



INVESTPRNJAVOR

## BUILDING PERMIT

### BASIC INFORMATION

Building permits for the construction of buildings in the area of the City of Prnjavor are issued by the Department of Spatial Planning. The construction of the building, as well as the execution of construction works on the building, cannot be initiated before obtaining a building permit from the competent authority.

The decision on the building permit is an administrative document on the basis of which it is possible to start construction, horizontal and vertical extension, reconstruction or restoration of the building.

A building permit is issued for the construction of the entire building or a part of the building that forms a technical, technological or functional unit.

### REQUEST FOR ISSUING THE BUILDING PERMIT

The request for the issuance of a building permit is submitted on the premises of the Prnjavor City Administration, public counters hall, counter 1.

Along with the request for construction of the building, the applicant is obliged to attach:

1. **Site permit with urban planning and technical requirements,**
2. **A copy of the cadastral plan with the construction plot formed according to urban planning and technical requirements with the identification of the old and new survey,**
3. **Proof on resolved legal relations related to property (copy of the cadastral plan, land registry certificate, certificate of title or property deed),**
4. **The main project design in three copies (with all phases and elaborate studies depending on the type and purpose of the building),**

5. **Report on the review of the technical documentation, except for individual residential and residential-commercial buildings with total gross construction surface of up to 200 m<sup>2</sup>, unless these are complex buildings in terms of the Law on Spatial Planning and Construction of the Republic of Srpska,**
6. **Consents and permits defined in accordance with separate laws and particular requirements referred to in the site permit:**
  - **environmental permit** (in case of facilities that can affect the environment) issued by this Department or the RS Ministry of Spatial Planning, Construction and Ecology (depending on the capacity),
  - **water approval** (for the construction of new, reconstruction or removal of existing facilities, which may result in changes in the quality and quantity of water, issued by the Department for Agriculture, Water Management and Forestry and "Vode Srpske" - the RS Agency for Water Management),
  - **approval of the competent utility agencies and other public institutions** on the project documentation
  - **fire approval** (for business and residential-commercial buildings, issued by the Public Security Centre),
  - **consent of the company "Putevi Srpske" Banja Luka** (in case the building is located in the protective zone of the main and regional roads or connected to them).
7. **Decision on determining the amount of fee for the development of the urban construction land and one-off contribution fee (proof of payment is attached only when all other conditions necessary for the issuance of the building permit have been met) - the request is submitted at Counter 1.**
8. **Other evidence in accordance with relevant laws.**

## ■ DETERMINING THE COSTS OF CONSTRUCTION LAND DEVELOPMENT AND CONTRIBUTION FEE

- The decision on the amount of fee for the development of the urban construction land and the amount of the contribution fee upon the request of the investor is made by the Department of Residential and Utility Services and Investments of the Prnjavor City Administration after the issuance of the site permit, i.e. urban planning and technical conditions.
- The amount of fee for the development of the urban building land and the amount of the contribution fee is determined per unit of useful surface of the buildings (BAM/m<sup>2</sup>) contained in the design based on which the building permit is being issued.
- The decision is also brought for buildings not requiring the building permit according to the law on the basis of the preliminary design and the site permit.
- The competent authority also submits a record of the calculation of land development costs and contribution fee with all the parameters on the basis of which they were calculated.
- The decision on determining the amount of fees is valid for one year.
- If the fees are not paid during the validity of the decision, the investor is obliged to ask for the determination of the subject fees again.

## ■ PROCEDURE COSTS

In addition to fees for the development of urban construction land and the contribution fee, the investor is obliged to pay:

1. **Fee on the investment value of the building.**
2. **Contribution for financing the survey and establishment of the real estate cadastre.**

## ■ START OF THE CONSTRUCTION WORKS

- The start of construction works must be reported to the city urban planning and construction inspectorate at least 8 days before the start of works.
- The building permit ceases to be valid if the construction of the facility for which it was issued does not start within three years from the day the building permit entered into force.
- The party receives the certificate of finality of the decision 15 days from the day of receipt of the decision from the official who issued the decision.

## ■ MORE INFORMATION

All information about the procedure for issuing the building permit can be obtained at the public counters hall 1 and the Department for Spatial Planning of the Prnjavor City Administration at Karađorđeva St, or via phone number 051/663-162 and 051/660-905.

You can also address us in written form via e-mail:

[urbanizam@gradprnjavor.com](mailto:urbanizam@gradprnjavor.com)



CITY OF PRNJAVOR

**DEPARTMENT OF SPATIAL PLANNING**

2, Karađorđeva St. 78430 Prnjavor

phone: +387 (0) 51 663-740 ext. 218, fax: +387 (0) 51 663-740

e-mail: [urbanizam@gradprnjavor.com](mailto:urbanizam@gradprnjavor.com)