



INVESTPRNJAVOR

OCCUPANCY PERMIT

BASIC INFORMATION

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, that is when all works from the building permit have been completed.

The procedure for issuing a use permit is defined in accordance with the provisions of the Law on Spatial Planning and Construction („RS Official Gazette“, 40/13, 106/15, 3/16 and 84/19).

REQUEST FOR ISSUING THE OCCUPANCY PERMIT

The request for issuing the occupancy permit is submitted in the premises of the Prnjavor City Administration, public counters hall, counter 1.

REQUIRED DOCUMENTATION

The investor or the owner of the building or his legal successor submit the application for issuance of the occupancy permit to the competent administrative authority which has issued the building permit, once it ascertains together with the supervising authority that the building or its part have been built in accordance with the building permit in a way which makes it fit for use and that the as-built design has been made, in instances when there had been changes which do not warrant changes to the building permit.

Along with the request, 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 specific 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, Banjaluka, when it is prescribed by the location requirements and the building permit).

■ TECHNICAL INSPECTION COMMITTEE

The technical inspection is performed by an expert committee appointed by the decision of the Department for Spatial Planning from the list of natural and legal persons to participate in the work of the commission for the technical acceptance of the building.

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;**
- **Other documentation defined by specific regulations depending on the type of facility.**

Eight days after the technical inspection, the committee prepares a written report on the result of the technical inspection of the constructed building and forwards it to the competent department.

If, on the basis of the report, it is determined that there are no shortcomings or that the observed shortcomings have been eliminated, the competent authority issues the occupancy permit within **8 days** from the date of receipt of the report, i.e. from the day when the request is fully completed.

■ COSTS OF THE TECHNICAL INSPECTION

The costs of the committee's work are borne by the building owner, i.e. the investor. The amount of the fee depends on the type and surface of the facility.

The decision on the amount of costs is issued by the Department, and the investor must pay the latter before the technical inspection. For complex facilities, it is possible to determine a separate amount of the fee.

The costs of the technical inspection are regulated by the Conclusion on determining fees for the commission that performs the technical inspection of the building („Official Gazette of the City of Prnjavor“, 1/18).

In addition to the costs of the work of the committee, before issuing the occupancy permit, the investor is also obliged to pay a fee for issuing an occupancy permit - in the amount of BAM 0.50/m² of surface.

■ MORE INFORMATION

All information about the procedure for issuing the occupancy permit can be obtained at the public counters hall 1 and the Department of 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



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