**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 copy 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:**  
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**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 15 KM (opinion with an excerpt)

**RESPONSIBLE PERSON:**  
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**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 Srdić, B.Sc.Arch.E. 052/245-177 51
- Dragana Ljubojca-Mutić, B.Sc.Arch.E. 052/245-177 51
- Mirjana Sekulić, M.Sc.Arch.E. 052/245-166 48
- Aleksandra Šavić, B.Sc.Arch.E. 052/245-175 52

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)

RESPONSIBLE PERSON: Telephone Office
- Single residential buildings BGP to 400 m² 2
- Single residential buildings BGP over 400 m² 100
- Group residential facilities 200
- Single SPO BGP to 400 m² 100
- Single SPO BG Pover 400 m² 200
- Office buildings 200
- Infrastructure facilities 100
- Temporary facilities 100
- Subsidiary facilities 2

For the act, which approves the reconstruction, extension, rehabilitation or adaptation of buildings, half of the appropriate fee per tariff number is paid.

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

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

RESOLVING DEADLINE with complete request: 15 days

RESPONSIBLE PERSON (BUILDING AND EXPLOITATION PERMIT, REMOVAL OF FACILITY): Telephone Office
- Nikolina Šarić, B.L. 052/245-168 49
- Radenko Vuković, B.L. 052/245-168 49