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FROM THE LOCATION
TO USE PERMITS

MI SMO VEĆ **OVDE**, A GDE STE **VI**?
WE ARE **HERE**, WHAT ABOUT **YOU**?

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FROM THE LOCATION TO USE PERMITS

Realization of the plan document, or the materialization of the location is done through the following steps:

- I. **Location Information** - contains information about the possibilities and limitations of construction on cadastral parcels, based on the planning document; issued mandatory for the construction of auxiliary buildings, garages and transformer station 10/04 kV and 20/04 kV. With the request for issuing location information submitted a copy of the plan and list of real estate. **The deadline** for the issuance of **eight days** from the filing proper documentation.

The relevant authority for location information issuance is the Department of Spatial Planning at the City Administration for spatial planning, construction and environmental protection. Contact person is Head Department of Spatial Planning Vladana Kashikovich, architect, tel: 034 306-223.

Location information: The fee for the work of paid in the amount of 680,00 din to the bank account number 840-742341843-24 with reference number 97 57-531.

II. Urban-technical documents:

- **Project parceling or reparceling** is the document on which the construction of plots established in accordance with the planning documents. For a number of cadastral parcels may be formed by one or more building parcels in a manner and under conditions specified in the planning document, based on the project parceling. For a cadastral parcels can be formed a number of building parcels in a manner and under conditions specified in the planning document, based on the project re-parceling.

The project confirmed the Department of Spatial Planning at the City Administration of Spatial Planning, Construction and Environmental Protection, within 10 days. Contact person is Head Department of Spatial Planning Vladana Kashikovich, architect, tel: 034 306-223.

Before doing the project, the investor is obliged to request the Department of Spatial Planning in order to obtain data for the project. With the request is submitted copies of the plan and list of real estate.

The project is managed by responsible urban architectural profession. An integral part of the project and the project Geodetic mark.

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The request for the implementation parceling or reparceling, the authority in charge of the state survey and cadastre, render a decision on the establishment of cadastral parcels.

Data for production project of Parceling or re-parceling. The fee for the work of paid in the amount of 2030.00 RSD to the bank account number 840-742341843-24 with reference number 97 57-531

The verification project parceling or re-parceling. The fee for the work of paid in the amount of 1080,00 RSD to the bank account number 840-742341843-24 with reference number 97 57-531.

- **project correction borders of neighboring parcels** is made in order to form a construction parcels, as well as determining the border area of public use, provided that such changes in accordance with the current urban plan.

Department of Spatial Planning at the City Administration of Spatial Planning, Construction and Environmental Protection, at the request of the owner or lessee of cadastral parcels, issued conditions for rectification of borders adjacent parcels. With the request is submitted evidence on property rights, or lease the cadastral parcels and a copy of the plan of parcels.

Conditions for correction of the borders of neighboring parcels are issued in accordance with the applicable conditions of the urban plan, within 10 days from the date of the request. Contact person is Head Department of Spatial Planning Vladana Kashikovich, architect, tel: 034 306-223.

The conditions for obtaining the correction limit of the competent authority, the owner or lessee shall submit a request body in charge of the state survey and cadastre for implementation.

Terms for making correction to the project boundaries adjacent parcels: The fee for the work of paid in the amount of 2030.00 RSD to the bank account number 840-742341843-24 with reference number 97 57-531.

- **special cases the formation of construction parcels** - for construction or placement of power and telecommunication facilities or equipment, may be formed construction parcel less surface area of the planning document provided for that zone, provided that there is access to the facility or equipment, for maintenance and repairing faults or breakdown. As proof of solved property and legal relations in the soil, can be recognized and the contract of lease of land in private ownership with the owner of the land, concluded in accordance with special regulations.



- **The Urban Planning Design** is made for a construction parcel when it is anticipated the urban plan, spatial plan of the local self-government, or spatial plan areas for special purposes, for urban areas of architectural shaping public purpose and urban-architectural develop locations.

Department of Spatial Planning at the City Administration of Spatial Planning, Construction and Environmental Protection, confirmed that urban planning design is made in accordance with the urban plan, spatial plan of the local self-government, or spatial plan for special purposes and the law.

Before the confirmation of urban planning project, the competent authority organizes a public presentation of urban planning project for a period of seven days. After public inspection within three days, the competent authority is obliged to provide urban design plans for the Commission on the expert control. Planning Commission shall within 30 days to perform verification of compliance with urban project planning documents and the law, consider all objections and suggestions from the public presentation and submit a report with the opinion of the competent authority.

Data for making UP: The fee for the work of paid in the amount of 2030.00 RSD to the bank account number 840-742341843-24 with reference number 97 57-531

- The verification UP: The fee for the work of paid in the amount of 1080,00 RSD to the bank account number 840-742341843-24 with reference number 97 57-531

III. **Location permits** - issued by the decision of the construction parcel, for facilities that are under the Law on planning and construction issues construction permits, and contains all the conditions and data required to create technical documentation, in accordance with applicable planning documents and other special laws, and by type object. Location permit may be predicted and the construction phase. Request for issuing location permits shall contain data about the object that will be built, and in particular on: the planned disposition, type and purpose of the facility, technical characteristics and the like. With the request for issuing location permits shall be submitted to:

- copy of the plan of the cadastral parcel;
- extract from the cadastre of underground installations;
- evidence of real property, or lease the right to construction land.

Location permit is issued to the building plot, and if the purpose has not changed from agricultural to construction parcel, investors before issuing location permits, and submit proof of paid compensation for the above change of land use. Decision on determining the fee for change of land use issues at the Department of Agriculture - City Department for Economic Resources. Contact person is Head of Department Verica Shapich, LLB, tel. 368-198.



Issued within 15 days of filing a proper request, or to obtain conditions and data that the competent authority shall obtain ex officio. Location permit is issued based on the general plan of regulation, or, the detailed regulation plan.

Decision on location permit shall lapse if the investor within two years from the date on a strong legal solutions to allow location permit not apply for a building permit.

The competent authority for issuance of the Department of Spatial Planning at the City Administration for spatial planning, construction and environmental protection. Contact person is Head of Spatial Planning Vladana Kashikovich, architect, tel: 034 306-223.

The decision on location permit shall be paid:

- decision on the location permit on behalf of the republic administrative fee the amount of 520.00 RSD by tariff number 165, para. 2, the bank account number 840-742221843-57 with reference number 97 48-049
- The applicant is required to download in Location permit fee paid its actual costs of issuance (in accordance with the Tariff of costs and benefits for the work of the City, the city administration and professional services, Official paper of city of Kragujevac, no 36/09), and benefits and public utility companies (in accordance with their decisions) are at the request of the Department prescribed certain conditions for connection. These fees are paid per account submitted by the same company the Department of Spatial Planning, and when the download Location permit. Decision on the location permit on behalf of the republic administrative fee the amount of 520.00 RSD by tariff number 165, para. 2, the bank account number 840-742221843-57 with reference number 97 48-049
- The applicant is required to download in Location permit fee paid its actual costs of issuance (in accordance with the Tariff of costs and benefits for the work of the City, the city administration and professional services, Official paper of city of Kragujevac, no. 36/09), and benefits and public utility companies (in accordance with their decisions) are at the request of the Department prescribed certain conditions for connection. These fees are paid per account submitted by the same company the Department of Spatial Planning, and when the download Location permit.

IV. **Building permits** - building facility is based on building permits and technical documentation. Issuance of building permits is entrusted the job of local government units by the competent Ministry. With the request for the issuance of building permits submitted to:

- 1) location permits;
- 2) main project in three copies with the report on the completed technical control;
- 3) evidence of real property, or lease the right to construction land;
- 4) evidence of editing relations in payment for building land;

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5) proof of payment of administrative fees.

The line construction of infrastructure facilities, as well as evidence of real property, or lease the right to construction land, is the final decision on the expropriation and proof that the end user of expropriation provided funds in the amount of the market value of real estate, or contract for the establishment of servitude with the owner of the service good.

For building or construction works on the land or building which is owned by several persons, with the stated requirement, submitted and notarized consent of the person, and if the work is performed on the merging or converting the common rooms in the apartment, or business premises in residential buildings, or build a residential building, submitted and a contract concluded in accordance with the special law.

For the construction of energy facilities, Moreover request is submitted and energy permits in accordance with the special law.

The authority responsible for issuing building permits, upon receipt of the request checks whether the request contains the prescribed evidence and that is the project done in accordance with the rules of construction contained in the location permit.

Building permit decision is issued, within eight days of submission of a proper request. An integral part of the solution is the main project and location permits.

Building permits issued for the entire facility, or for part of the building, if that part of the technical and functional unit.

Preparatory work can be performed on the basis of special building permits for buildings developed gross building area of over 800 m² and can be an integral part of the main project on which the building permit issued for building.

Building permit shall lapse if it does not start with building object, or putting construction works, within two years from the date of a legally valid solution which was issued building permit.

The competent authority for issuance of the Department for the construction of infrastructure or Department of Infrastructure (depending on the type of facility) at the City Administration of Urban Planning, Construction and Environmental Protection. Contact persons for the construction of Head Ljiljana Milojevich, LLB, tel. 034 306-267 and head office infrastructure Dragan Aksentijevich, graduate electrical - Engineer tel: 034 306-243.

The decision on the building permit is paid on behalf of the republic administrative fee the amount of 520.00 RSD per tariff number 165, para. 2, the bank account number 840-742221843-57 with reference number 97 48-049



- V. **Decision on approval of the works** on the maintenance facility investment and removing barriers for persons with disabilities, adaptation, renovation and change of use without any building construction works.

With the request for issuance of paragraph 1 this Article shall be submitted to:

- 1) evidence of real property;
- 2) Conceptual Design and major project for work on adaptation and repair facility;
- 3) Location information for the construction of ancillary buildings, garages and transformer station 10/04 kV or 20/04 kV;
- 4) Evidence of regulation of relations in terms of payment for building land for the construction of typical transformer station 10/04 kV and 20/04 kV (except pole transformer stations), garage, storage and other similar facilities, as well as to change the purpose of building works without.

The decision is issued within eight days from the submission of a proper request.

The competent authority for issuance of the Department for the construction of infrastructure or Department of Infrastructure (depending on the type of facility) at the City Administration of Urban Planning, Construction and Environmental Protection. Contact persons for the construction is Head Ljiljana Milojevich, LLB, tel. 034 306-267 and head office infrastructure Dragan Aksentijevich, graduate electrical - Engineer tel: 034 306-243.

The decision on the building permit is paid on behalf of the republic administrative fee the amount of 520.00 RSD per tariff number 165, para. 2, the bank account number 840-742221843-57 with reference number 97 48-049

- VI. **Temporary building permit** is issued for construction: asphalt base, separation of aggregates, concrete factory; standing, anchor meteorological anamometar poles up to 60 meters, diameter up to 300m with the accompanying measuring equipment; temporary roads, and to perform investigative work on the location, in order to determine specific conditions for making the main project and the relocation of existing installations.

The procedure for issuing a temporary building permit and its contents of the provisions of law regulating the procedure of issuing building permits.

Takes for the specific period in which the object can be used, or perform work, which can not be longer than three years from the date of the temporary building permit.

The competent authority for issuance of the Department for the construction at the City Administration of Urban Planning, Construction and Environmental Protection. Contact persons for the construction is Head Ljiljana Milojevich, LLB, tel. 034 306-267.



The decision on the building permit is paid on behalf of the republic administrative fee the amount of 520.00 RSD per tariff number 165, para. 2, the bank account number 840-742221843-57 with reference number 97 48-049

VII. **Building:**

- The investor is obliged to authority that issued the building permit and competent building inspector reported the beginning of building construction, eight days before the start of works. Registration includes a start date and deadline for completion of construction.
- Preparation for construction: marking the construction parcels, regulation, leveling and building lines, in accordance with regulations which define the execution of geodetic works; site marking the appropriate board, which includes: data object that is being built, the investor, the responsible developer, the number of building permits, contractor, initially building and completion of construction within.

VIII. **Use Permits** - The body responsible for issuing building permits issued by the decision of inspection certificate, within seven days of receipt of the findings of the Commission for the technical review which determined that the object is suitable for use. Issued for the entire facility or part of the object that represents the technical and technological unit and as such can be used independently or for the construction of the building made a special building permit.

- Technical View of Property - is done after construction of the building, and all works envisaged a building permit and the main project, or upon completion of construction of the building which may be issued inspection certificate in accordance with the Law, within 30 days of receipt of the request for the execution of the technical inspection of the facility. Technical Review Committee conducted a technical review of the building, which educates the public company, "Department of Urban Planning."
- The cost of the technical inspection shall be borne by the investor. For the issuance of use permits shall be paid Republican administrative fee in the amount of 0.05% on the pre-calculated value of the facility, the bank account number 840-742221843-57 with reference number 97 48-049.

TIMING

Since the Law on Planning and Construction (Official paper RS no. 72/09, 81/09 - correction) came into force on 11.09.2009. and that did not pass all necessary legislative needed for its implementation, the time frame in practice is not yet possible to determine. To the statistics did the length of individual stages of issuing the necessary documents needed for the analysis to pass the time (minimum one year) that could be talking about



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the average time needed for the issuance of certain documents, or from phase to phase of publishing sites use permits.

PROGRAM FOR BUILDING PERMITS

Program " Building permit" is scheduled for easier and faster services to investors in the procedure of obtaining building permits. In this project the market was directed to the obvious problem that is present in the realization of the rights of citizens, or investors in obtaining building permits and other documents.

The program is modular and scalable in terms of construction and reconstruction procedures, and in that sense independent of any change of regulations. This was achieved by carefully constructing the database, general and content-management system, which is the processing procedure of obtaining building permits only one special case. Administrators in some mainstream services independently create procedures under its jurisdiction and the form and content of documents that are conditioned in some procedures. Achieved is the principle of free - informal access to the group - the office, to function in the program if some of the actors in the procedure of solving the case or does not want the conditions to participate through this program.

It was organized in the principle "one party - one officer".

The program is resolved so that the operation does not need any additional software except a web browser and Acrobat Reader.

The program operates in a client-server architecture. Number of clients - the user is not limited. Because it is application based on Web technology, client side program is a web browser, which is present on all platforms.

The program provides for the formation of specific groups of users - operators. Access levels for certain groups of operators determined by the system administrator (administered, input, update entries and updates and without the right approach for the registration). This is achieved through synchronous operation in various services (the urban, the utilities, the administrative bodies). Carefully implemented tier access rights to each operator, or administrator within their rights could manage their part of responsibilities independently of the central administration. Each group with their administrative rights has creative work environment in the overall procedure of obtaining building permits. All this process takes place in registry offices in their workplaces, and not in some hall.

The program allows monitoring of certain items, as well as access to individually generated documents (PDF) by all operators. To create and update documents operators for particular types of documents have exclusive rights.

Program in a separate section contains charging services at points of procedure for obtaining a license by the price-list service, and preparation of documents for payment of various institutions in the process.



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The program includes a module for archiving completed cases and cases in which a particular reason, suspended the proceedings, with the ability to search by various criteria (by name investors, the number of parcels, by address, by a certain time period, by type of construction, etc.). They can also be archived and accompanying scanned documents belonging to the case. This archive is created and stored on CD or optical disk.

Functioning of this system is permanently creating a valuable database that serves urban, utilities and governments in planning, decision making, evaluation of the site. Long term, it creates a permanent database (archive) of all interventions in the area. These data will automatically be used for the GIS as a feedback flow planning and their implementation. In the very near future flows complete planning, design and implementation plans will be archived in electronic form in one place or in one integrated system. Based on this concept of planning and implementation of plans and other information relevant to the functions of automatically can generate new processes without any special effort and investment - created expert systems at the community level for planning, management and decision-making, essential for the development community.

NOTE:

The process of legalization is a special procedure that is implemented in accordance with law and regulations issued.



TABLE 1: PROCEDURE

Seq. no.	DESCRIPTION	Previous issue	Solving the competent department / service	Maximum time required to solve (in accordance with the law) of receiving a proper request
1	Location information	/	Department of Spatial Planning / Department of Infrastructure	8
2	Project parceling or reparceling	The formation of construction parcels	Department of Spatial Planning – data for making project	8 days for the issuance of data + 10 days to verify the project
			Preparation: ○ the cadastre - topographic plan ○ Project parceling or reparceling ○ Project Geodetic mark ○ on the implementation of the Republic Geodetic Authority - Services for Real Estate Cadastre	UNKNOWN
3	Project correction borders of neighboring parcels	The formation of construction parcels	Department of Spatial Planning – conditions for preparation of the project	10 days of issuance conditions
			Preparation: ○ the cadastre - topographic plan ○ Project Geodetic mark ○ on the implementation of the Republic Geodetic Authority - Services for Real Estate Cadastre	UNKNOWN
3	Urban planning project to build	The formation of construction parcels	Department of Spatial Planning	8 days for the issuance of data
			Design: ○ the cadastre - topographic plan ○ preliminary design	UNKNOWN
			Professional Control Department	3
			Public access	7
			Planning Commission	Within 3 days after the public release shall be submitted to the Commission, which within 30 days, delivered the opinion of
Department of Spatial Planning	3 days to verify the project			
4	LOCATION PERMITS	Formed construction parcels	Department of Spatial Planning / Department of Infrastructure	15
5	BUILDING PERMITS	○ the location permits	Department of Construction	8



		<ul style="list-style-type: none"> o the main project o And on the other prescribed evidence 		
6	The decision on approval for the works	<ul style="list-style-type: none"> o Preliminary design and major project to work on the restoration and adaptation of the building; o Location information for the construction of ancillary buildings, garages and transformer station 10/04 kV or 20/04 kV; o And other prescribed evidence 	Department of Construction	8
7	Temporary building permit		Department of Construction	8 (holds up to 3 years)
8	CONSTRUCTION	Building permits Reported the beginning of building construction Construction	Contractor	According to the contract with the contractor
9	USE PERMITS	Technical Review	Department of Construction	7