



INVESTPRNJAVOR

FROM THE SITE TO THE OCCUPANCY PERMIT

■ CONTENT



STEP 1	INSIGHT INTO SPATIAL PLANNING DOCUMENT
STEP 2	SITE PERMIT
Step 2.1	– WATER GUIDELINES
STEP 3	SOLVING PROPERTY RELATIONS
Step 3.1	– AGRICULTURAL APPROVALS
STEP 4	PREPARATION OF TECHNICAL DOCUMENTATION
STEP 5	REVIEW OF TECHNICAL DOCUMENTATION
STEP 6	OBTAINING APPROVALS
STEP 7	DECISION ON FEES
STEP 8	DECISION ON BUILDING PERMIT
Step 8.1	– ENVIRONMENTAL PERMIT
Step 8.2	– WATER APPROVAL
Step 8.3	– REMOVAL OF BUILDINGS
STEP 9	PREPARATION OF THE CONSTRUCTION SITE
STEP 10	CONSTRUCTION STAKE OUT
STEP 11	NOTICE ABOUT THE CONSTRUCTION SITE
STEP 12	WATER PERMIT
STEP 13	TECHNICAL INSPECTION AND THE OCCUPANCY PERMIT
STEP 14	ENTERING THE BUILDING INTO PROPERTY RECORDS

■ INTRODUCTORY NOTES

The Department of Spatial Planning is located on the ground floor of the Prnjavor City building, in 2, Karađorđeva Street.

The Department of Spatial Planning of the City of Prnjavor is open workdays 7 a.m. to 3 p.m. for the following information and services:

- **information and advice to potential investors on the construction options and conditions,**
- **instructions on the procedures and the manner of submitting requests,**
- **guides through processes,**
- **spatial planning documentation (public review and issuing extracts),**
- **instruction on the rights and obligations of investors in the process of construction and the use of buildings,**
- **confirming the validity of the issued decisions under the competence of the Department of Spatial Planning,**
- **laws and bylaws regulating the areas concerning construction and obtaining the necessary approvals,**
- **providing information on the status of cases and other documentation and information (in person or via phone numbers 051/663-162 or 051/660-905).**

The administrative decisions related to construction of buildings are issued on the grounds of the following executive spatial planning documents:

- **zoning plan,**
- **zoning plan for special-purpose areas,**
- **regulatory plan,**
- **urban planning project and**
- **lot allocation plan.**

In case there are none of the listed planning documents, the site permit is prepared on the basis of the strategic document for spatial planning and the expert opinion prepared by the legal person licensed for drafting spatial planning documents.

The forms for submission of request are available at the City of Prnjavor public counters call or on official web site of the City of Prnjavor (www.gradprnjavor.com)

In case where the client has a representative, the request must be accompanied by the power of attorney.



INSIGHT INTO SPATIAL PLANNING DOCUMENTS

Competent authority: Department of Spatial Planning

Insight into spatial planning documents is possible in the Department of Spatial Planning.

Following the written request of the investor accompanied by a copy of the cadastral plan in the Department of Spatial Planning it is possible to get a certified extract from the valid planning documentation (within the maximum of five days) which, depending on the purpose of the building, consists of the following:

- **spatial organization plan,**
- **plot allocation plan containing the coordinates of plot boundaries' angle points,**
- **traffic plan,**
- **construction and regulation lines plan.**

This document provides information on the location, as well as building possibilities and limitations on the relevant lot.



SITE PERMIT

Competent authority: Department of Spatial Planning

The site permit is a technical expert document that sets the conditions for design and construction, which is made on the basis of the Law on Spatial Planning and Construction („Official Gazette of the Republic of Srpska“, 40/13, 106/15, 3/16 and 84 /19), separate laws and regulations adopted on the basis thereof, as well as the spatial development documents.

In addition to the construction, vertical and horizontal extension of buildings, the site permit is also necessary for reconstruction and restoration of buildings and change of purpose of the building or part thereof.

Along with the request for issuing the site permit, the applicant must also attach the following:

- **urban planning and technical requirements and expert opinion if there is no implementation document for spatial planning, which are submitted in three copies only if they are developed externally from the authority of the local self-government unit which is competent over spatial development work,**
- **copy of the cadastral plan (not older than 6 months) or an up-to-date geodesic base for the proposed routes of the infrastructural line utility buildings, certified by the body competent for survey and cadastre,**
- **in case of vertical or horizontal extension or change of purpose of an existing building, proof that the building had been built with all due permits in place,**
- **approval for the location prescribed by the urban and technical requirements, if such approvals are not included in the latter,**
- **decision on determining the obligation to carry out an environmental impact assessment and the extent of the impact assessment, if its implementation is mandatory in accordance with a special regulation,**
- **preliminary design and proof of ownership or the right of construction held over the land for buildings not requiring construction permit according to the provisions of the Law.**

An expert opinion is not required for buildings that are built on locations that are covered by spatial planning implementation documents (regulatory plan, subdivision plan, etc.). For buildings that are built in locations where there are no implementation documents of spatial planning or there is no obligation to bring such documents, an expert opinion is obtained from legal entity authorized to prepare spatial planning documentation.

Information about this possibility, as well as information about project companies that meet the requirements for the preparation of urban planning and technical requirements and expert opinions, can be obtained from the Department of Spatial Planning.

The site permit is issued within 15 days of the date of submission of the completed request.

The site permit remains valid until a change of the existing or the adoption of an executive spatial plan.

If the investor fails to submit the request for the issuance of building permit within one year as of the date of issuance of the site permit, the investor is obliged, before the submission, to acquire a certificate confirming that there were no changes to the issued site permit.

The costs of issuing the site permit include:

1. Municipal administrative fee for the preparation of the site permit – BAM 20.00

2. For the preparation of urban planning and technical requirements:

- for the construction of residential and residential-commercial buildings:

- for the construction of residential, residential-commercial and ancillary buildings:

up to 50 m ²	51-100 m ²	101-200 m ²	201-300 m ²	301-400 m ²
BAM 30.00	BAM 50.00	BAM 80.00	BAM 180.00	BAM 240.00

3. for the construction of an ancillary building – BAM 30.00

4. for roof reconstruction – BAM 30.00,

5. for building reconstruction, change of purpose, vertical or horizontal extension of the building – BAM 80.00,

6. for the fencing of residential and residential-business buildings of the surface up to 400m² – BAM 100.00,

7. for other purposes that are not mentioned above – BAM 50.00,

8. for the modification of the urban planning and technical requirements – BAM 30.00.

If the preparation of the expert opinion and urban planning and technical requirements is carried out by legal entities authorized to draft spatial and urban planning documentation, the fee is paid according to the pricelist of that legal entity.

Step 2.1 – Water guidelines

Competent authority: Department of Agriculture, Water Management and Forestry, depending on the water source capacity, "Vode Republike Srpske" – RS Agency for Water Management

For the construction of new structures, reconstruction or removal of existing structures and other activities not considered construction, which may permanently, occasionally or temporarily affect the change in water regime, the investor shall be obliged, prior to being issued with location approval, to obtain water guidelines which should be integrated in project documents as stipulated by the Law on Waters (Official Gazette of the Republic of Srpska, 50/06, 92/09, 121/12 and 74/17).

The request for water guidelines shall be accompanied by:

- **the site permit (with urban planning and technical requirements),**
- **a copy of the cadastral plan,**
- **proof of the paid the city administrative fee in the amount of BAM 40.00**



SOLVING PROPERTY RELATIONS

**Competent authority: RS Administration for Geodetic and Property Affairs
Regional Unit Prnjavor**

Address: 10, Branka Ćopića St.

Phone number: +387 51 660-571

Official website: www.rgurs.org

The site permit, including the urban planning and technical requirements, defines the construction lot of the planned buildings and presents the foundation for solving the possible property relations on the land.

The following is considered as the proof of the solved property relations:

- **extract from the public record of real estate, showing registered ownership and property rights,**
- **a contract or a decision by the competent authority that may serve as legal grounds for the investor to obtain ownership or construction rights,**
- **a contract on joint construction concluded with the owner of the land or of the real estate,**
- **for temporary buildings and structures of sewer cable system for communication cables and systems, the proof of solved property relations is also considered a contract on lease or easement.**

Step 3.1 – Agricultural approval

Competent authority: Department of Agriculture, Water Management and Forestry

Agricultural land includes arable land, gardens, orchards, vineyards, meadows, pastures, fish ponds, reeds and wetlands. In order to build on the lot treated as agricultural land, the investor is obliged to change the designation of the agricultural into construction land in accordance with the Law on Agricultural Land (Official Gazette of the Republic of Srpska, 93/06, 86/07, 14/10, 5/12, 58/19, 119/21 and 106/22).

The following documents are attached to the request for issuing an agricultural approval, i.e. change of designation from agricultural into construction land:

- **the site permit (with urban planning and technical requirements),**
- **land register folio,**
- **property deed,**

- a copy of the cadastral plan,
- proof of the paid city administrative fee in the amount of BAM 10.00.

The fee for the change of designation is determined for the entire construction lot and corresponds to the amount of the land registry earnings from the lot for the current year.

The table indicating fees for changing the designation of agricultural to construction land is available at the Department of Agriculture, Water Management and Forestry.

Exemptions from paying the fees for changing the use of agricultural land to non-agricultural purposes are defined in Article 36 of the Law on Agricultural Land (Official Gazette of the Republic of Srpska, 93/06, 86/07, 14/10, 5/12, 58 /19, 119/21 and 106/22) and are applied in the case of:

- construction, reconstruction or legalization of a residential building of a agricultural household with an area of up to 500 m² in order to improve the living conditions of that household, only in the case that the agricultural land on which the change of use is made is located in a rural area, i.e. outside the city zone,
- the construction of agricultural facilities and the construction of production facilities in which activities from the field of processing industry are carried out, prescribed by the decree governing the classification of activities in the Republic of Srpska,
- determination of the location for the cemetery or expansion of the cemetery, as well as for the construction of religious building
- construction of facilities that serve for defence against floods, for drainage and irrigation of land or for arrangement of torrents,
- regulation of watercourses in the function of arranging agricultural land,
- construction and expansion of field roads that contribute to a more rational use of agricultural land,
- afforestation of arable agricultural land of VI, VII and VIII cadastral class, if it is determined on the basis that the land will be used more rationally if it is afforested,
- raising agricultural shelterbelts,
- construction of public roads and railway infrastructure,
- construction or legalization of a residential facility for refugees, displaced persons and returnees on land with an area of up to 500 m², if that person has the status or had the status of a refugee or a displaced person at the time of acquiring ownership of the land intended for residential construction, and this is proven by a certificate from the competent authority,
- construction or legalization of residential buildings for the families of dead and missing combatants and disabled war veterans from categories I to VI on land with an area of up to 500 m², provided that the competent authority has determined the status of the families of dead and missing combatants and disabled veterans from categories I to VI and that they have not resolved their residence and
- legalization of buildings that are considered legally built in accordance with the separate regulation on legalization of illegally built buildings.

City administrative fee in the amount of BAM 10.00.

The agricultural approval is issued within 15 days of the date of submission of the completed request.



PREPARATION OF TECHNICAL DOCUMENTATION

Competent authority: Legal entity authorised by the RS Ministry of Spatial Planning, Civil Engineering and Environment

All buildings must be designed and built in accordance with spatial planning documents and the issued site, urban planning and technical requirements.

The building permit is issued in accordance with the main project design.

Main project design is developed in line with the site permit, and depending on the building type and technical structure of the facility, it may contain:

- • **architectural design**
- • **construction design**
- • **installation design**
- • **landscaping design,**
- • **energy efficiency study,**
- • **fire protection study,**
- • **technological process design**
- • **equipment installation design, etc.**

In the event that the main project design is developed in another country, the technical documentation must undergo the validation procedure, verifying the compliance of the project design with regulations applied for such types and purposes of structures in the Republic of Srpska.

The validation of technical documentation may be conducted by a legal entity licensed to perform the review of the technical documentation.



REVIEW OF TECHNICAL DOCUMENTS

Competent authority: Legal entity authorised by the RS Ministry of Spatial Planning, Civil Engineering and Environment

Once the main project design is developed, it is necessary to review the technical documentation.

All buildings, except those not requiring building permit in accordance with the law and individual residential or combined residential and office buildings up to 200 m² in gross building surface, are subject to the review, unless in the case of complex structures within the meaning of the RS Law on Spatial Planning and Construction.

The investor selects the legal entity authorised for preparation of technical documentation (design agency) to perform the review.

The review cannot be entrusted to a person who had been involved in the preparation of the technical documentation in any way or if the documentation was completely or partially developed by the legal entity employing that person.

Upon the completion of the control, a Report on the review of technical documentation is drafted.



OBTAINING CONSENTS/APPROVALS

Once the review of the main project design is conducted, it is necessary to obtain the approvals with regard to the design documentation.

In case of absence of valid implantation planning documentation, it is necessary to obtain the following approvals:

- **Electric power permit**
ELEKTROKRAJINA a.d. Banjaluka; RJ Elektro distribucija Prnjavor /power supply company/
8, Jovana Dučića St, Prnjavor; 051/663-666; 051-663-289 and fax 051/663-240
www.elektrokrajina.com

- **Approval of the company M-tel to the design documentation**
M-tel a.d. Banjaluka
2, Vuka Karadžića St. Banjaluka, 051/304-352
www.mtel.ba

In addition to the abovementioned approvals, it is also necessary to obtain the following approvals, depending on the building type:

- **Fire prevention approval to the design documentation**
THE REPUBLIC OF SRPSKA MINISTRY OF THE INTERIOR
Department for Explosives and Fire Protection
1, Trg Republike Srpske, Banja Luka, 051/331-141 and 051/337-190
www.mup.vladars.net
- **Approval by the public company Putevi RS, for location and connection –decision**
J.P. PUTEVI REPUBLIKE SRPSKE /road management company/
8, Trg Republike Srpske, Banja Luka, 051/334-500
www.putevirs.com
- **Water approval**
JJU "VODE SRPSKE" BIJELJINA /water management agency/ REGIONAL OFFICE BANJA LUKA
22, Vojvode Mišića St, 73500 Doboj, 053/200-570
www.voders.org
- **Approval of the RS Institute for Protection of Cultural, Historical and Natural Heritage of the Republic of Srpska**
RS INSTITUTE FOR PROTECTION OF CULTURAL, HISTORICAL AND NATURAL HERITAGE OF THE
REPUBLIC OF SRPSKA, 4/IV, Vuka Karadžića St, Banja Luka, 051/247-419
www.nasljedje.org



DECISION ON FEES

Competent authority: Department of Housing, Utilities and Investments

Before being granted a building permit, the investor constructing on urban construction land is obliged to pay:

- **contribution fee and fee for the costs of development of urban construction land.**

The amount of the fees for the development of urban construction land and the contribution fee is determined by an administrative decision. The following documents should be attached to the request for the calculation of costs of the fee for the development of urban construction land and the contribution fee:

- **site permit, original or certified copy, and a copy of the urban planning and technical requirements presented for insight until the completion of the procedure,**
- **technical requirements for insight until the completion of the procedure,**
- **main project design for insight until the completion of the procedure,**
- **Report on the review of technical documentation for insight until the completion of the procedure,**
- **a proof that the structure being removed has been built with all due permits in place, if prescribed in the site permit,**
- **agricultural approval.**

Note:

- The amount of the fee for the costs of developing urban construction land and the amount of the contribution fee are determined based on unit of usable building surface as given in the main project design used as the foundation for issuing the building permit.
- Costs of the contribution fee are reduced by the amount of the fee paid for changing the land purpose from agricultural to construction land.
- When the unused urban construction land is equipped from the funds of the investor who wishes to build on the land – pursuant to Article 78 of the Law on Spatial Development and Construction (Official Gazette of the Republic of Srpska, 40/13, 106/15, 3/16 and 84/19), a contract is concluded on funding the development of the urban construction land, between the investor on the one part, and the Department of Housing, Utilities and Investments on behalf of the City of Prnjavor, on the other part.
- The investor has the option to pay the contribution fee and the fee for development in instalments.
- Contract on paying these two fees in instalments is prepared by the Department of Spatial Planning.
- Urban construction land zones and groups of the implementation documentation used for the calculation of the amount of costs for the development and contribution fee are defined in accordance with the Decision on spatial development and construction land (Official Gazette of the Prnjavor Municipality, 28/14, 6/16, 31/17, 33/17, 15/19, 17/19, 5/21 and 28/21), the Decision on determining average final construction price per square meter of usable residential and office space for the previous year for the territory of the City of Prnjavor, and Decision on the amount of the fee for the development of urban construction land for the current year.
- The decision on the amount of the fee for the development of urban construction land and the contribution fee is brought within 15 days as of the date of submission of completed request.
- The decision becomes final within 15 days as of the date of collection from an official in the Department of Housing, Utilities and Investments.
- The decision determining the amount of the fee for the development of urban construction land and the contribution fee are valid for the period of one year as of the date of its enforcement.



DECISION ON BUILDING PERMIT

Competent authority: Department of Spatial Planning

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.

Along with the request for issuing the building permit, it is necessary to attach:

- **Location requirements with urban planning and technical requirements,**
- **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,**
- **Proof on resolved legal relations related to property (STEP 3),**
- **The main project design in three copies (with all phases and elaborate studies depending on the type and purpose of the building),**
- **Report on the review of the design,**
- **Consents and permits defined in accordance with separate laws and particular conditions referred to in the site permit (environmental permit, water approval, agricultural approval, approvals of the project documentation by the relevant utility company and other public institutions and fire prevention approval),**
- **the administrative decision determining the amount of fee for development of urban construction land and one-off contribution fee (proof of payment is submitted only once all other preconditions for issuing the building permit are met),**

- **proof of paid fee as contribution for funding the real estate cadastre in the amount of 0.3 % of the construction works cost estimate,**
- **proof of the paid city administrative fee on investment value of the building.**

The copy of the cadastral plan and the proof on the solved property relations must be original documents and not older than six months.

Building permit is issued for construction of the entire building or parts of structures forming technical, technological or functional whole.

The building permit is brought within **8 days** as of the date of submission of completed request (statutory deadline is **15 days**).

The procedure of issuing the building permit for temporary buildings is the same as for permanent buildings, having in mind that the time period is stated in the decision on the building permit, or number of years for which the permit is issued.

The administrative decision becomes final within 15 days as of the date of collection from an official in the Department of Spatial Planning.

In the event that the construction works do not start within three years as of the date of enforcement of a building permit, the permit becomes invalid.

Step 8.1 – Environmental permit

Competent authority: Department of Spatial Planning

In case of facilities in which are carried out the activities that endanger or may endanger the environment, before submitting a request for a building permit, and if required by the site permit, the investor is obliged to obtain an environmental permit beforehand, as defined in the Law on Environmental Protection (Official Gazette of the Republic of Srpska, No. 71/12 and 79/15).

The Republic of Srpska Ministry of Spatial Planning, Construction and Ecology issues environmental permits for facilities that correspond to the projects specified in the Rulebook on projects for which Environmental impact assessment is carried out („RS Official Gazette“, No. 124/12), as it follows:

- **facilities listed in Article 2 of the Rulebook: an environmental impact assessment is mandatory;**
- **facilities listed in Article 3 of the Rulebook: the Ministry decides on the need to carry out an environmental impact assessment;**
- **projects (Article 4) which do not reach the prescribed threshold, but which may have a significant impact on the environment;**
- **projects listed in articles 2, 4, 5 and 6 of the Rulebook on facilities constructed and commissioned only if an environmental permit has been issued („RS Official Gazette“, No. 124/12).**

Local self-government units issue environmental permits in accordance with Article 3 of the Rulebook on facilities constructed and commissioned only if an environmental permit has been issued („RS Official Gazette“, No. 124/12):

- **for facilities having a size below the thresholds set out in Article 2 of the abovementioned Rulebook.**
1. Along with the request for issuing an environmental permit, it is necessary to attach:
 - **site permit - for new plants,**
 - **a copy of the cadastral plan,**
 - **evidence (in two copies) - prepared by an authorized legal entity, fulfilling the conditions for carrying out activities in the field of environmental protection,**
 - **occupancy permit - for existing plants,**
 - **proof on the payment of the city administrative fee in the amount of BAM 50.00.**
 2. For renewal of the environmental permit:
 - **Report on the performed emission measurements, ordered in the permit that is being renewed, from the authorized institution;**

- **Record of the environmental protection inspector that the measures and obligations mandated by the decision on the permit have been implemented and that there have been no significant changes in the conditions related to the plant and activities, basic and auxiliary raw materials, energy use, emission sources and the location where the plant is located;**
- **A certified statement of the responsible person that on the day of submitting the request for renewal of the permit, the measures and obligations ordered by the decision on the permit were carried out and that there were no significant changes in the conditions related to the plant and activities, basic and auxiliary raw materials, energy use, sources of emissions and location where the facility is located;**
- **Fee for issuing a renewed environmental permit in the amount of BAM 30.00.**

The notice on submission of the request for the issuance of an environmental permit is published on the bulletin board of the Prnjavor City Administration and on the official website of the City for a period of 30 days.

The Department provides all interested citizens with a possibility to review the request and any accompanying proof. Interested citizens may submit written comments on the request to the competent authority.

The environmental permit is issued within 45 days from the date when the request is fully completed.

Investors are obliged to submit requests to have their environmental permit renewed no later than three months before the expiration of the permit, and pursuant to the Law and Rulebook on the procedure for reviewing and renewing environmental permits (Official Gazette of the Republic of Srpska, 28/13 and 104/17).

The party receives the certificate of finality of the decision 15 days from the day of receipt by an official in the Department for Spatial Planning, Office 4.

Environmental permit is issued for the period of 5 (five) years.

Step 8.2 – Water approval

Competent authority: Department of Agriculture, Water Management and Forestry, “Vode Republike Srpske”, regional office of the river basin of Bosna River, Doboj

For the construction of new or reconstruction or removal of the existing structures which might affect the changes in water quality and quantity, or thus permanently, occasionally or temporarily cause changes in the water regime, prior to the submission of the request for building permit, and if so required by water guidelines and the site permit, the investor is obliged to obtain the administrative decision on water approval to the main project design, as prescribed under the Law on Waters (Official Gazette of the Republic of Srpska, 50/06, 92/09, 121/12 and 74/17).

The following documents are attached along with the request for issuing the decision on water approval:

- **a copy of the cadastral plan,**
- **urban-planning and technical requirements,**
- **site permit,**
- **project design documentation for insight,**
- **proof on the payment of the city administrative fee in the amount of BAM 45.00.**

Water approval is issued within 7 days of the submission of the completed request.

The administrative decision becomes final after the expiry of 15 days as of the date of collection from an official. The administrative decision on water approval becomes invalid after the expiry of one year of the day of its issuance.

If the water approval is issued by the public institution “Vode Srpske” Bijeljina the forms and data necessary for the submission of the application may be found on www.voders.org.

Step 8.3 – Removal of buildings

Competent authority: Department of Spatial Planning

The decision on the permit for building removal is an administrative document on the basis of which the owner may start removing the building or parts thereof (unless in case of removal on the basis of inspection administrative decision), which needs to be obtained if the buildings foreseen for removal under the site permit exist on the location where the investor wishes to build.

The following documents must be attached to the request for removal permit, depending on the gross building surface of the building to be removed (demolished):

For buildings with under 400 m² of gross building surface:

- **proof of ownership rights,**
- **consent by relevant authorities in the cases when such a removal might jeopardize public interest,**
- **the environmental impact assessment in accordance with the RS Law on Protection of Environment,**
- **proof on the payment of the city administrative fee in the amount of BAM 40.00.**

For buildings exceeding 400 m² of gross building surface:

- **proof of ownership rights,**
- **removal design,**
- **consent by relevant authorities in the cases when such a removal might jeopardize public interest,**
- **the environmental impact assessment,**
- **proof on the payment of the city administrative fee in the amount of BAM 40.00.**

The proof of ownership rights or on the right to use the land must be original documents and they may not be older than 6 months.

Removal permit is issued within 15 days as of the date of submission of the completed request.

The administrative decision becomes final within 15 days as of the date of collection from an official in the Department of Spatial Planning, office 8.



PREPARATION OF THE CONSTRUCTION SITE

Competent authority: Investor or contractor

- Construction site will be prepared before the start of construction.
- Construction site must be surrounded by a fence in order to prevent uncontrolled access to the site.
- There has to be a table displayed at a construction site indicating relevant details on the structure and the parties involved (names of the investor, contractor, designer, supervisory body, name and type of structure, number of the building permit, etc.).
- In the event of temporary occupancy of the neighbouring or adjacent land for the needs of the construction site, the investor is obliged to get the consent from the owner of that land.
- The contractor is obliged to obtain the consent from the Department of Housing, Utilities and Investments for any temporary occupancy of public areas for the needs of their construction site.



CONSTRUCTION STAKE OUT

Competent authority: Authorized geodetic organization

- Before proceeding with the construction, the building is staked out in line with the site permit and the requirements provided in the building permit.
- The staking out is performed by an organization authorized to perform geodetic activities, in accordance with separate laws.
- Information on authorized geodetic organizations meeting the requirements for construction stake out is available at the Department of Spatial Planning.



NOTICE ABOUT THE CONSTRUCTION SITE

Obligations of the contractor:

- The contractor has to notify the labour inspectorate about the construction site no later than seven days before the start of the works.

Contractor must provide the following:

- organizational scheme of the construction site in accordance with the requirements from the building permit,
- a study on the safety at work prepared in accordance with the relevant safety at work regulations,
- ensure that the construction site reflects the relevant organizational scheme,
- ensure that a construction log is kept at the site, or a measurement book if the contract on construction defines that prices are determined according to a unit of measure,
- review the main project design and warn the investor, the designer and the reviewer of any possible omissions and demand that they be eliminated.

The contractor is obliged to ensure that the following are available at the construction site:

- The license for construction, i.e. undertaking of the specific works for the person responsible for the site,
- Decision on appointment of the person responsible for the site, i.e. the person responsible for the performance of specific works,
- The contract on the engagement of the supervisory body,
- The appropriate license for the performance of technical supervision,
- The building contract,
- The building permit,
- The main project design,
- The construction log,
- The book of inspections,
- Relevant documentation on the testing of materials, products and equipment,
- The Minutes of staking out of the construction,
- The Minutes of checking the foundations,
- The measurement book for the structure, in the cases when the contract stipulates to keep the latter,
- The organizational scheme of the construction site.



WATER PERMIT

Competent authority: The authority that issued the water approval issues the water permit as well
Local self-government unit - Department of Agriculture, Water Management and Forestry, "Vode Republike Srpske", regional office of the river basin of Bosna River, Doboj.

In accordance with the Law on Waters (Official Gazette of the Republic of Srpska, 50/06, 92/09, 121/12 and 74/17), the investor has the obligation to obtain the **decision on water permit** before submitting the request for the occupancy permit, provided that the water approval was issued beforehand.

The following documents are attached to the request for issuing the decision on the water permit:

- water approval,
- administrative decision on building permit or occupancy permit (for existing building),
- site permit (for insight),
- main project design (for insight),
- proof on the payment of the city administrative fee in the amount of BAM 70.00.

Note:

- Water permit is issued within 15 days (the legal deadline is 30 days) as of the date of submission of completed request.
- The administrative decision becomes final within 15 days as of the date of collection from an official.
- Water permit is issued for a limited period, for the maximum of 15 years.
- If the water permit is issued by the public institution "Vode Srpske" Bijeljina, forms and data necessary for submitting the request are available at www.voders.org.



TECHNICAL INSPECTION AND THE OCCUPANCY PERMIT

Competent authority: Department of Spatial Planning

- The constructed building cannot be used or put into use, before the competent authority issues an occupancy permit, following the previously performed technical inspection of the building.
- The occupancy permit can be issued for the entire building or for a part of the building that represents a separate technical and functional unit.
- The technical inspection of the building is carried out after the completion of the building construction, when all works from the building permit have been completed.
- Having completed the competition procedure the Head of Department of Spatial Planning adopts a Conclusion determining the list of natural and legal entities for technical site inspections for buildings subject to building permits to be issued by the Department of Spatial Planning.
- List of the abovementioned natural and legal entities is published in the Official Gazette of the City of Prnjavor and on the website of the City of Prnjavor (www.gradprnjavor.com), and is also available at the Department of Spatial Planning.
- The request for issuing the occupancy permit is submitted by the investor or the owner of the structure their legal successor or contractor once he/she, together with the supervisory body, determines that the structure or a part of the structure has been built in accordance with the issued building permit.

- After submitting the request for issuing the occupancy permit, and before the technical site inspection, the applicant is obliged to pay the technical site inspection pursuant to the Conclusion on determining fees for the commission that performs the technical inspection of the building („Official Gazette of the Municipality of Prnjavor“, 2/23).

Along with the request for issuing the occupancy permit, the applicant also attaches the following:

- building permit with the main project design on the basis of which the permit was issued and the as-built design if it was made,
- certificate on the completed geodetic survey of the building,
- certificate on the completed mapping of underground installations,
- consent to as-built design, when prescribed by separate laws,
- contractor's statement for all stages of the work performed,
- report of the supervisory body,
- energy certificate of the building (issued by the Environmental Protection Fund of the Republic of Srpska, Banja Luka, when it is prescribed by the site permit and the building permit),
- proof on the payment of the city administrative fee in the amount of BAM 100 for all buildings.

The applicant is obliged to, no later than on the day of the technical inspection, submit the following to the technical inspection committee:

- Building permit with the main project design on the basis of which the permit was issued and the as-built design if it was made;
- Evidence on the quality of works, construction products and equipment;
- Documentation on the tests performed and the results of structural load-bearing tests, if testing is required by special regulations;
- Construction log;
- Measurement book, for those buildings for which its keeping constitutes a contractual obligation;
- Book of inspections and
- Other documentation defined by specific regulations depending on the building type.

Minutes of technical site inspection is created and it includes the opinions of each member of the committee confirming if the built structure may be used, if there are any observed shortcomings that have to be eliminated before that, or that the occupancy permit cannot be issued.

The committee prepares a written Report on the findings of performed technical inspection of the building and submits it to the relevant department, within eight days as of the date of the inspection.

Should the minutes reveal no shortcomings or confirm that any previously identified shortcomings have been eliminated, the occupancy permit is issued within eight days as of the date of receipt of the Minutes, or the date when the request has been completed.

If the technical inspection reveal any shortcomings that need to be eliminated, the competent authority issues a decision instructing to do this within a specified deadline.

Once the shortcomings are eliminated, the applicant informs the competent authority of this and submits the proof thereof.

When all the shortcomings have been eliminated, the competent authority issues the occupancy permit within 8 days as of the date of the submission of the report and minutes on repeated technical inspection, or the date when the application has been completed.

In the event that the identified shortcomings have not been eliminated even over the new deadline, the competent authority issues a decision rejecting the request for occupancy permit and informs the competent urban planning and building inspectorate thereof.

The decision becomes final within 15 days as of the date of collection from an official at the Department of Spatial Planning, office 8.



ENTERING THE BUILDING INTO PROPERTY RECORDS

**Competent authority: Administration for Geodetic and Property Affairs of the Republic of Srpska
Regional Unit Prnjavor**

Address: 10, Branka Ćopića St.
Contact phone: +387 51 660-571
Website: www.rgurs.org

After obtaining the decision on the occupancy permit and its enforcement, the requirements for the use of the building have been fulfilled, as well as the requirements for entering the building into the cadastral records and the land registry.



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