### 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

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<tr>
<th>RESPONSIBLE PERSON:</th>
<th>Telephone</th>
<th>Office</th>
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<tbody>
<tr>
<td>Sanja Knežević, Arch.Const.Tech.</td>
<td>052/245-166</td>
<td>48</td>
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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

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<tbody>
<tr>
<td>Commission members for verification of authenticity of condominium subdivision plan</td>
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</tbody>
</table>

#### CONTACT TELEPHONES:

052/ 245 – 168; 052/245-177; 245-175

### 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)

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<td>Dragana Sredić, B.Sc.Arch.E.</td>
<td>052/245-177</td>
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<tr>
<td>Dragana Ljuboja-Mutić, B.Sc.Arch.E.</td>
<td>052/245-177</td>
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<tr>
<td>Radenko Vuković, B.L.</td>
<td>052/245-168</td>
<td>49</td>
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<tr>
<td>Aleksandra Savić, B.Sc.Arch.E.</td>
<td>052/245-175</td>
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<tr>
<td>Jelena Radonjić, B.Sc.Arch.E.</td>
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<td>Vladana Pecali, B.Sc.S.P.</td>
<td>052/245-176</td>
<td>55</td>
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<td>Sanja Latinović, B.Sc.C.E.</td>
<td>052/245-169</td>
<td>50</td>
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<tr>
<td>Lidija Kević, B.Sc.Arch.E.</td>
<td>052/245-173</td>
<td>53</td>
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<tr>
<td>Nikolina Šarić, B.L.</td>
<td>052/245-168</td>
<td>49</td>
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### RESOLVING DEADLINE

- with complete request: 7 days (stakeout) and 15 days (apportioning)

### 1. LOCATION REQUIREMENTS

**GP MP 7.1.1.2 06/2.1**
• Building, appendage, retrofit
• Reconstruction, change of purpose
• Adaptation, restoration
• 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:
- Dragana Sredić, B.Sc.Arch.E.  052/245-177  51
- Dragana Ljuboja-Mutić, B.Sc.Arch.E.  052/245-177  51
- Aleksandra Savić, B.Sc.Arch.E.  052/245-175  52

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

15 days

RESOLVING DEADLINE with complete request:

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)
  - 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 BGP Power 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.
- Other proofs prescribed under separate laws and which have been indicated in the location requirements

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
- Approval for building with main project
- Approval of authorities if the removal may harm the public interest
- 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 PERM, REMOVAL OF FACILITY): Telephone Office
- Nikola Sarić, B.L.  052/245-168  49
- Radenko Vuković, B.L.  052/245-168  49