### FACILITY STAKEOUT

**GP MP 7.1.1.4  06/4**

It is obligatory upon issuing building permit, and prior to building a facility.

**DOCUMENTATION WITH REQUEST:**

- A of cadastral mapping (not older than 6 months)
- Copy of building permit
- Location requirements (on the spot)
- Administrative fee at the amount of 2 KM

**RESPONSIBLE PERSON:** | Telephone | Office |
---|---|---|
- Sanja Knežević, Arch.Const.Tech. | 052/245-166 | 48 |
- Šarić Radan, B.Sc.C.S. | 052/245-176 | 55 |

**APPORTIONING OF FACILITIES**

**GP MP 7.1.1.5  06/5**

for the purpose of entry of apportioning units of facility into land registry

**DOCUMENTATION WITH REQUEST:**

- Land registry excerpt
- Exploitation permit
- Condominium subdivision plan in 3 copies
- Administrative fees in the amount of 2 KM

**RESPONSIBLE PERSON:**

Commission members for verification of authenticity of condominium subdivision plan

**CONTACT TELEPHONES:**

052/ 245 – 168; 052/245-177; 245-175

**RESOLVING DEADLINE** with complete request:

- 7 days (stakeout) and 15 days (apportioning)

### INFORMATION– OPINIONS

**GP MP 7.1.1.3  06/3.1**

- about possibility of building at a certain location
- about possibility of facility legalization
- about purpose of plot
- excerpt from planning documentation
- about necessary documentation for building and exploitation of facility
- about fees for expenses of settlement and rent
- and others

**DOCUMENTATION WITH REQUEST:**

- Copy of cadastre plan
- Administrative fee in the amount of 2 KM
- Costs of procedure in the amount of 10 KM (excerpts), i.e. 15 KM (opinion with an excerpt)

**RESPONSIBLE PERSON:**

- Dragana Sredić, B.Sc.Arch.E. | 052/245-177 | 51 |
- Dragana Ljuboja-Mutić, B.Sc.Arch.E. | 052/245-177 | 51 |
- Mirjana Sekulić, M.Sc.Arch.E. | 052/245-177 | 51 |
- Lidija Kević, B.Sc.Arch.E. | 052/245-169 | 50 |
- Aleksandra Savić, B.Sc.Arch.E. | 052/245-175 | 52 |
- Jelena Radonjić, B.Sc.Arch.E. | 052/245-175 | 52 |
- Sanja Knežević, Arch.Const.Tech. | 052/245-166 | 48 |
- Vladaša Pecalj, B.Sc.S.P. | 052/245-176 | 55 |
- Sanja Latinović, B.Sc.C.E. | 052/245-169 | 50 |
- Vesna Nikolić Ritan, M.Sc. C.E. | 052-245-173 | 53 |
- Vera Jović, B.Sc.Arch.E. | 052/245-172 | 53 |
- Vera Marjanović, B.L. | 052/245-168 | 49 |

**RESOLVING DEADLINE** with complete request:

- 15 days
1. LOCATION REQUIREMENTS
GP MP 7.1.1.2 06/2.1
• Building, appendage, retrofit
• Reconstruction, change of purpose
• Adaptation, restoration
• Setting up temporary facilities (open summer spaces, billboards, kiosks and others) and others

DOCUMENTATION WITH REQUEST:
- Copy of cadastre plan (for facilities being legalized with laying a facility), i.e. an updated geodetic map for infrastructure facilities routes,
- Description of facility - preliminary design
- Description of planned technology labour (for facilities)
- Approval for facility location
- Proof of ownership or right of use of land for facilities which do not require an approval for building
- Administrative fee 20 KM
- Costs of procedure

RESPONSIBLE PERSON: Telephone Office
- Dragana Sredić, B.Sc.C.Arch.E. 052/245-177 51
- Dragana Ćupar, B.Sc.C.Arch.E. 052/245-177 51
- Mirjana Sekulić, M.Sc.C.Arch.E. 052/245-177 51
- Aleksandra Savić, B.Sc.C.Arch.E. 052/245-175 52
- Jelena Radonjić, B.Sc.C.Arch.E. 052/245-175 52
- Kević Lidija, B.Sc.C.Arch.E. 052/245-169 50

RESOLVING DEADLINE with complete request: 15 days

2. CHARGE OF FEES
GP MP 7.1.1.1 06/1.4
• fee for development of construction land
• fee for natural accord – rent
• fee for funding surveying and real estate cadastre

DOCUMENTATION WITH REQUEST:
- Location requirements or urbanistic and technical requirements (for inspection)
- Revised technical documentation (for inspection)
- Agricultural approval with proofs on paid fee for transforming agricultural land into construction land
- Other proofs
- Administrative fee in the amount of 10 KM

RESPONSIBLE PERSON: Telephone Office
- Sanja Latinović, B.Sc.C.E. 052/245-169 50

RESOLVING DEADLINE with complete request: 15 days

3. BUILDING PERMIT
GP MP 7.1.1.1 06/1.2.1
• Construction, appendage, retrofit
• reconstruction, restoration

DOCUMENTATION WITH REQUEST:
- Location requirements
- Proof of ownership or the right to build and property register
- Main project in three copies
- Report on conducted revision of tech. documentation
- Ecological permit, if necessary
- Decision on determining the amount of fee for development of city construction land and flat rent, a proof on payment of determined fee amount, i.e. a contract on the way of settling these obligations
- Administrative fee (in KM)

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee (in KM)</th>
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<tbody>
<tr>
<td>Single residential buildings BGP to 400 m²</td>
<td>2</td>
</tr>
<tr>
<td>Single residential buildings BGP over 400 m²</td>
<td>100</td>
</tr>
<tr>
<td>Group residential facilities</td>
<td>200</td>
</tr>
<tr>
<td>Single SPO BGP to 400 m²</td>
<td>100</td>
</tr>
<tr>
<td>Single SPO BGP Power 400 m²</td>
<td>200</td>
</tr>
<tr>
<td>Office buildings</td>
<td>200</td>
</tr>
<tr>
<td>Infrastructure facilities</td>
<td>100</td>
</tr>
<tr>
<td>Temporary facilities</td>
<td>100</td>
</tr>
<tr>
<td>Subsidiary facilities</td>
<td>2</td>
</tr>
<tr>
<td>Other proofs prescribed under separate laws and which have been indicated in the location requirements</td>
<td></td>
</tr>
</tbody>
</table>

RESPONSIBLE PERSON: Telephone Office
- Sanja Latinović, B.Sc.C.E. 052/245-169 50

RESOLVING DEADLINE with complete request: 15 days

4. EXPLOITATION PERMIT
GP MP 7.1.1.1 06/1.3
• Building, appendage, retrofit
• Reconstruction, change of purpose
• Restoration

DOCUMENTATION WITH REQUEST:
- Approval for building with main project
- Copy of cadastre plan with recorded position of facilities
- Proof of conducted record of underground installations
- Statement of contractor on conducted labours and conditions for facility maintenance
- Report of supervision on building
- Administrative fee (in KM) – as for building permit

RESPONSIBLE PERSON: Telephone Office
- Vera Marjanović, B.L. 052/245-168 49
- Radenko Vuković, B.L. 052/245-168 49

RESOLVING DEADLINE with complete request: 15 days

5. APPROVAL FOR DEMOLITION
GP MP 7.1.1.1 06/1.1
Removal of facility or part of facility

DOCUMENTATION WITH REQUEST:
- Proof of the right of ownership
- Project of facility removal
- Approval of authorities if the removal may harm the public interest
- Estimation of impact on environment in accordance with special law
- Administrative fee in the amount of 2 KM
- Fee at request in the amount of 10 KM

RESPONSIBLE PERSON (BUILDING AND EXPLOITATION PERMIS, REMOVAL OF FACILITY): Telephone Office
- Kević Lidija, B.Sc.C.Arch.E. 052/245-169 50

RESOLVING DEADLINE with complete request: 15 days