Social Affairs along with the stamp duty of 12.00 KM.

The amount of the fee for issuing of this approval is determined afterward and depends on the area of the plot and the class of land.

5. **The Fire Approval for technical documentation**

The Request for issuing The Fire Approval, along with The Final Design, The Revision of the Final Design and The Site Conditions, is submitted to the Police Administration Zvornik.

The fee for issuing of this approval ranges from 50,00 KM to 290,00 KM, depending on the type of facility. It is paid to the budget of the Republic of Srpska, to the account number 555-000-08053684-17.

6. **The Electricity Approval for technical documentation**

The Request for issuing The Fire Approval, along with The Final Design, The Revision of the Final Design and The Site Conditions, is submitted to the „Elekto-Bijeljina“, Executive Unit Zvornik.

Fee for issuing of this approval ranges from 35,10 KM to 117,00 KM, depending on the type of the facility and the number of measuring points. It is paid to the account number: 555-001-00004000-94, reference number: U03800147.

7. **The Telecommunication Approval**

This approval is needed only if it is a matter of construction of a facility within the scope of an implementation spatial planning document.

The Request for issuing The Telecommunication Approval, along with the copy of the cadastral plan, the situational location sketch and The Site Conditions, is submitted to JSC «Telekomunikacije Republike Srpska», Banja Luka, Executive Unit Zvornik.

There is no fee for issuing Telecommunication Approval.

8. **The Communal Approval**

The Request for issuing The Communal Approval is submitted to JSC «Vodovod i komunalije» Zvornik.

The Request is accompanied by The Final project, The Final Design, The Revision of the Final Design and The Site Conditions.

The fee for issuing this approval is 58.50 KM and is paid to one of the following account numbers: 562-009-00002480-83,
555-006-00000732-50,
552-020-00010246-64,
551028-00007184-46,
571-100-00000215-53,
554-012-00000021-61,
161-000-01254300-32.

9. **Decision on the calculation of amount of fee for urban construction land development and fee for rent**

Amount of fee for urban construction land development and fee for rent is calculated only if the investor intend to build the facility on urban construction land. Whether the location where the construction is planned is within the scope of the urban construction land can be checked in the Department of Physical Planning and on the official website of the City

Administration of the City of Zvornik (<https://gradzvornik.org/propisi/>).

The Request for issuing Decision on the calculation of amount of fee for urban construction land development and fee for rent is submitted to the Department of Housing and Communal Affairs and Traffic Affairs.

The following documents is attached to the Request:

- a) The Site Conditions,
- b) The Final Design,
- c) The Revision of the Final Design,
- d) Evidence on legality of the existing facility if there is a facility on the site of future construction (building permit, use permit or decision on legality),
- e) The Agricultural Approval (if it is issued),
- f) Evidence on payment of the fee for issuing the Decision in the amount of 25.00 KM on the City of Zvornik bank account (bank account number: 555-006-02001655-29, type of income: 722521, budget organization: 0119160).

The amount of fee for urban construction land development depends on:

- a) useful area of the facility to be built (determined by inspection The Final Design) and
- b) infrastructure that exists on the site and near the site of future construction.

The fee for urban construction land development is from 17.00 KM / m² (when there are only road connections on the plot) to 70.83 KM / m² (when there are all infrastructure connections

on the plot) of the usable area of the building.

The amount of fee for rent depends on:

- a) useful area of the facility to be built (determined by inspection The Final Design),
- b) average final construction price of one square meter of usable area of residential or business facility in the area of the City of Zvornik (for 2019. it is 706 KM) and
- c) a zone of the urban construction land in which is the site of future construction.

Zone	% of average final construction price	Fee for rent (KM/m ²)
I	6	42.36
II	5	35.30
III	4	28.24
IV	3	21.18
V	2	14.12
VI	1	7.06

Fee for rent for the construction of production and similar facilities is reduced by 1% in first five zones of urban construction land, and by 0.5% in the sixth zone of urban construction land.

Fee for rent is reduced by the amount paid for issuing The Agricultural Approval.

Fee for urban construction land development and fee for rent are reduced for the useful area of the legal existing building on the site of future construction.

All of that means that it is not possible to determine the exact amount of fee for urban construction land development and fee for rent without conducting an administrative procedure.

Without the payment of the determined amounts of this fees the investor cannot obtain a Building Permit.

The investor may conclude a Contract with the City of Zvornik on the deferred payment of determined amounts of this fees on for a period of up to ten years. The Contract must be secured by a bank guarantee. The Contract is considered as an evidence on payment of determined amount of fees and on the basis of the same, a Building Permit can be issued.

10. **Geomechanical study** (for all buildings over 400 m² of gross construction area and whose height exceeds 15 m)
11. **Evidence on payment of the fee for rent and fee for urban construction land development.**
12. **Evidence of payment of administrative fee** (fee is 0.1% of the estimated value of the facility determined by the technical documentation)
13. **Evidence of payment of the fee for financing the cadastre** (the fee is 0.3% of the value of construction works determined by the technical documentation)

Whether other consents and permits will be required (eg Water Consent, Environmental Permit, Road Consent, etc.) depends on the location of the construction site, existing installations and the purpose of the facility.

Water Consent is required if the location where the construction is planned is located near the watercourse, or borders it, or is in direct contact with the protection zones of the source.

The Water Consent is issued by the PI «Vode Srpske» Bijeljina on the base of the submitted request with attached following documents:

- a copy of the identity card / copy of the Registration Decision,
- Copy of cadastral plan, Land Register entry / Real estate list, Title deed,
- Location conditions,
- Technical documentation (main or detailed design),
- Evidence of payment of the Republic administrative fee in the amount of 150 KM to the bank account number 562099000055687, type of income 722 111, budget organization 9999999. Recipient: budget of the Republic of Srpska, Banja Luka.

The request with these documents can be submitted in person or sent by mail to the address of the PI «VODE SRPSKE» Bijeljina, Miloša Obilića 51, Bijeljina. This authority is obliged to respond within 30 days from the day of receipt of the completed request.

Road Consent ie Consent for construction/extension of facilities, Consent for location and construction of connection to the magistral or regional road and Consent for location and construction of parking spaces, is issued by PE „Putevi Republike Srpske“ Banja Luka. The investor submits the request and documentation prescribed by the Rulebook on the manner of connection to the public road (Official Gazette of the Republic of Srpska, No. 98/15) for each type of facility separately.

The fee for issuing these consentss is calculated in accordance with the Decree on the amount of the fee for connection to the public road and construction of facilities in the road and road protection zone (Official Gazette of Republika Srpska, No. 93/15) and is paid to the bank account of PE „Putevi Republike Srpske“ number 555-00700063600-62 with reference to the number assigned to the submitted application.

Whether a **Preliminary Environmental Impact Assessment** and/or **Environmental Study** will be carried out and an **Environmental Permit** will be obtained, depend on the purpose and capacity of the facility under construction. All this is specified in the Ordinance on projects for which environmental impact assessment is conducted and the criteria for deciding on the need and scope of environmental impact assessment and in the Ordinance on plants that can be built and put into operation only if they have an Environmental permit („Official Gazette of the Republika Srpska“, number: 124/12).

Preliminary Environmental Impact Assessment and/or Environmental Impact Study, may be prepared only by legal entities licensed to perform activities in the field of environmental protection (the list is available at <https://www.vladars.net/sr-SP-Cyrl/Vlada/Ministarstva/mgr/Servisi/Pages/default.aspx>).

The Environmental Permit is issued by the City of Zvornik, ie the Department of housing, communal and traffic affairs or the Ministry of Physical Planning, Construction and Ecology of the Republic of Srpska. Which body will be competent, again depends on the purpose and capacity of the facility under construction.

The investor need to submit the Request for the issuance of an environmental permit on the prescribed form and to attach the following documents:

- a) Evidence for the Request for the issuance of an environmental permit defined by Article 85 of the Law on Environmental Protection («Official Gazette of the Republic of Srpska», number: 71/12, 79/15 and 70/20) and prepared by a legal entity licensed to perform activities in the field of environmental protection in two original printed and one electronic copy,
- b) a copy of the Registration Decision,
- c) a copy of the Location Terms and
- d) evidence of payment of the administrative fee.

If the Environmental Permit is issued by the City of Zvornik, ie the Department of housing, communal and traffic affairs, the investor need to pay the administrative fee in the amount of 40.00 KM (on giro account number: 5550060200165529, type of income 722131, municipality 119, budget organization 9999999, recipient: Budget of the City of Zvornik) or to buy the stamp in the same amount (in the post office in the Reception Hall of the City Administration).

If the Environmental Permit is issued by the relevant Ministry, the investor need to pay the administrative fee in the amount of 150.00 KM (on giro account number: 5620990000055687, type of income 722111, municipality 002, budget user 9999999, reference number 000000000, recipient: Public revenues of RS).

The deadline for issuing the Environmental Permit is 60 days from the moment of submitting the complete Request. The Request goes on public insight for 30 days. If there are no objections, the Environmental permit may be issued immediately upon the end of the public insight.

The Environmental Permit is valid for five years. The Request for revision of the Environmental Permit must be submitted no later than three months before the expiration of the Environmental Permit validity period.

Although the legal **deadline for issuing a Building Permit** is 15 days from the date when the Application is fully completed, Department of Physical Planning issues a Building Permit within three days.

The Building Permit will come out of effect if works fail to start within three years from the date when it came into effect.

2. CHANGE OF BUILDING PERMIT

The investor is obliged to submit a Request for change of the Building Permit if he intends to make changes in The Final Design or during construction in relation to The Final Design and The Building Permit affecting on position, purpose, construction, equipment, environmental protection or stability, functionality, dimensions, ie external appearance of the facility.

If changes relate to the position, purpose, environmental protection or stability, functionality, dimensions and external appearance of the facility, the investor is previously issued an Decision on change of The Site Conditions, provided that these changes can be harmonized with the spatial planning document based on which The Site Conditions have been issued.

If the investor wants to make changes during the construction in relation to The Building Permit or The Final Design, he is obliged to suspend the works until obtaining Decision on changes of the Building Permit.

3. DEMOLITION APPROVAL

If on the construction site there are legally constructed facilities that need to be demolished, the

investor is obliged to address the Department of Physical Planning with a Request for the issuance of a approval for the removal of the facilities.

The request is accompanied by the following documentation:

1. evidence of ownership,
2. Project for removal of the facility, except for auxiliary buildings, individual residential buildings, individual residential-business and business buildings with a gross construction area of up to 400 m², if they are not complex buildings,
3. evidence of payment of the fee in the amount of 50.00 KM to the bank account of the City of Zvornik, number: 555-00602001655-29, type of income: 722521, budget organization: 0119160.

If the removal of the building may endanger the public interest (endangerment of cultural monuments, communal and other installations), the consent of the competent authorities is required. Department of Physical Planning officially obtains these consents for the investor.

The Project for removal should contain blueprints, a technical description of the removal of the facility, the method of construction waste disposal and landscaping, and the technology of removal of the facility.

Demolition Approval is not required for temporary prefabricated buildings and for buildings that do not require a building permit (auxiliary buildings, canopies, greenhouses, cantilever awnings, billboards and the like.

Although the legal deadline for issuing of Demolition Approval is 15 days from the day of submitting the request with complete documentation,

the Department of Physical Planning issues Demolition Approval within three days.

4. THE STAKING OF THE FACILITY

After the Building Permit becomes final and enforceable, and before the start of construction, the investor is obliged to submit a Request to the Department of Physical Planning for staking the facility.

The Request is accompanied by the following documentation:

1. The Site Conditions,
2. The Site-location Sketch,
3. The Building Permit,
4. Technical documentation for inspection,
5. Geodetic survey,
6. Evidence of payment of the fee in the amount of 50,00 KM on the City of Zvornik bank account (bank account number: 555-00602001655-29, type of income: 722521, budget organization: 0119160).

After the on-site inspection, the Department of Physical Planning shall prepare a Report on the staking of the facility.

5. REGISTRATION OF CONSTRUCTION SITE

After staking the facility, the investor is obliged to register the construction site to the Department of inspection no later than seven days before the beginning of construction works.

The Application for registration of construction site is accompanied by the following documentation:

- Building Permit,

- Report on the staking of the facility
- A Contract on supervision,
- A Construction Contract.

After registration of the construction site, the investor can start construction of the facility.

5. PERFORMANCE OF WORKS

Works on the construction of the facility (except on the construction of individual residential and individual residential-commercial buildings with a gross construction area of up to 200 m²) are performed by legal entities that have the appropriate license issued by the Ministry of Physical Planning, Construction and Ecology.

The contractor is obliged to register the construction site in accordance with the regulations on occupational safety to the labor inspection no later than seven days before the start of works.

The obligation of the contractor is to have on the construction site:

1. the building license,
2. the decision on the appointment of a responsible person on the construction site,
3. the contract on engagement of the supervisory body,
4. an appropriate license for professional supervision,
5. a construction contract,
6. the Building Permit,
7. the Final Design,
8. the Construction Log Book,
9. the Book of inspections,
10. the documentation on examination of installed material, products and equipment according

- to the test program from the project,
11. the record on staking the facility,
 12. the record on the inspection of the foundations laid,
 13. a construction site organization scheme and
 14. the construction book for facilities that require the keeping of a construction book.

The contractor is responsible for the quality of works and is obliged to point out to the investor and designer any errors in the project and request them to eliminate the errors, and if they do not eliminate the errors, report it to the urban-construction inspection and suspend the works until the final decision.

The contractor is obliged to take measures so that the safety of facilities, life and health of persons, traffic, neighboring facilities and the environment are not endangered during the execution of works on the construction site.

6. INSPECTION OF THE FOUNDATIONS LAID

After starting the construction of the facility (performed works on excavation and foundation of the facility), the investor is obliged to submit a Request to the Department of Physical Planning to check whether the excavation and foundations of the facility were performed in accordance with the Record on staking the facility.

The investor is obliged to enclose evidence of payment of the fee in the amount of 20.00 KM to the City bank account, number: 555-00602001655-29, type of income 722521, budget organization 0119160.

After the performed inspection, the Department of Physical Planning will prepare a Report.

IV USE PERMIT

1. ISSUE OF USE PERMIT

Use Permit is issued by the Department of Physical Planning.

The investor is obliged to submit Application for issuing of Use Permit and to attach the following documents:

1. The Building Permit
2. The Final Design on the basis of which Building Permit was issued and the works on the construction of the facility were performed,
3. The Design of Constructed Condition in two copies (if during the execution of works were made changes in The Final Design which are in accordance with Building Permit),
4. The Certificate on the performed geodetic survey of the facility (issued by the Republic Administration for Geodetic and Property-Legal Affairs on the basis of the survey of the constructed condition of the facility)
5. The Fire Approval on the performed fire protection measures (the Request along with The Final Design, The Site Conditions and The Revision of the Final Design, is submitted to the Police Administration Zvornik and is charged with a fee from 70.00 KM to 290.00 KM, depending on the type of facility),
6. Expert finding on inspection and testing of electric power installations (made by an authorized legal entity),
7. Energy certificate of the facility (issued by the Environmental Protection Fund on the base of the Report of the authorized legal entity

- engaged by the investor),
8. Certificate that the obligation based on the connection of the facility to the public water supply has been settled (the Request along with The Building Permit, is submitted to JSC «Vodovod i komunalije» Zvornik and is not charged),
 9. Statements of the contractor,
 10. Statements of supervisory body,
 11. Evidence on payment of administrative fee in the amount of 50.00 KM for auxiliary, individual residential and individual residential-commercial buildings with a gross construction area of up to 400 m2 and 100.00 KM for other buildings to the City bank account, number: 555-00602001655-29, type of income 722521, budget organization 0119160.
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If for the facility for which it is necessary to issue a use permit, are previously obtained Water Guidelines in the procedure of issuing Site Conditions and Water Consent in the procedure of issuing Building Permit, it is necessary to obtain a Water Permit in the procedure of issuing Use Permit.

The Water Permit is issued by the PI «Vode Srpske» Bijeljina. Request and the following documentation need to be submitted:

- copy of ID card / copy of registration decision,
- Building or Use Permit (existing facility),
- documentation confirming the fulfillment of the conditions from the issued Water Consent as well as the general conditions in accordance with the laws and bylaws,
- other documentation at the request of the PI «VODE SRPSKE» Bijeljina,
- evidence of payment of the republic administrative fee in the amount of 250 KM to the bank account number 5620990000055687, type of income 722 111, budget organization 9999999. Recipient: budget of the Republic of Srpska, Banja Luka.

PI «Vode Srpske» Bijeljina is obliged to respond within 30 days from the day of receipt of the completed request.

If for the facility for which it is necessary to issue a use permit, are previously obtained Road Guidelines in the procedure of issuing Site Conditions and Road Consent in the procedure of issuing a Building Permit, it is necessary to obtain and a Road Permit in the procedure of issuing a Use Permit.

The Road Permit is issued by the PE «Putevi Republike Srpske» Banja Luka in accordance with the Rulebook on the manner of connection to the public road (Official Gazette of the Republic of Srpska, No. 98/15) and the Decree on the fee for connection to the public road and construction of facilities in the road and protection zone times (Official Gazette of the Republika Srpska, No. 93/15).

2. TECHNICAL INSPECTION

Technical Inspection of the facility must be performed no later than 15 days from the date of submission of a complete Application for the issuance of a use permit.

The Technical Inspection is performed by an expert commission formed by a decision of the Department of Physical Planning, within three days from the day of receipt of the complete Application.

The Technical Inspection can also be entrusted to a legal entity.

The investor is obliged to ensure the presence of participants in the construction at The Technical Inspection and to submit the following documentation to the Commission:

1. The Building Permit,
2. Evidence on the quality of performed works,
3. Documentation on the performed tests and test results of the load-bearing capacity of the structure, if special regulations require testing,
4. Construction Log,
5. Construction Book, for those facilities for which the obligation to keep it has been agreed,
6. Inspection Book and other documentation.

Within eight days from the day of the Technical Inspection, the Commission is obliged to make a Report on the performed Technical Inspection in a written form in which it will give an expert opinion on whether the facility that was the subject of the inspection can be used, whether there are shortcomings to be remedied or whether the

facility should be demolished due to defects that cannot be remedied.

The fee for the work of the Commission is borne by the investor. The amount of the fee depends on the type and gross area of the facility.

Type of facilities	Amount of fee per member (KM)	
	min	max
Individual residential facilities	50,00	200,00
Individual residential and commercial facilities	60,00	250,00
Multi-family residential and commercial facilities	15,00 per flat	
	25,00 per premises	
Economically facilities	40,00	150,00
Business facilities	60,00	350,00
Economic facilities	80,00	300,00
Warehouse facilities and open canopies	50,00	200,00
Temporary facilities	50,00	70,00
Substations and transmission lines	100,00	300,00
Gas stations	200,00	350,00
Gas stations	150,00 per unit	
Infrastructure facilities	from 0.8 ‰ to 1 ‰ of the object value	

3. MAKING A DECISION

The Decision on the issuance of a Use Permit is made by the Department of Physical Planning if the Commission that performed the Technical Inspection of the facility, in its report gave an expert opinion that the facility can be used.

V REGISTRATION OF THE FACILITY

After the issuance of the Use permit, the investor should address the Republic Administration for Geodetic and Property-Legal Affairs Banja Luka, Regional Unit Zvornik, with a request for registration of the constructed facility in the public records.

NOTE: During the entire procedure, the investor can obtain information on the status of the Application for a building permit by phone number 387(0)56/232-247, by e-mail: prostorno@gradzvornik.org or in person at the Department of Physical Planning in the office number 62, contact person Danilo Zekić, independent expert associate for administrative and legal affairs.

VI CONTACT INFORMATIONS OF THE COMPETENT AUTHORITIES

COMPETENT AUTHORITY	ADRESS	TELEPHONE	E- MAIL/WEB
Department of economy and social affairs	Svetog Save 124, 75400 Zvornik	387(0)56/232-236	privreda@gradzvornik.org darko.stefanovic@gradzvornik.org www.gradzvornik.org
Department of physical planning	Svetog Save 124, 75400 Zvornik	387(0)56/232-248	prostorno@gradzvornik.org bosko.kojic@gradzvornik.org www.gradzvornik.org
Department of housing-communal affairs and traffic affairs	Svetog Save 124, 75400 Zvornik	387(0)56/232-238	stambeno.komunalno@gradzvornik.org branko.jasic@gradzvornik.org www.gradzvornik.org
Inspection Department	Svetog Save 124, 75400 Zvornik	387(0)56/490-363	inspekcije@gradzvornik.org fahir.ferhatbegovic@gradzvornik.org www.gradzvornik.org
JSC "Telekomunikacije Republike Srpske", Executive Unit Zvornik	Svetog Save bb, 75400 Zvornik	387(0)56/231-360	zvornik@mtel.ba www.mtel.ba

JSC „Vodovod i komunalije“, Zvornik	Karakaj 146/A, 75400 Zvornik	387(0)56/212-020	vodovodikomunalije@teol.net
JSC „Elektro-Bijeljina“, Executive Unit Zvornik	Karakaj bb, 75400 Zvornik	387(0)56/263-120	zvornik@elektrobijeljina.com www.elektrobijeljina.com
JSC „Zvornik stan“	Svetog Save Z-16 75400 Zvornik	387(0)56/210-323	zvornikstan@yahoo.com
JSC „Gas promet“ Pale	Boška Jugovica 18, 71420 Pale	387(0)57/226-551	gas-promet@paleol.net www.gaspromet.com
PI „Vode Srpske“ Bijeljina	Milosa Obilica 51, 76 300 Bijeljina	387(0)55/201-784	bijeljina@voders.org www.voders.org
PE „Putevi Republike Srpske“ Banja Luka	Trg Republike Srpske 8, 78000 Banja Luka	387(0)51/334-500	info@putevirs.com www.putevirs.com
Republic Administration for Geodetic and Property-Legal Affairs, Regional Unit Zvornik	Patrijarha Pavla 1, 75400 Zvornik	387(0)56/210-089	katzvornik@rgurs.org www.rgurs.org
Notary Chamber of the Republic of Srpska	Aleja Svetog Save 57, 78000 Banja Luka	387(0)51/321-620	notarskakomorars@blic.net www.notarrs.com/imenik/imenik.html
Ministry of the Interior – Police Administration Zvornik	Svetog Save 126, 75400 Zvornik	387(0)56/233-100	portparolpu.zv@mup.vladars.net https://mup.vladars.net/
Ministry of Physical Planning, Civil Engineering and Ecology of the RS	Trg Republike Srpske 1, 78000 Banja Luka	387(0)51/339-520	kabinetministra@mgr.vladars.net www.vladars.net/eng/vlada/ministries/MSP-CEE
Fund for Environmental Protection and Energy Efficiency of the RS	Kralja Alfonsa XIII broj 21, 78000 Banja Luka	387(0)51/231-340	info@ekofundrs.org http://ekofondrs.org/



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