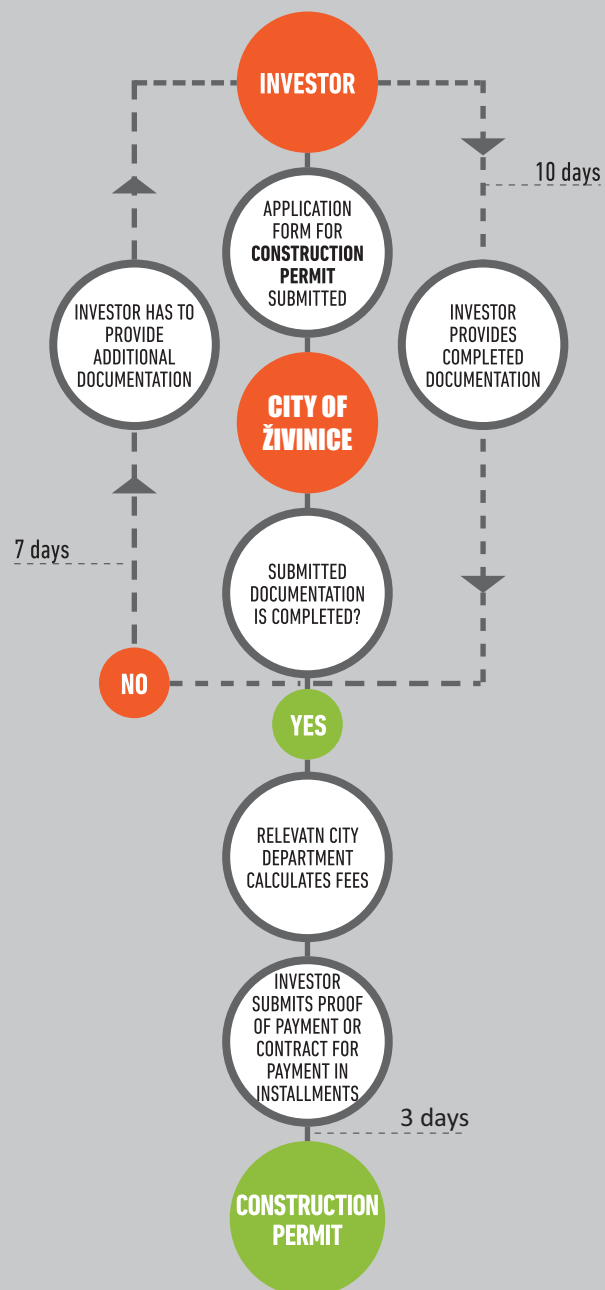


## STEP BY STEP PROCEDURE FOR CONSTRUCTION PERMIT



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**CITY OF ŽIVINICE**

Department for urban planning, utilities,  
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All information regarding obtaining permits and  
the current status of the object can be obtained in  
the **CENTER FOR PERMITS** (ground floor) or via email

CITY OF ŽIVINICE



Guide for issuance of

# CONSTRUCTION PERMIT



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## CONSTRUCTION PERMIT

Investor can start construction of a new object and reconstruction of existing objects, as well as other interventions on the construction site, exclusively based on construction permit, which is issued by Department for urban planning, utilities, geodetic works, property and legal affairs of City of Živinice.

Construction permit is issued for construction of the entire building or part of the building, which makes one technical entity.

## PROCEDURE FOR ISSUANCE OF CONSTRUCTION PERMIT

1. Procedure of issuance of construction permit is initiated when investor submits request for construction permit on protocol of City of Živinice with the following documents:
  - Information of location or urban permit
  - Cadastre excerpt for the land plot where the structure is built, issued on the name of the investor
  - Evidence of the right to build on the land (land book registry excerpt, the statement on the basis of which an investor acquired the right to build or decision of the competent authority on the basis of which an investor acquired right to construct or the right to use, the partnership agreement signed with the owner of land or real estate, written and certified approval for the planned construction of all co-owners of the property, written and notarized consent of the owner of the property over which the infrastructure facility passes
  - Two copies of the main design in analog format and one copy in digital format on an electronic medium
  - Report in writing on the technical review of the main design
  - Permits, approvals and consents acquired in the procedure for issuance of location information either urban permit
  - Studies on research works if the data contained therein were used for drafting the main design, as well as technology study, if required
  - Payment proof of administrative fee

- Other attachments as determined by special laws

**All documentation attached to the request has to be in a original form or verified copy.**

2. Upon reception of request department for urban planing, utilities, geodetic works, property and legal affairs of City of Živinice will, in case that investor did not submit all of the above listed documents, inform investor in written form, within 7 days of the date when request was submitted, about missing documents and invite investor to complete documentation.
3. Upon reception of completed request department for urban planing, utilities, geodetic works, property and legal affairs of City of Živinice calculates fee for regulation of construction land (RLC), fee for utilization of city construction land (UCL), determines amounts of mentioned fees and within 7 days issues resolution to investor to pay those charges. Investor is obligated, within 10 days of receiving the resolution, to pay those charges and submit proof of payment in total amount.

Department for urban planning, utilities, geodetic works, property and legal affairs of City of Živinice issues construction permit within 3 days from the date a completed request was submitted.

## CHANGES OR AMMENDMENTS TO THE EXISTING CONSTRUCTION PERMIT

1. Investor is obliged to submit a request for modifications or amendments on the existing construction permit, if intends to make such changes in the structure which will cause technically significant deviations from the main desing, based on which the permit was issued.
2. Investor has to submit a request before undertaking any work or interventions on the building / construction site which includes: a copy of the previously issued construction permit or the request form with indicates number and date of the previously issued construction permit, project changes or amendments to the building.

3. In case that investor changes in the construction phase, new investor is obligated to submit a request for amendment to existing construction permit within 30 days of the day when change occurs. A request for amendment on existing construction permit has to be supplemented with: a copy of construction permit, evidence of the right to build on the land or evidence that has acquired the right of ownership of the object which is a subject of amendment on construction permit. Change of investor is allowed until the issuance of occupancy permit.

## CONSTRUCTION PERMIT VALIDITY

1. Construction permit will be no longer valid if the construction work does not take place within one year from the effective date of permit.
2. Construction permit validity can be extended for an additional year if conditions used in consideration of the approved permit did not change.
3. Request for extension of construction permit has to be submitted at least 15 days prior to expiration date of the permit.

## START OF WORK

Investor is obliged to announce the commencement of construction work to department for urban planning, utilities, geodetic works, property and legal affairs and competent construction inspection in written form, no later then 8 days prior to construction commencement.

## SETTING OUT BUILDING

Prior to start of works investor is obliged to perform setting out of building in accordance with conditions provided in construction permit and based on the main design.

Setting out of building is done by competent cadastre authority, authorized individual or authorized firm for geodetic works.

Upon completion of construction works investor must submit request to department for urban planning, utilities, geodetic works, property and legal affairs for technical inspection of the building and to submit request for occupancy permit.