

INVESTPRNJAVOR

FROM LOCATION TO CERTIFICATE OF OCCUPANCY

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TO CERTIFICATE OF OCCUPANCY
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INTRODUCTION

The Department of Spatial Planning is located on the ground floor of the Prnjavor Municipality building, in the street Karadjordjeva 2.

The Department of Spatial Planning of the Prnjavor Municipality is open workdays 7.00 –15.00 for the following information and services:

- information and advice to prospective investors on the construction options and conditions,
- instructions on the procedures and manner of applying,
- guides through processes,
- spatial planning documentation (public insight and issuance of extracts),
- instructions on rights and obligations of investors in the process of construction and use of structures,
- confirming validity of issued decisions under the competence of the Department of Spatial Planning,
- laws and bylaws regulating matters related to construction and acquisition of different approvals,
- information on file trail and other documents and information (personally or via telephone 051/663-162 or 051/660-905).

Administrative decisions pertaining to building structures shall be issued on the grounds of executive spatial planning documents, such as:

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

In the absence of the listed planning documents, the location approvals shall be prepared on the basis of a spatial planning strategic document and expert assessments by legal entities licensed for drafting spatial planning documents.

Application forms are available at the reception hall of the Prnjavor Municipality or on home page of the Prnjavor Municipality (www.opstinaprnjavor.net).

In case where the client has a representative, the application must be accompanied by a letter of authorisation.



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

- spatial organisation plan
- plot allocation plan containing coordinates of plot boundaries' angle points
- transport plan
- construction and regulation lines plan

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

The municipal administrative fee for the issuance of a certified extract from the spatial planning documentation amounts to BAM 20.00.

Competent authority: Department of Spatial Planning

The location approval is a technical document regulating the conditions for project designs and construction issued in accordance with the Law on Spatial Planning and Construction (Official Gazette of the Republika Srpska, 40/13, 106/15 and 3/16), special laws and relevant regulations, as well as spatial planning documentation.

Location approvals are, in addition to construction, expansion and building superstructures, necessary also for reconstruction and recovery of structures and change of purpose of the structure or part thereof.

An application for the issuance of a location approval shall be accompanied by:

- **the urban-planning and technical approval and, in the absence of an executive spatial planning document, also an expert assessment, all submitted in three copies, only if issued beside the authority competent for spatial planning of a local self-governance unit,**
- **a copy of cadastre plan (not older than six months), or updated geodetic survey map for suggested routes for line infrastructure utility structures, certified by an authority competent for survey and cadastre,**
- **in case of expansion, building superstructures or change of purpose of an existing structure, proof that the structure had been built with all due permits in place,**
- **the location-related approvals/consents foreseen by the urban-planning and technical approval, unless already included therein,**
- **the administrative decision regulating the obligation to conduct an environmental impact assessment and the scope of the assessment, if so required by special legislation,**
- **conceptual design and proof of ownership or right to construct on the land for structures not requiring building permit in line with the Law.**

The structures built on locations under the scope of spatial planning documentation (regulatory plan, lot allocation plan, etc.) the expert assessment is not required. The structures built on locations without executive spatial planning documentation or which do not require their adoption the expert assessment shall be obtained, issued by a person licenced for drafting spatial planning documentation.

Information on this possibility as well as information on design agencies meeting the requirements for drafting urban-planning and technical approvals and expert assessments is available at the Department of Spatial Planning.

Location approvals shall be issued within 15 days of the date of submission of completed application.

Location approvals shall remain valid until a change of the existing or the adoption of an executive spatial plan.

Should the investor fail to submit an application for the issuance of building permit within one year as of the date of issuance of the location approval, the investor shall be obliged, before the submission, to acquire a certificate confirming that there were no changes to the issued location approval.

Costs for the issuance of location approval include:

- 1. Municipal administrative fee for drafting location approval BAM 20.00,**
- 2. Drafting urban-planning and technical approval:**

for construction of residential or combined residential and office buildings:

- up to 100 m².....BAM 40.00
- 100-200 m².....BAM 80.00
- 201-300 m²..... BAM 180.00
- 301-399 m²..... BAM 240.00

If expert assessment and urban-planning and technical approval are drafted by legal entities authorised for drafting spatial planning documentation, the fee is paid according to the pricelist of the 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 /water management of the Republika Srpska/

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 Republika Srpska, 50/06, 121/12 and 74/17).

Application for water guidelines shall be accompanied by:

- **urban-planning and technical approval,**
- **a copy of cadastre plan,**
- **proof of paid municipal administrative fee of BAM 40.00**



SOLVING PROPERTY RELATIONS

Competent authority: RS Administration for Geodetic and Property Matters
Prnjavor Regional Office

Address: Branka Ćopića 10
Telephone: +387 51 660-571
Official website: www.rgurs.org

Location approval, whose integral part is urban-planning and technical approval, defines the construction lot of the planned structure and it is the basis for possible solving of property relations on the land.

Proof of solved property relations shall be considered:

- **an extract from the public record of immovable property, showing the 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 immovable property,**
- **for temporary structures and structures of sewer cable system for communication cables and systems, the proof of solved property relations shall be also considered a contract on lease or easement.**

Step 3.1 – AGRICULTURAL APPROVALS

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 a structure on the lot treated as agricultural land, the investor shall be obliged to change the designation of the agricultural into construction land under the Law on Agricultural Land (Official Gazette of the Republika Srpska, 93/06, 86/07, 14/10 and 5/12).

The application for obtaining an agricultural approval, i.e. change of designation of agricultural into construction land shall be accompanied by:

- **location approval (including urban-planning and technical approval),**
- **a land-registry sheet,**
- **the title deed**
- **a copy of the cadastre plan,**
- **proof of paid municipal administrative fee in the amount of BAM 3.00**

The change of designation fee 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 may be obtained at the Department of Agriculture, Water Management and Forestry.

Exempted from payment of the fee shall be refugees and displaced persons, returnees, and families of killed and missing veterans and war-disabled veterans of I and II categories on a land up to 500 m², only for the construction of residential buildings, who will prove the status by submitting the following documents:

- **refugees and displaced persons – decision issued by a competent ministry,**
- **families of killed and missing veterans and war-disabled veterans – administrative decision issued by Department of War Veterans and Disabled Persons Protection of the Banja Luka City Administration and a certificate from Cadastre confirming they do not own an apartment or house.**

Documents are submitted in copies whereas original documents shall be presented.

Agricultural approval shall be issued within 15 days of the date of submission of completed application.



PREPARATION OF TECHNICAL DOCUMENTATION

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

All structures must be designed and built in accordance with spatial planning documents and the issued location and urban-planning and technical approvals.

Main project designs serve as the basis for the issuance of building permits.

Main project design is developed in line with location approval, while depending on the type of structure 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 nostrification, verifying the compliance of the project design with regulations applied for such types and purposes of structures in the Republika Srpska.

Nostrification of technical documentation may be conducted by a legal entity licensed to perform technical documentation reviews.



REVIEW OF TECHNICAL DOCUMENTS

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

Once the main project design developed, a review of the technical documentation is performed.

All structures, except those not requiring building permit under the law and individual residential or combined

residential and office buildings up to 200 m² in gross building space, 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 shall select a legal entity authorised for preparation of technical documentation (a design agency) to perform the review.

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 the person.

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



OBTAINING CONSENTS/APPROVALS

Once the review of the main project design conducted, the approvals/consents with regard to the project documentation shall be obtained:

In case of absence of valid executive planning documentation the following approvals/consents shall be obtained:

- **Electrical permit**
ELEKTROKRAJINA a.d. Banjaluka; RJ Elektrodistribucija Prnjavor /power supply company/
Jovana Dučića 8, Prnjavor; 051/663-666; 051-663-289 and fax 051/663-240
www.elektrokrajina.com
- **Approval by M-tel to the design documentation**
M-tel a.d. Banjaluka
Vuka Karadžića br.2. Banjaluka, 051/304-352
www.mtel.ba

In addition to the mentioned approvals/consents it shall also be necessary to obtain the following approvals/consents, depending on the type of structure:

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

Competent authority: Department of Housing, Utilities and Investments.

Before being granted a building permit, an investor constructing on urban construction land shall be obliged to pay:

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

The rate of the fees for regulation of urban construction land and rent shall be determined by an administrative decision. An application for the issuance of the administrative decision determining the fee rates should be accompanied by:

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

Note:

- The amount of the fee for the costs of developing urban construction land and the amount of rent shall be determined based on unit of usable space of the structure as given in the main project design serving as the grounds for the issuance of building permit.
- Costs of the rent shall be reduced by the amount of paid fee for changing the designation from agricultural into 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 Republika Srpska, 40/13, 106/15 and 3/16), a contract will be concluded on funding the equipping of the urban construction land, between the investor on the one part, and the Department of Housing, Utilities and Investments on behalf of the Municipality, on the other part.
- The investor shall have the possibility to pay the fees for rent and development in instalments.
- Contract on paying the fees for rent and development in instalments shall be prepared by the Department of Spatial Planning.
- Urban construction land zones and groups of executive documentation based on which the calculation of the amount of costs for the development and rent is made have been defined under the Decision on spatial development and construction land (Official Gazette of the Prnjavor Municipality, 28/14, 6/16, 31/17 and 33/17), Decision on determining average final construction price per square metre of usable residential and office space for the previous year for the territory of the Prnjavor Municipality, and Decision on the amount of the fee for the development of urban construction land for the current year.
- Administrative decision on the amount of the fee for the development of urban construction land and rent shall be passed within 15 days as of the date of submission of completed application.
- The administrative decision shall become final within 15 days as of the date of collection from an official in the Department of Housing, Utilities and Investments.
- The administrative decision determining the amount of the fee for the development of urban construction land and rent shall be valid for a period of one year as of the date of its enforcement.



ADMINISTRATIVE DECISION ON BUILDING PERMIT

Competent authority: Department of Spatial Planning

Administrative decision on building permit is an administrative document serving as the grounds to start building a new structure or a superstructure, expanding, reconstructing or repairing a structure.

An application for the issuance of a building permit shall be accompanied by:

- **location approval and urban-planning and technical approval,**
- **a copy of the cadastre plan, with the construction lot identified as per the urban-planning and technical approval, including old and new survey,**
- **proof of solved property relations (STEP 3),**
- **three copies of the main project design (with all stages and studies depending on the type and purpose of the structure),**
- **the Report on the review of the project,**
- **consents/approvals and permits stipulated under separate laws and special requirements in location approval (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 rent (proof of payment is submitted only once all other preconditions for building permit issuance 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 paid municipal fee on investment value of structure.**

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

Building permits are issued for building entire structures or parts of structures forming technical, technological or functional whole.

The building permit shall be passed within eight days as of the date of submission of completed application (statutory deadline is 15 days).

Procedure for the issuance of building permit for temporary structures shall be the same as for permanent structures, whereas the building permit shall indicate time period, or number of years for which the permit is issued.

The administrative decision shall become 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 shall become invalid.

Step 8.1 – ENVIRONMENTAL PERMIT

Competent authority: Department of Spatial Planning

In accordance with the Law on Protection of Environment (Official Gazette of the Republika Srpska, 71/12 and 79/15), investors shall be obliged to obtain environmental permit before submitting the application for building permit for all structures used to perform the activities that pose or could pose a risk to environment and if so required by the location approval.

RS Ministry of Spatial Planning, Civil Engineering and Environment shall issue an environmental permit for facilities corresponding to projects stated in Rulebook on projects subject to conducting environmental impact assessment (Official Gazette of the Republika Srpska, 124/12) as follows:

- **facilities referred to in Article 2 of the Rulebook require environmental impact assessment;**
- **facilities referred to in Article 3 of the Rulebook shall be subject to a decision by the Ministry on the need for an environmental impact assessment;**
- **projects (Article 4) which do not reach the prescribed threshold but which may have considerable environmental impact;**
- **projects referred to in Articles 2, 4, 5 and 6 of the Rulebook on facilities that may be constructed and put into function only if they have environmental permit (Official Gazette of the Republika Srpska, 124/12).**

Local self-governance units issue environmental permits pursuant to Article 3 of the Rulebook on plants that can be built and commissioned only if issued environmental permit (Official Gazette of the Republika Srpska, 124/12):

- **for plants whose size is under threshold determined under Article 2 of the Rulebook.**
1. An application for environmental permit shall be accompanied by:
 - **Location approval – for new facilities,**
 - **A copy of cadastre plan,**
 - **Proof (two copies) prepared by authorised legal entity meeting the requirements for activities in the field of environmental protection,**
 - **Certificate of occupancy – for existing facilities,**
 - **Proof of paid municipal administrative fee in the amount of BAM 30.00.**
 2. Renewal of environmental permit:
 - **report on the emissions measuring prescribed by the environmental permit being renewed, issued by the relevant institution;**
 - **report by environmental inspector confirming that the measures and obligations prescribed by the administrative decision granting the permit have been observed and that there has been no significant change of conditions pertaining to the facility and activities, primary and secondary raw materials, use of energy, sources of emission and the location of the facility;**
 - **a certified statement by the responsible person that as on the day of submission of the permit renewal application all measures and obligations prescribed by the decision granting the permit have been observed and that there has been no significant change of conditions pertaining to the facility or the activity, primary and secondary raw material, use of energy, source of emissions and the location of the facility;**
 - **administrative fee for the renewed environmental permit in the amount of BAM 30.00.**

A notification of submitted application for the issuance of environmental permit shall be published on the announcement board of the Prnjavor municipal administration and at the home page of the Municipality for a period of 30 days. The Department shall provide all interested citizens with a possibility to view the application and any accompanying proof.

Interested citizens may submit written comments on the application to the competent authority. The environmental permit shall be passed within 45 days as of the date of submission of completed application.

Investors shall be obliged to submit applications 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 Republika Srpska, 28/13 and 104/17). The administrative decision shall become final within 15 days as of the date of collection from an official in the Department of Spatial Planning, office no. 4.

Environmental permit shall be issued for a period of 5 (five) years.

Step 8.2 – WATER APPROVAL

Competent authority: - Department of Agriculture, Water Management and Forestry
- JP "Vode Republike Srpske", regional office of the river basin of Bosnia, Doboј

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 application for building permit, and if so required by water guidelines and location approval, the investor shall be obliged to acquire administrative decision on water approval to the main project design, as prescribed under the Law on Waters (Official Gazette of the Republika Srpska, 50/06 , 121/12 and 74/17).

The application for water approval shall be accompanied by:

- **a copy of cadastre plan**
- **urban-planning and technical approval**
- **location approval**
- **project documentation for insight**
- **proof of paid municipal administrative fee in the amount of BAM 32.00**

Water approval shall be issued within 7 days of the submission of the complete application.

Water approval shall be issued within seven days of the submission of the complete application. The administrative decision shall become final after the expiry of 15 days as of the date of collection from an official.

The administrative decision on water approval shall cease to be valid after the expiry of one year of the day of its issuance.

If the water approval is issued by JU "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 STRUCTURES

Competent authority: Department of Spatial Planning

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

Attached to the application for removal permit shall be the following documents depending on the gross building space of the structure to be removed (demolished):

For structures with under 400 square meters of gross building space:

For structures with under 400 square meters of gross building space:

- **proof of ownership rights,**
- **consent by relevant authorities in the cases when such a removal might jeopardise public interests,**
- **the environmental impact assessment in line with the RS Law on Protection of Environment,**
- **proof of paid municipal administrative fee in the amount of BAM 40.00.**

For structures exceeding 400 square meters of gross building space:

- **proof of ownership rights**
- **removal design,**
- **consent by relevant authorities in the cases when such a removal might jeopardise public interests,**
- **the environmental impact assessment,**
- **proof of paid municipal administrative fee in the amount of BAM 40.00.**

The originals of the proof of ownership or construction rights must be submitted and they may not be older than six months.

Removal permit shall be passed within 15 days as of the date of submission of completed application.

The administrative decision shall become final within 15 days as of the date of collection from an official in the Department of Spatial Planning, office no. 8.



PREPARING CONSTRUCTION SITES

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 plaque displayed at a construction site indicating relevant details on the structure and the parties involved (names of investor, contractor, designer, supervisory body, name and type of structure, number of building permit, etc.).
- In the event of temporary occupancy of the neighbouring or adjacent land for the needs of the construction site, the investor shall be obliged to get the consent from the land owner to this end.
- Contractors shall be obligated to obtain the consent from Department of Housing, Utilities and Investments for any temporary occupancy of public areas for the needs of their construction site.



STAKING OUT STRUCTURES

Competent authority: Authorized geodetic organization

- Before proceeding with the construction, the structure is staked out in line with the location approval and the conditions given in the building permit.
- The staking out shall be performed by an organisation authorised to perform geodetic activities, in accordance with special laws.
- Information on authorised geodetic organisations meeting the requirements for staking out structures is available at the Department of Spatial Planning.



REPORTING CONSTRUCTION SITES

Obligations of contractors:

- Contractor shall be obliged to report construction sites to the labour inspectorate no later than seven days before the start of the works.

Contractor must:

- provide organigram observing the building permit conditions,
- provide 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 organigram,
- ensure that a building log book 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 remedied

Contractors shall be 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 with supervisory body,
- The appropriate license for the performance of technical supervision,
- The building contract,
- The building permit,
- The main project design,
- The building log,
- The inspection record,
- Relevant documentation on the testing of materials, products and equipment,
- The Minutes of the staking out of the construction,
- The Minutes of the foundations check,
- The measurement book for the structure, in the cases when the contract stipulates that this be kept,
- The construction site organigram.



WATER PERMIT

Competent authority: Department of Agriculture, Water Management and Forestry, Vode Republike Srpske, the Bosna River Basin Regional Office, Dobož

In accordance with the Law on Waters (Official Gazette of the Republika Srpska, 50/06,121/12 and 74/17), investors shall be obliged to obtain water permit before submitting the application for certificate of occupancy, provided that the water approval was issued beforehand.

The following shall be attached to the application for water permit:

- **water approval,**
- **administrative decision on building permit or certificate of occupancy (for existing structure),**
- **location approval (for the insight),**
- **main project design (for the insight),**
- **proof of paid municipal administrative fee in the amount of BAM 70.00.**

Note:

- Water permit shall be issued with 15 days (statutory deadline is 30 days) as of the date of submission of completed application.
- The administrative decision shall become final within 15 days as of the date of collection from an official.
- Water permit shall be issued for a limited period, but for not more than 15 years.
- If the water permit is issued by JU "Vode Srpske" Bijeljina, forms and data necessary for the application are available at www.voders.org.

Competent authority: Department of Spatial Planning

- Built structures may not be occupied or put into use without a certificate of occupancy issued by the competent authority upon conducting a technical site inspection.
- Certificates of occupancy may be issued for entire structures or parts of structures constituting separate technical and functional wholes in cases when the part may be conformed to its assignment before the entire structure completed or when so required to enable the continuation and completion of the construction works.
- Technical site inspections are performed once the structures built, i.e. upon the completion of all the works envisaged by building permits.
- Having completed the competition procedure the Head of Department of Spatial Planning adopted a Conclusion determining the list of natural and legal entities for technical site inspections for structures subject to building permits to be issued by the Department of Spatial Planning.
- List of the mentioned natural and legal entities is published in the official gazette of the Prnjavor Municipality and on Prnjavor Municipality home page (www.opstinaprnjavor.net), and is also available at the Department of Spatial Planning.
- An application for certificate of occupancy shall be submitted by the investor or the owner of the structure or 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.

An application for obtaining the certificate of occupancy shall be accompanied by::

- **the building permit, with the main project design serving as the grounds for the permit issuance and the as-built design if that prepared,**
- **a certificate on the performance of a geodetic survey of the structure,**
- **a proof of the performance of a survey of the underground installation system,**
- **the approval of the as-built status, when this required by special regulations,**
- **the contractor's statement on all stages of the construction works carried out,**
- **report by the supervisory body**
- **energy-related certificate for the building (issued by the Environmental Protection Fund, Banja Luka, when so prescribed under location approval and building permit),**
- **proof of paid municipal administrative fee in the amount of:**
 - 0,3% of investment value for the issuance of certificate of occupancy after the technical inspection of infrastructure facilities.
 - 0.25 BAM/m² of space for the issuance of certificate of occupancy after the technical inspection of economic structures in agriculture.
 - 0.50 BAM/m² of space for the issuance of certificate of occupancy after the technical inspection for all other structures.

The applicant shall be obliged, no later than on the day of technical site inspection, to present for insight to the technical site inspection panel the following:

- **the building permit, with the main project design serving as the grounds for the permit issuance and the as-built design if that prepared;**
- **proof of quality of the works, construction products and equipment;**
- **documentation confirming that the construction load testing has been performed and the findings of the testing, if such a testing required by special regulations;**
- **the building log;**
- **the measurement book for the structures for which the keeping of the book has been contracted;**
- **the inspection record and**
- **other documentation defined by special regulations depending on the type of structure.**

Minutes of technical site inspections shall be kept and indicate the opinions of each member of the Panel confirming if the built structure may be used, if there are any observed shortcomings that have to be remedied before that, or that the certificate of occupancy cannot be issued.

The Panel shall prepare a written Report on the findings of performed technical inspection of built structure and submit 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 remedied, the certificate of occupancy shall be issued within eight days as of the date of receipt of the Minutes, or the date when the application is completed.

Should the technical inspection reveal any shortcomings that need to be remedied, the competent authority shall issue a decision instructing that this be done within a specified deadline.

Once the shortcomings remedied, the applicant shall inform the competent authority of this and submit proof thereof.

When all the shortcomings remedied, the competent authority shall issue the certificate of occupancy within eight days as of the date of the submission of the report and minutes on repeated technical inspection, or the date when the application is completed.

In the event that the identified shortcomings have not been remedied even over the new deadline, the competent authority shall issue a decision rejecting the application for certificate of occupancy and inform the competent urban planning and building inspectorate thereof.

The decision shall become final within 15 days as of the date of collection from an official at the Department of Spatial Planning, office No. 8.



ENTERING STRUCTURES INTO PROPERTY RECORDS

Competent authority: RS Administration for Geodetic and Property Matters, Prnjavor Regional Office

Address: Branka Ćopića 10

Telephone: +387 51 660-571

Website: www.rgurs.org

Upon receiving the certificate of occupancy and its enforcement, the conditions are met to start using the structure, as well as to enter it into cadastre records and land registry.



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