

## FACILITY STAKEOUT

### GP PU 5.3.1 2

It is obligatory upon issuing building permit, and prior to building a facility

#### DOCUMENTATION WITH REQUEST:

- A of cadastral mapping ( not older than 6 months)
- Copy of building permit
- Location requirements (on the spot )
- Administrative fee at the amount of 2 KM

#### RESPONSIBLE PERSON:

#### Telephone

#### Office

- Sanja Knežević, Arch.Const.Tech.

052/245-166

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## APPORTIONING OF FACILITIES

### GP PU 5.3.1 3

for the purpose of entry of apportioning units of facility into land registry

#### DOCUMENTATION WITH REQUEST:

- Land registry excerpt
- Exploitation permit
- Condominium subdivision plan in 3 copies
- Administrative fees in the amount of 2 KM

#### RESPONSIBLE PERSON:

Commission members for verification of authenticity of condominium subdivision plan

#### CONTACT TELEPHONES:

052/ 245 – 168; 052/245-177; 245-175

#### RESOLVING DEADLINE with complete request:

7 days (stakeout) and  
15 days (apportioning)

## INFORMATION– OPINIONS

### GP PU 5.3.1

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- about possibility of building at a certain location
- about possibility of facility legalization
- about purpose of plot
- excerpt from planning documentation
- about necessary documentation for building and exploitation of facility
- about fees for expenses of settlement and rent
- and others

#### DOCUMENTATION WITH REQUEST:

- Copy of cadastre plan
- Administrative fee in the amount of 2 KM
- Costs of procedure in the amount of 15 KM (opinion with an excerpt)

#### RESPONSIBLE PERSON:

#### Telephone

#### Office

- Dragana Sredić, B.Sc.Arch.E.

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- Dragana Ljuboja-Mutić, B.Sc.Arch.E.

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- Aleksandra Savić, B.Sc.Arch.E.

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- Jelena Radonjić, B.Sc.Arch.E.

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- Sanja Knežević, Arch.Const.Tech.

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- Vladana Pecalj, M.Sc.S.P.

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- Sanja Latinović, B.Sc.C.E.

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- Lidija Kević Janjetović, B.Sc.Arch.E.

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- Nikolina Šarić Topić, B.L.

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- Rada Latinović Jović M.Arch.

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#### RESOLVING DEADLINE with complete request:

15 days

## CITY ADMINISTRATION CITY OF PRIJEDOR



# GUIDE FOR BUILDING

DEPARTMENT OF PHYSICAL  
PLANNING  
[prostorno@prijedorgrad.org](mailto:prostorno@prijedorgrad.org)

## 1. LOCATION REQUIREMENTS

### GP PU 8.2.1 3

- *Building, appendage, retrofit*
- *Reconstruction, change of purpose*
- *Adaptation, restoration*

- *Adaptation, restoration*

- *Setting up temporary facilities ( open summer spaces, billboards, kiosks and others) and others*

#### DOCUMENTATION WITH REQUEST:

- Copy of cadastre plan ( for facilities being legalized with laying a facility),i.e. an updated geodetic map for infrastructure facilities routes,
- Description of facility - preliminary design
- Description of planned technology labour ( for facilities)
- Approval for facility location
- Proof of ownership or right of use of land for facilities which do not require an approval for building
- Administrative fee 20 KM
- Costs of procedure

RESPONSIBLE PERSON:	Telephone	Office
- Dragana Sredić, B.Sc.Arch.E.	052/245-177	51
- Dragana Ljuboja-Mutić, B.Sc.Arch.E.	052/245-177	51
- Aleksandra Savić, B.Sc.Arch.E.	052/245-175	52
- Rada Latinović, M.Arch.	052/245-175	52

#### RESOLVING DEADLINE with complete request:

15 days

## 2. CHARGE OF FEES

### GP PU 7.5.1 ON

- *fee for development of construction land*
- *fee for natural accord – rent*
- *fee for funding surveying and real estate cadastre*

#### DOCUMENTATION WITH REQUEST:

- Location requirements or urbanistic and technical requirements ( for inspection)
- Revised technical documentation ( for inspection)
- Agricultural approval with proofs on paid fee for transforming agricultural land into construction land
- Other proofs
- Administrative fee in the amount of 10 KM

RESPONSIBLE PERSON:	Telephone	Office
- Sanja Latinović, B.Sc.C.E.	052/245-169	50

#### RESOLVING DEADLINE with complete request:

15 days

## 3. BUILDING PERMIT

### GP PU 7.5.1 GD

- *Construction, appendage, retrofit*
- *reconstruction, restoration*

#### DOCUMENTATION WITH REQUEST:

- Location requirements
- Proof of ownership or the right to build and property register
- Main project in three copies
- Report on conducted revision of tech. documentation
- Ecological permit, if necessary
- Decision on determining the amount of fee for development of city construction land and flat rent, a proof on payment of determined fee amount, i.e. a contract on the way of settling these obligations
- Administrative fee (in KM)

• Single residential buildings BGP to 400 m <sup>2</sup>	2
• Single residential buildings BGP over 400 m <sup>2</sup>	100
• Group residential facilities	200
• Single SPO BGP to 400 m <sup>2</sup>	100
• Single SPO BG Pover 400 m <sup>2</sup>	200
• Office buildings	200
• Infrastructure facilities	100
• Temporary facilities	100
• Subsidiary facilities	2

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

- Other proofs prescribed under separate laws and which

have been indicated in the location requirements

#### RESOLVING DEADLINE with complete request:

15 days

## 4. EXPLOITATION PERMIT

### GP PU 7.5.1 UD

- *Building, appendage, retrofit*
- *Reconstruction, change of purpose*
- *Restoration*

#### DOCUMENTATION WITH REQUEST:

- Approval for building with main project
- Copy of cadastre plan with recorded position of facilities
- Proof of conducted record of underground installations
- Statement of contractor on conducted labours and conditions for facility maintenance
- Report of supervision on building
- Administrative fee (in KM) –as for building permit

#### RESOLVING DEADLINE with complete request:

15 days

## 5. APPROVAL FOR DEMOLITION

### GP MP 7.5.1 YO

#### *Removal of facility or part of facility*

#### DOCUMENTATION WITH REQUEST:

- Proof of the right of ownership
- Project of facility removal
- Approval of authorities if the removal may harm the public interest
- Estimation of impact on environment in accordance with special law
- Administrative fee in the amount of 2 KM
- Fee at request in the amount of 10 KM

#### RESOLVING DEADLINE with complete request:

15 days

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