

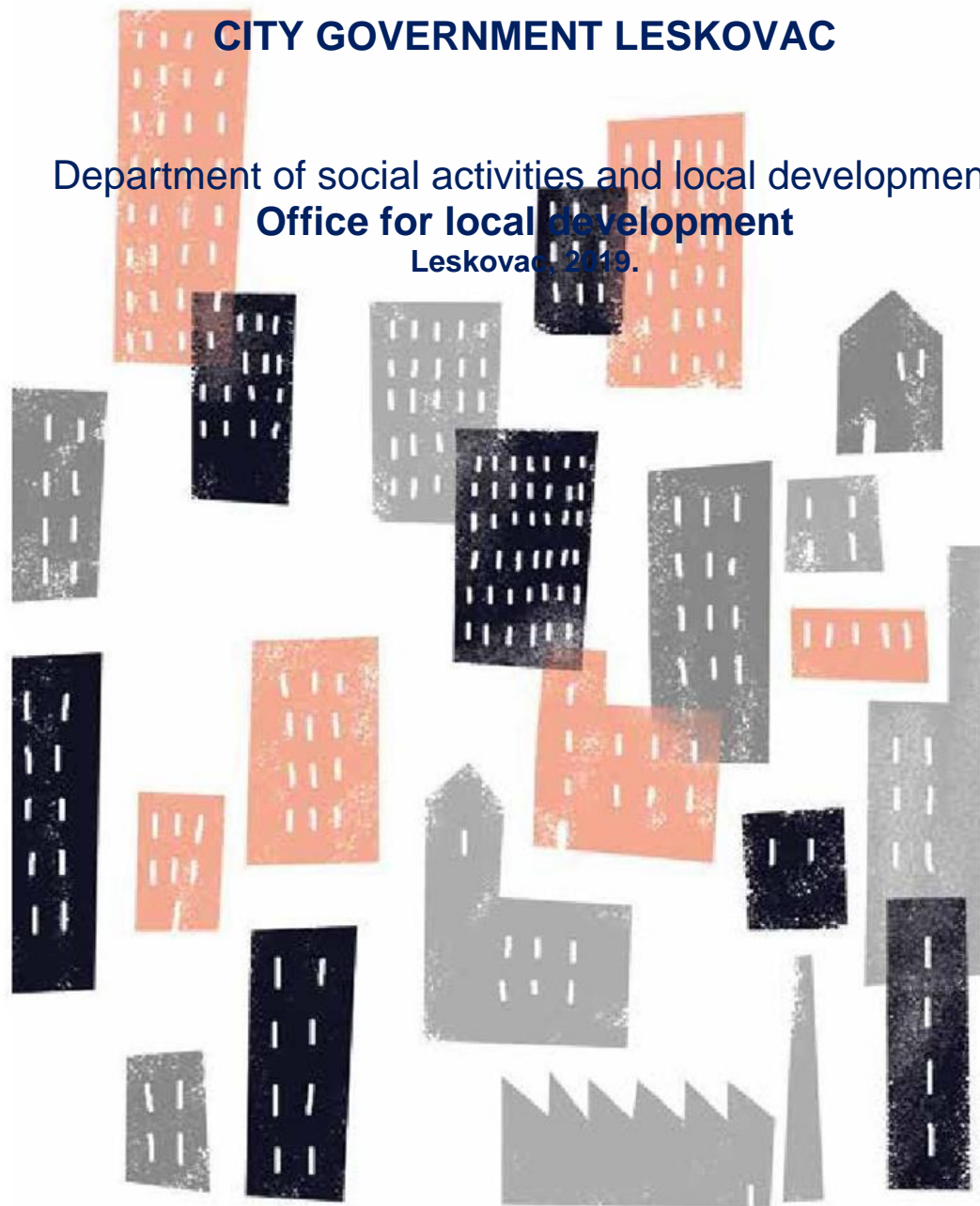
THE INTEGRATED PROCEDURE FOR EXERCISING THE RIGHT TO CONSTRUCT AND USE FACILITIES

CITY GOVERNMENT LESKOVAC

Department of social activities and local development

Office for local development

Leskovac, 2019.



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Introduction

Integrated procedure - “one-stop shops” for investors

The point of the so-called “one-stop shop” systems is to transfer part of the burden of the complex administrative procedures with a large number of participants to the public administration (administrative authorities, local self-governments and organizations with public authorizations). One-stop shop systems are mechanisms for achieving a more functional distribution of responsibilities in the implementation of administrative procedures between citizens and administration.

What is Integrated Procedure?

In its essence, the integrated procedure is the exchange of documents, electronically, owned by holders of public authorities, without citizens, i.e. investors acting as intermediaries. The one-stop shop is not a counter in the usual sense of the word, with a sliding window through which the clerk communicates with the client, but a “communication hub” through which the authority competent for issuing a construction permit acquires and distributes documents within the competence of the public authority holders, on behalf and for the account of investors.

The competent authorities, as well as all other holders of public authority, in case of any doubt regarding the standards applied in the integrated procedure, are obliged to apply these norms in a way that is the fastest, cheapest and most efficient for the client, by resorting to targeted interpretation of the provisions governing the integrated procedure.

What is not included in Integrated Procedure?

- Issuing location information;
- Issuing conditions for design and connection to electricity distribution or transmission system, as well as to natural gas distribution or transport system, for particular facilities, in accordance with the law regulating energy.

What is included in Integrated Procedure?

- Obtaining conditions for design, i.e. connection of the facilities to the infrastructure network;
- Issuing location conditions;
- Issuing construction permit;
- Amendments to the location conditions and construction permit;
- Notification of work;
- Obtaining consents for the construction design in terms of fire protection measures;
- Notification of the completion of the foundation, and the completion of the facility, in structural terms;
- Distribution of information and records (construction permit, notification of works, completion of the foundation)
- Issuing usage permit
- Registration of the (property) title

In case you have found an appropriate plot and you have decided to execute construction works you must become familiar with the integrated procedure for exercising the right to construct and use facilities. Years of experience have taught us that, in the majority of cases, the lack of information in the process of construction leads to complications that cause late execution of construction works and inevitably the costs increase.

In accordance with the Law on Planning and Construction, documents and memorials are exchanged electronically in the integrated procedure.

1. LOCATION INFORMATION

The location information is not a mandatory document for the procedure of issuing a construction permit. It is not necessary that the person who requires the document is the owner of the plot or plots for which the application is submitted, or to have a contract with the plot owner with respect to use, ownership or any other right over the plot.

The location information is an informative document that an interested person may obtain for a prior review of the data on the possibilities and constraints of construction on a cadastral plot or several cadastral plots.

The competent authority is the same authority that issues the location conditions, within eight days from application, subject to payment of actual issuing costs.

NECESSARY DOCUMENTS:

1.1. Application for issuing location information
1.2. A copy of the cadastral plan of the cadastral lot
A fee for issuing location information

1.1. Application for issuing location information

The application should be submitted to: the counter of the **Department of urban planning** in the city service center, the Revolution Square 45,
Phone number: +381 (0) 16 215-631

	Amount	Bank Account
Republic administrative fee for the application	320,00	840-742221843-57

Republic administrative fee for the location information 2,700.00

1.2. COPY OF THE PLAN OF CADASTRAL PLOT/PLOTS

Competent authority: The Office for real estate cadaster, Babički odred no.1; phone number: 016/242-856

Republic Geodetic authority	Amount	Bank account
For one cadastral plot	740,00	840-742323843-92
For additional cadastral plots next to the first one	320,00	840-742323843-92

GOAL

LOCATION INFORMATION

Competent authority: the Department of urban planning, The Revolution Square 45/6, phone number: 016/212-774, 251-964.

City administrative fee	Amount	Bank account
For one construction plot	500,00	840-742341843-24
For one construction plot	500,00	840-742341843-24
For one construction plot	500,00	840-742341843-24

Tar,no.3

Along with location information, the interested person obtains detailed data on the possibility of construction on the plot in question.

NOTE: All the necessary information and requests are provided on the counter of the *Department of urban planning in the city service center, the Revolution Square 45, 16000 Leskovac, phone number: +381 (0) 16 212-550 ; 212-503.*

2. LOCATION CONDITIONS

Location conditions are a legal document obtained for the purpose of determining all urban planning, technical, and other conditions for preparation of the technical documentation, which define the possibilities and limitations of the subject location for construction, it contains all the conditions for the preparation of technical documentation.

Deadline for issuing location conditions is 5 (five) days within fulfilling all the necessary conditions and obtaining other data from the holders of public authorities electronically through the system of integrated procedure.

Validity period: Location conditions are valid two years upon issuing, or until the construction permit is valid, in accordance with the conditions for the requested cadastral plot.

Note: Location conditions may be issued to any interested natural or legal person that submitted an application along with the accompanying documentation and paid all the necessary fees and compensations. It is not necessary that the person who requires the document is the owner of the plot or plots for which the application is submitted, or to have a contract with the plot owner with respect to use, ownership or any other right over the plot.

NECESSARY DOCUMENTS
2.1. LOCATION CONDITIONS APPLICATION FORM
2.2. CONCEPTUAL DESIGN
THE COMPETENT AUTHORITY ACQUIRES EX OFFICIO: <u>COPY OF THE PLAN OF THE CADASTRAL PLOT, EXCERPT FROM THE UTILITY CADASTRE</u> (except in case of upgrading the existing facility) By accessing the official electronic database of the utility cadaster, the competent authority acquires data about the area of the plot or plots, except in case of line infrastructure facilities or antenna masts. <u>CONDITIONS FOR DESIGN AND CONNECTION OF FACILITY TO UTILITY SYSTEMS:</u>

2.1. APPLICATION FOR ISSUING LOCATION INFORMATION

One may submit the application exclusively electronically on the portal for electronic application for construction or by clicking on the picture below:



One may submit the application in person or by an attorney. If the application is submitted by the attorney, it should include a scanned copy of the power of attorney (in digital format) that need not be certified by the authority competent for certification, while the competent authority may require the certified power of attorney, should he/she have any doubts in the copy's validity.

Prior to application, all the pay-in orders that are mandatory in order to continue with the procedure for location conditions appear on the screen.

Price list	Amount	Bank account
Republic administrative fee	320.00	840-742221843-57
Compensation for Electronic application system		
Simple and less complex facilities A and B	1,000.00	840-29770845-52
Complex facilities and civil engineering constructions V and G	2,000.00	840-29770845-52

Upon payment, scan the payment slip, sign it with the qualified electronic signature and attach it on the portal for the electronic application for construction and building.

2.2. CONCEPTUAL DESIGN



A conceptual design is needed for the process of obtaining location conditions, or as a part of the urban design for the purpose of urban – architectural elaboration of the location. It is submitted electronically.

Document issuer – designer

Basic design is issued: by the company i.e. other legal person, who is registered in the appropriate register for the issuance of technical documentation.

Average price: 1-2 €/m².

COPY OF THE PLAN OF THE PLOT WITH THE REAL ESTATE FOLIO (*necessary only for the construction permit*)



Competent authority: the Office for Real Estate Cadaster, Babički odred no.1; phone number:

016/242-856.

Republic geodetic authority		
Copy of the plan of the plot		
	Amount	Bank account
For one cadastral plot	740.00	840-742323843-92
For additional cadastral plots next to the first one	310.00	840-742323843-92
Real estate folio		
Maximum 5 pages A4 paper size	900.00	840-742323843-92
For each additional page	70.00	840-742323843-92

CONDITIONS FOR DESIGNING AND CONNECTING THE FACILITY TO THE NETWORK

All the conditions for connecting the facility to the utility, traffic and all the other infrastructures are obtained by the competent authority ex officio, which is paid by the applicant in addition to actual issuing costs. The holders of public authorities are obliged to provide the conditions on the competent authority's request within 15 days after the delivery of the application.

CONSENTS OF INSTITUTIONS	
Public Utility Company "Waterfronts"	The price of connection to the water network
Public Utility Company "Toplana"	The price of connection to the heating network
DSO „EPS Distribution“ Ltd Beograd, subsidiary ED Leskovac	The price of connection to the electricity network
MoIA Emergency Management Section PA Leskovac	Republic administrative fee for application for protection against fire conditions
Telekom Serbia	The price of connection to the telecommunication network
PC Urban planning and construction Leskovac	The price of the services of PC Urban planning and construction
Yugorosgaz	The price of connection to the gas grid
OTHER APPROVALS	
<u>PC Roads of Serbia</u>	Next to a public road that is outside inhabited places, construction of facilities is forbidden. Within the protected strip zone (state road I class highways – within 40 meters, other state roads I class – within 20 meters, state roads II class – 10 meters, regional roads – within 5 metres)
<u>PWC „Srbijavode“- "VPC Morava"</u>	While preparing technical documentation for construction of new and reconstruction of existing facilities, as well as the execution of other works that may cause permanent or temporary environmental change on the water regime, the city of Leskovac requires, ex officio, issuing of water conditions from "VPC Morava" with headquarters in Nis.
<u>PC „Railways of Serbia“</u>	If the facility is constructed within the railway system (both sides of the rails, width 25 m, including the axes of final tracks) it is necessary to obtain the railway manager's consent, issued in the form of a decision.
Institute for the Protection of Cultural Monuments Niš	If the facility is in the vicinity of an object that is under the protection of the institute for the protection of cultural monuments, conditions are obtained from a competent institution.

In case the applicant stated in the location conditions application that he/she wishes to pay the costs of the compensation for the issuing of design and connection to utility networks, the competent authority receives the information and delays the procedure until the applicant pays the costs.

CITY ADMINISTRATIVE FEE FOR LOCATION CONDITIONS			
RESIDENTIAL BUILDINGS	PRICE	OFFICE BUILDINGS	PRICE
Up to 400m ² and GF+1+PS	57 RSD/m ²	Up to 400m ² and GF+2	87 RSD/m ²
Up to 2000m ² and GF+4+PS	61 RSD/m ²	Over 400 m ² or GF+2	127 RSD/m ²
Over 2000 m ² or GF+1+PS	100 RSD/m ²		
INDUSTRIAL BUILDINGS		AGRICULTURAL BUILDINGS	PRICE
Workshops to 400m ²	47 RSD/m ²	Up to 600m ²	47 RSD/m ²
Workshops over 400m ²	44 RSD/m ²	Up to 4000m ² and up to 25m high	44 RSD/m ²
Factories, halls, breweries, abattoirs etc.	40 RSD/m ²	Over 400m ² or up to 25m high	40 RSD/m ²
		Bank account	840-742241843-03

NOTE: You may get all the necessary information on the portal for electronic application for construction or by clicking on the picture below:



3. CONSTRUCTION PERMIT

The deadline for issuing the construction permit is 5 days after the delivery of a valid application.

NECESSARY DOCUMENTS

3.1. <u>AN APPLICATION FOR ISSUING CONSTRUCTION PERMITS</u>
3.2. <u>LOCATION CONDITIONS</u>
3.3. <u>EXCERPT FROM THE CONSTRUCTION PERMIT DESIGN</u>
3.4. <u>CONSTRUCTION PERMIT DESIGN</u>
3.4.1. <u>A SURVEY ON THE GEOTECHNICAL CONDITIONS FOR THE CONSTRUCTION (depending on the facility type)</u>
3.4.2. <u>A SURVEY ON ENERGY EFFICIENCY (depending on the facility type)</u>
3.4.3. <u>ENVIRONMENTAL IMPACT ASSESSMENT STUDY (depending on the facility type)</u>
3.4.4. <u>A SURVEY ON PROTECTION AGAINST FIRE (depending on the facility type)</u>
3.5. <u>AN AGREEMENT BETWEEN THE FINANCING ENTITY AND THE INVESTOR (in cases there is a construction investor)</u>
3.6. <u>AN AGREEMENT BETWEEN THE INVESTOR AND THE APPROPRIATE HOLDER OF PUBLIC AUTHORITIES (if the connection of the facility to the utility and other networks is stipulated, i.e. there is another evidence for the connection to the missing network, which is determined by location conditions)</u>
3.7. <u>ENERGY PERMIT, WATER REQUIREMENTS, APPROVAL OF THE INSTITUTE FOR THE PROTECTION OF CULTURAL MONUMENTS, USAGE PERMIT FOR CONNECTION TO STATE ROADS (the above mentioned permits and approvals are obtained from competent authorities only for specific types of facilities)</u>
THE COMPETENT AUTHORITY OBTAINS EX OFFICIO THROUGH THE CIS:
3.8. <u>A PROOF FOR THE APPROPRIATE RIGHT TO THE LAND OR REAL ESTATE (copy of the real estate folio in the land register)</u>
3.9. <u>AN ACCOUNT OF COMPENSATIONS FOR CONSTRUCTION LAND DEVELOPMENT (PC Urban planning and construction Leskovac)</u>

Fees for the Request and Decision (co-owner consent, reallocation of agricultural land into construction land)

3.1. AN APPLICATION FOR ISSUING CONSTRUCTION PERMITS

One may submit the request exclusively electronically on the portal for electronic application for construction or by clicking on the picture below:



Pricelist	Amount	Bank account
Compensation for Electronic application system		
Simple and less complex facilities A and B	3,000.00	840-29770845-52
Complex facilities and civil engineering construction V and G	5,000.00	840-29770845-52
Republic administrative fee for submitting the application	320.00	840-742221843-57
Republic administrative fee for issuing the decision		
RAF for A category facilities	460.00	840-742221843-57
RAF for B category facilities	3,640.00	840-742221843-57
RAF for V category facilities	5,460.00	840-742221843-57
RAF for G categories facilities	5,460.00	840-742221843-57
The city administrative fee need not be paid		

3.2. LOCATION CONDITIONS

3.3. EXCERPT FROM THE CONSTRUCTION PERMIT DESIGN



Excerpt from the construction permit design contains basic data about the facility and the participants in the process of construction, location information and other documents that take into account the compatibility of the designed facility and location conditions, fulfillment of basic facility requirements and other data that is important for the administrative procedure.

Technical documents are issued by: the company i.e. other legal person, registered in the appropriate register for the issuance of technical documentation.

Average price: 1-2 €/m². (approximately)

3.4. CONSTRUCTION PERMIT DESIGN (ALONG WITH THE REPORT ON THE TECHNICAL CONTROL OF THE DESIGN)

Technical documents are issued by: the company i.e. other legal person, registered in the appropriate register for the issuance of technical documentation.

	Price
Construction permit design	≈ 600,00 - 800,00 RSD/m ²
Technical control	≥10% of the design value

Note: the prices are approximate

SURVEYS AND STUDIES ACCOMPANYING CONSTRUCTION PERMIT DESIGN

(attached depending on the type and class of the facility)

- The rulebook on the classification of constructions



3.4.1. A SURVEY ON THE GEOTECHNICAL CONDITIONS FOR THE CONSTRUCTION

A survey on the geotechnical conditions for the construction is prepared in accordance with the Rulebook on the contents of geological research designs and it contains the statement of the authorized person who is preparing the survey on geo-mechanical characteristics of the soil on which the construction is executed.

The survey is issued by: the company i.e. other legal person, registered in the appropriate register for the issuance of technical documentation.

	m ²	Price
<ul style="list-style-type: none"> - Engineering geological research, geo-mechanical research of the soil For the purpose of facility construction: - Drilling of geo-mechanical drilling platforms - Taking disturbed and undisturbed samples of the soil - Laboratory testing of the samples - Preparing a survey on the conducted geo-mechanical research of the soil 	1	5,500.00 – 7,500.00 dinars

Note: prices are approximate!

- [the Rulebook on the contents of geological research designs](#)
- [Statement of the authorized person who is preparing the survey about geo-mechanical characteristics of the soil on which the construction is executed.](#)

3.4.2. A SURVEY ON ENERGY EFFICIENCY

A survey on energy efficiency is a document that is included construction permit design and is prepared in accordance with the Rulebook on surveys on energy efficiency of buildings. It contains the statement of the engineer responsible for energy efficiency.

A survey on energy efficiency is prepared by: a company or other legal person who employs a person who possesses an appropriate license.

THE AREA OF THE FACILITY	PRICE
≥100m ²	Lump-sum
≤300m ²	≈1.00 € /m ²
300m ² - 1000m ²	≈0.70 € /m ²
1000m ² or more	≈0,50 € /m ²

REGULATIONS:

- **Rulebook on energy efficiency of constructions**

3.4.3. ENVIRONMENTAL IMPACT ASSESSMENT STUDY

Environmental impact assessment study is necessary in case the subject of construction is on the list of designs for which impact assessment is obligatory, or if it is on the list of designs for which the competent authority (Department for environmental protection in Leskovac) may require the assessment. If the environmental impact assessment study is necessary, it must be prepared in accordance with regulations that deal with this area, it must contain the statement of legal person or entrepreneur (registered in the appropriate register for activities such as project designs, engineering, studies and analyses) on the proposed measures for preventing, decreasing and reducing significant negative effects on the environment.

- **An application for making the decision on the necessity of environmental impact assessment study**

Competent authority: **Counter of environmental protection department** in the city service center, Revolution Square 45,
Phone number: +381 (0) 16 215-631

Price	Bank account
2,030.00	840-742221843-57

- **Decision on the necessity of ENVIRONMENTAL IMPACT ASSESSMENT STUDY**

Documents needed:

- Copy of the plan
- The proof of ownership/real estate folio
- Location conditions/ location information
- Conceptual design
- Graphic display of macro and micro location
- Conditions and approvals of other competent authorities and organizations.

- Environmental impact assessment study

is a document which analyses and marks the quality of environmental factors and their sensitivity at a particular location, as well as the mutual environmental impact of the existing and planned activities proposed by the design, it predicts the direct and indirect negative effects of the design on the environment, reduction and elimination the negative effects on the environment and people's health.

Competent authority: an environmental impact assessment study is conducted by a legal person or an entrepreneur that is registered in a register for dealing with project design, engineering and carrying out studies and analysis.

- **Consent to the Environmental impact assessment study**

Necessary documents:

- Environmental impact assessment study (5 copies and an electronic version)
- Decision on the usage of the study

Consent to an environmental impact assessment study:

Republic administrative fee		
Area size	Price	Bank account
Up to 100m ²	40,820.00	840-742221843-57
100-1000m ²	79,600.00	840-742221843-57
>1000m ²	130,630.00	840-742221843-57

Consent to an environmental impact assessment study of the existing state:


Republic administrative fee		
Area size	Price	Bank account
Up to 100m ²	35,240.00	840-742221843-57
100-1000m ²	68,750.00	840-742221843-57
>1000m ²	112,820.00	840-742221843-57

A proof of payment of compensation for the work of technical commission:

Compensation for the work of technical commission		
	Price	Bank account
	80,247.00	840-742341843-24

NOTE: This study is not necessary if the subject of construction is not on the list of designs for which environmental impact assessment study may be required

REGULATIONS:

- The law on environmental impact assessment 
- Regulation on determination of the list of designs for which the assessment is necessary and the list of designs for which the assessment may be required 

3.4.4. SURVEY ON PROTECTION AGAINST FIRE

A survey on protection against fire is a constituent part of any construction permit design and it contains a statement of competent authority on proposed measures for protection against fire. The survey is conducted by a person with an appropriate license in accordance with regulations which deal with protection against fire.

The pricelist of approvals for investment technical documentation for facilities with gross building area:	
	PRICE
Up to 150 m ²	11,570
Over 150 m ² do 1.000 m ²	24,430
over 1.000 m ² do 5.000 m ²	48,850
over 5.000 m ²	92,560
Based on an application for technical inspection of facilities with gross building area:	
Up to 150 m ²	11,570
over 150 m ² do 1.000 m ²	24,430
over 1.000 m ² do 5.000 m ²	48,850
over 5.000 m ²	92,560

Competent authority: PA Leskovac – Emergency management sector

Note: The main design for protection against fire for public facilities (cinemas, schools, hotels, petrol stations, sports halls, galleries, museums etc.) as well as for residential buildings, residential-office buildings which are higher than 30 meters, blocks of flats, production halls, warehouses, electro power plants of nominal voltage 110 kV or higher.

REGULATIONS:

- The law on protection against fire 
- The statement of the authorized person on the proposed measured for protection against fire

3.5. CONTRACT BETWEEN AN INVESTOR AND A FINANCING ENTITY

The contract between an investor and a financing entity is a contract between the persons for whose needs the facility is constructed. The construction permit is issued in their name and in the name of the person who is financing, that is co-financing the construction in question.

This contract is not mandatory in case the Investor is not additionally financed or co-financed in the process of construction of the facility for which the construction permit is issued.

3.6. THE CONTRACT BETWEEN AN INVESTOR AND THE APPROPRIATE HOLDER OF PUBLIC AUTHORITIES (if the connection of the facility to the utility and other networks is proposed by the location conditions)

3.7. ENERGY PERMIT

Energy permit is issued by the Ministry of mining and energy for the purpose of constructing energy facilities for which Rulebook for the classification of constructions proposes the issuance of energy permits. Other constructions pertaining to the Rulebook do not require an energy permit. The energy permit, i.e. the approval is issued within 30 days after the delivery of the energy permit application.

Competent authority		Price
Ministry of Mining and Energy	A fee for the application for the issuance of energy permit	6,120.00
	A fee for the decision by which new energy facilities obtain energy permits before the construction	0,03% from the estimated construction value
Bank account		840-742221843-57

- Regulation of energy permit 

- Rulebook on Classification of constructions 

3.8. A PROOF OF THE APPROPRIATE RIGHT TO PROPERTY (REAL ESTATE FOLIO)

Real estate folio	Price	Bank account
Maximum 5 pages A4 paper size	900.00	840-742323843-92
For each additional page	70.00	840-742323843-92

CONDITIONS FOR CONNECTING THE FACILITY TO UTILITY AND OTHER NETWORKS

INSTITUTION	PRICE
PUC "Waterworks"	The price of connection to the water network
PUC „Toplana“	The price of connection to the heating network
ED Leskovac	The price of connection to the electricity network
Yugorosgaz	The price of connection to gas grid

3.9. THE CONTRACT BETWEEN THE INVESTOR AND HOLDERS OF PUBLIC AUTHORITIES IS NOT A CONTRACT

ACCOUNT OF COMPENSATIONS

Competent authority: PC Urban planning and construction, Revolution square 45, phone no: 016/ 213-009.

The cost of compensation for construction land development					
Zone	Individual residence facilities	Collective residence facilities	Commercial facilities	Other facilities	Public facilities
E	2,067.53	3,445.88	6,891,76	1,378,35	2,756,70
I	1,550.65	2,584.41	5,168,82	1,033,76	2,067,53
II	1,292.21	2,153.68	4,307,35	861,47	1,722,94
III	1,033.76	1,722.94	3,445,88	689,18	1,378,35
IV	775.32	1,292.21	2,584,41	516,88	1,033,76

V	516,88	861,47	1,722,94	344,59	689,18
VI	180,91	301,51	603,03	120,61	241,21
VII	103,37	172,29	344,59	68,92	137,84
Prices are expressed in dinars per gross square meter					
Bank account for payment of compensation for construction land development: 840-0000000986743-48					

TYPE OF PAYMENT OF THE COMPENSATION FOR CONSTRUCTION LAND DEVELOPMENT:

If the compensation for construction land development is paid in full on a one-time basis, it is reduced by 30%. If it is paid in 36 monthly installments, the first installment equals 20% of the rest of the money, which will be adjusted according to the official published indicator of consumer prices growth according to National Statistics Institute, for the period from the base date of calculation of compensation to the last day of the month and should be paid until the 15th day of the following month.

The prices are formed under the assumption that the plots are fully equipped in terms of utilities. The price for the plots without such characteristics are based in accordance with the Decision on determination of compensations for construction land development.

NOTE: You may get all the necessary information on the [portal for electronic application for construction or by clicking on the picture below:](#)



4. SPECIAL TYPES OF CONSTRUCTION, TYPES OF CONSTRUCTION WORKS EXECUTED ACCORDING TO THE DECISION ON THE APPROVAL OF EXECUTION OF WORKS

Necessary documentation:
- CONCEPTUAL DESIGN that is a technical description and the list of works pertaining to the housing facilities management, i.e. removing barriers for movement of people with disabilities
- The contract between the investor and the financing entity, if concluded
- The contract between the investor and the holder of public authorities, i.e. other evidence of providing the missing infrastructure, if this is a condition for issuing the construction permit specified in the location conditions;
- Co-owner's consent, certified in line with the law, in case of construction or execution of works on the construction land or facility with more than one owner
- Evidence of regulating mutual relations with the owner of the facility, i.e. owners of separate parts of the facility, in line with the law regulating maintenance of buildings, i.e. adding additional floors, i.e. conversion of common areas into residential or business premises, if this type of work is carried out;
- Conditions for design and connection to electricity distribution, or transmission system, as well as to natural gas distribution or transport system, obtained in accordance with the law regulating energy, and not included in the location conditions;
- Conditions for intersection and parallel running, if they were not obtained within the integral procedure, but directly from the duct installations controller on the route of the subject facility in accordance with by-laws on location conditions
- Conditions for intersection and parallel running from the duct installation controllers on the route of the new facility in question, if they are the subject of design, as well as the evidence of the route compliance with all other holders of public competences that would be competent for issuing conditions for design and connection, in case of construction or extension of the secondary, i.e. distribution network, and utility or other infrastructure in the regulation line of existing road, as well as in case of construction of the connection to such infrastructure;
- Conditions relating to the fire measures if not obtained within the integral procedure, but directly from the competent authority for fire protection, in line with the Regulation on location conditions

Price list	Amount	Bank account
Republic administrative fee FOR THE AOOLICATION AND THE DECISION	320,00	840-742221843-57
Compensation for Electronic application system	2,000.00	840-29770845-52
CAF for the issuance of the delivery of the Statement on the completion of the facility	1,500.00	840-742241843-03
RAF for A category facilities	460,00	840-742221843-57
RAF for B category facilities	3,640.00	840-742221843-57
RAF for V category facilities	5,460.00	840-742221843-57
RAF for G categories facilities	5,460.00	840-742221843-57

Documentation obtained by the competent authority in the process of issuance of the decision:
The proof of the right to land or real estate (real estate folio from the real estate cadaster)
The contribution for construction land development (PC Urban planning and construction)

5. CONSTRUCTION

NECESSARY DOCUMENTATION:

<u>5.1. NOTIFICATION OF COMMENCEMENT OF WORKS</u>
<u>5.1.1. A proof of payment of the compensation for construction land development</u>
<u>5.1.2. Agreement on environmental impact assessment study</u>
<u>5.2. NOTIFICATION OF COMPLETION OF THE FOUNDATION</u>
<u>5.2.1. Contracting engineer's statement on the completion of the foundation</u>
<u>5.2.2. Geodetic survey of completed foundations</u>
<u>5.3. A STATEMENT ON THE COMPLETION OF THE FACILITY IN STRUCTURAL TERMS</u>
<u>5.3.1. A statement of the contracting engineer and GEODETIC SURVEY OF THE FACILITY</u>
<u>5.4. A CONSENT TO TECHNICAL DOCUMENTATION IN TERMS OF FIRE PROTECTION MEASURES</u>
<u>5.4.1. Main design of protection against fire</u>
<u>5.4.2. Main design</u>
<u>5.5. CONNECTING THE FACILITY TO THE UTILITY NETWORKS</u>
<u>5.5.1. Separat from the as-built design (if there were any deviations from the design)</u>
<u>5.5.2. Main design if there were no deviations from the main design with technical description and graphic enclosures</u>

5.1. NOTIFICATION OF COMMENCEMENT OF WORKS

Prior to the beginning of construction works on a new facility, it is necessary to submit THE NOTIFICATION OF WORKS. The notification is submitted to the authority competent for the issuance of construction permits and competent inspection authorities **at least (8) eight days before the commencement of works.**

5.1.1. A proof of payment of the compensation for construction land development

5.1.2. A consent to environmental impact assessment study

One may submit the request exclusively electronically on the portal for electronic application for construction or by clicking on the picture below:



The pricelist of the confirmation of the Notification of construction works	Amount	Bank account
Republic administrative fee for the application	320.00	840-742221843-57
RAF for A category facilities	910.00	840-742221843-57
RAF for B category facilities	4,550.00	840-742221843-57
RAF for V category facilities	5,460.00	840-742221843-57
RAF for G categories facilities	5,460.00	840-742221843-57
Compensation for Electronic application system		
For all facilities	500	840-29770845-52
City administrative fee for the issuance of the Confirmation of the Notification of the commencement of works	1000	840-742241843-03

5.2. NOTIFICATION OF COMPLETION OF THE FOUNDATION

The contracting engineer submits the notification of the completion of the foundation and the statement on the completion of the facility in structural terms, through the CIS, immediately after the end of the construction to the competent authority.

5.2.1. Contracting engineer's statement on the completion of the foundation

5.2.2. Geodetic survey of completed foundations

The statement on the completion of the foundation may be submitted exclusively electronically on the portal for electronic application for construction or by clicking on the picture below:



Pricelist: Confirmation of the delivery of the statement on the completion of the foundation	Amount	Bank account
Republic administrative fee for the application	320.00	840-742221843-57
Compensation for Electronic application system	500.00	840-29770845-52
CAF for the issuance Confirmation of the delivery of the statement on the completion of the foundation	1,000.00	840-742241843-03
RAF for A category facilities	1,370.00	840-742221843-57
RAF for B category facilities	2,730.00	840-742221843-57
RAF for V category facilities	3,640.00	840-742221843-57
RAF for G categories facilities	3,640.00	840-742221843-57

5.3. THE STATEMENT ON THE COMPLETION OF THE FACILITY IN STRUCTURAL TERMS

5.3.1. Contracting engineer's statement

GEODETIC SURVEY OF THE FACILITY

Submitting the statement on the completion of the facility in structural terms is done exclusively electronically on the portal for electronic application for construction or by clicking on the picture below:



Pricelist for the statement on the completion of the facility in structural terms	Amount	Bank account
Republic administrative fee	320.00	840-742221843-57
Compensation for Electronic application system	500.00	840-29770845-52
CAF for the issuing the confirmation of the delivery of the statement on the completion of facility	1,000.00	840-742341843-24
RAF for A category facilities	1,370.00	840-742221843-57
RAF for B category facilities	2,730.00	840-742221843-57
RAF for V category facilities	3,640.00	840-742221843-57
RAF for G category facilities	3,640.00	840-742221843-57

5.4. A CONSENT ON TECHNICAL DOCUMENTATION IN TERMS OF FIRE PROTECTION MEASURES

5.4.1. Main design of protection against fire

5.4.2. Main design

Pricelist: Confirmation of the consent to technical documentation in terms of fire protection measures	Amount	Bank account
Republic administrative fee	320.00	840-742221843-57
Compensation for Electronic application system	500.00	840-29770845-52

5.5. CONNECTING THE FACILITY TO THE UTILITY NETWORKS

5.5.1. Separat from the as-built design (if there were any deviations from the design)

5.5.2. Main design if there were no deviations from the main design with technical description and graphic enclosures

The procedure of the connection of the facility to utility and other networks starts by submitting the application to the competent authority through the CIS:

The request is includes the separat from the as-built design, i.e. from the main design if there were no deviations from the main design with technical description and graphic enclosures, which represents the connection in question, synchronized with the plan of the rest of the connections.

Pricelist		
Republic administrative fee for the request	320.00	840-742221843-57
Compensation for Electronic application system	500.00	840-29770845-52
CAF for the issuance of the confirmation of the delivery of statement on the completion of the foundation	1,500.00	840-742241843-03

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Pricelist	
PUC „Waterworks“	The price of connection to the water network
PUC „Toplana“	The price of connection to the heating network
Yugorosgaz	The price of connection to the gas grid

NOTE: You may get all the necessary information on the portal for electronic application for construction or by clicking on the picture below:



6. USAGE PERMIT

The authority competent for the issuance of construction permit issues the decision for the usage permit, within 5 business days after the usage permit application.

NECESSARY DOCUMENTS:

<u>6.1. APPLICATION FOR ISSUING USAGE PERMIT</u>
<u>6.2. MAIN DESIGN (in case there were no deviations from the construction permit)</u>
<u>6.3. AS-BUILT DESIGN (if there were deviations from the construction permit)</u>
<u>6.4. REPORT OF THE TECHNICAL INSPECTION COMMITTEE or the confirmation for A category buildings (up to 200m²)</u>
<u>6.5. CERTIFICATE ON THE ENERGY PROPERTIES OF THE FACILITY (energy passport)</u>
<u>6.6. THE STUDY OF THE GEODETIC WORKS FOR THE CONSTRUCTED FACILITY, AND SEPARATE SEGMENTS THEREOF</u>
<u>6.7. THE STUDY OF THE GEODETIC WORKS FOR THE UNDERGROUND INSTALLATIONS</u>
<u>6.8. THE STATEMENT OF THE INVESTOR, ENGINEER AND RESPONSIBLE CONTRACTING ENGINEER THAT THERE WERE NO DEVIATIONS FROM THE MAIN DESIGN</u>
<u>THE COMPETENT AUTHORITY EX OFFICIO</u>
<u>6.9..REGISTERS THE (PROPERTY) TITLE TO THE CONSTRUCTED FACILITY</u>

5.1. APPLICATION FOR ISSUING USAGE PERMIT

Submitting the request is done exclusively electronically on the portal for electronic application for construction or by clicking on the picture below:





Pricelist	Amount		Bank account
Republic administrative fee	320.00		840-742221843-57
Compensation for Electronic application system for the facilities of A and B category	1,000.00		840-742341843-24
Compensation for Electronic application system for facilities of V and G category	2,000.00		840-742341843-24
RAF for A category facilities	1,820.00		840-742221843-57
RAF for B category facilities	9,110.00		840-742221843-57
RAF for V category facilities	18,220.00		840-742221843-57
RAF for G category facilities	18,220.00		840-742221843-57
City administrative fee	5 RSD / m ² residential facilities	7 RSD / m ² office facilities	840-742241843-03

5.2. MAIN DESIGN (in case there were no deviations from the construction permit)

The main design is based on the construction permit design i.e. on the conceptual design for the construction of the facility.

5.3. AS-BUILT DESIGN (if there were deviations from the construction permit)

It is prepared in case there were exceptions from the construction permit design and technical documentation which enabled the issuance of the construction permit.

It is prepared by a company or another legal entity who is registered in an appropriate register for the creation of technical documentation.

5.4. REPORT OF THE TECHNICAL INSPECTION COMMITTEE or the confirmation for A category facilities (up to 200m²)

This report specifies that the facility is suitable for use, with the suggestion for the issuance of the usage permit. The technical inspection of facilities is conducted by a committee or a company or another legal entity to whom the investor entrusted the job. The person must be registered in the appropriate register which deals with such jobs. The confirmation for the type A facilities is issued by the entity that fulfills conditions stipulated by the law on the responsible designer i.e. responsible contracting engineer for such a facility.

Estimated value of the facility (RSD)	The price of the technical inspection
Up to 6,000,000.00	1%
Up to 8,500,000- do 35,000,000	0.8% - 0.5%
Up to 35,000,000- do 400,000,000	0.7% - 0.2%

Over 400,000,000	0.1%
In case the technical inspection is not possible	
Area size	Price
Up to 100 m ²	9,000.00
Over 100 m ²	15,000.00
Note: prices are approximate!	

Technical inspection of the facility



5.5. CERTIFICATE ON THE ENERGY PROPERTIES OF THE FACILITY (energy passport)

An energy passport is issued by a company or another legal entity who is certified (license) for issuing energy passports.

5.6. THE STUDY OF THE GEODETIC WORKS FOR THE CONSTRUCTED FACILITY, AND SEPARATE SEGMENTS THEREOF

The study of the geodetic works for the constructed facility, and separate segments thereof	
Geodetic institute	
Survey preparation	≈80 RSD/m ²

Prices are approximate!

5.7. THE STUDY OF THE GEODETIC WORKS FOR THE UNDERGROUND INSTALLATIONS

The study of the geodetic works for the underground installations	
Geodetic institute	
Survey preparation	≈50 RSD/m ²

5.8. THE STATEMENT OF THE INVESTOR, ENGINEER AND RESPONSIBLE CONTRACTING ENGINEER THAT THERE WERE NO DEVIATIONS FROM THE MAIN DESIGN

5.9. REGISTRATION OF (PROPERTY) TITLE TO FACILITY

Within 5 business days upon the issuance of the usage permit, the competent authority ex officio provides the cadastral office i.e. Republic geodetic authority with the usage permit, the survey of geodetic works for the constructed facility and separate segments thereof, as well as the survey on the geodetic works on the underground installations.

After delivery of the usage permit, the cadastral office shall, ex officio: render decision on the house number and the decision on registration of the title to the facility, i.e. separate parts thereof, within seven days from the delivery of the usage permit, promptly deliver to the investor and the competent administration body the adopted decisions on the house number and registered title, performs registration in the duct cadaster within 30 days from the delivery of the usage permit.

Registration in the real estate cadaster data base	Cost of the fee	Bank account
Registration of the holder of the title to the facility	5,570.00	840-742323843-92
Determination of house number and marking the facility with the house number	2,730.00	840-742323843-92

NOTE: You may get all the necessary information on the portal for electronic application for building or by clicking on the picture below:





CITY OF LESKOVAC

CITY GOVERNMENT

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Office for local development

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