



SANSKI MOST

INFO

THE OBTAINING BUILDING PERMITS



MUNICIPALITY OF SANSKI MOST

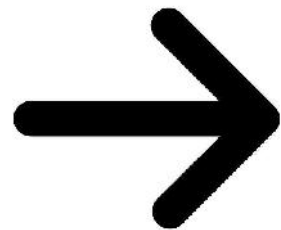
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PROCESS OF OBTAINING PERMITS	5
BASIC PROCESS.....	6
OBJECTS FOR WHICH YOU NEED THESE LICENSE?	7
PLANNING DOCUMENT	7
BUILDING RIGHTS.....	8
URBAN APPROVAL	
- Documents to be submitted by the municipality	9
- Permit validity	9
- Appealing the decision.....	9
- Content of issued permit	10
BUILDING PERMIT	
- Documents for submission.....	11
- What will the municipality do?	11
- Permit validity	12
- Appealing the decision.....	12
- After being licensed.....	12
USE PERMIT	
- Documents for submission.....	13
- What will the municipality do?	13
- Permit validity	14
- Appealing the decision.....	14
- After being licensed	14
REQUESTS FOR PERMITS.....	15
REQUEST FOR URBAN APPROVAL	16
REQUEST FOR LOCATION INFORMATION	16
REQUEST FOR CHANGING URBAN APPROVAL	17
APPLICATION FOR RENEWAL OF URBAN APPROVAL.....	17
REQUEST FOR CORRECTION OF URBAN APPROVAL ERRORS	17
APPLICATION FOR PARCELLING PLAN	17
REQUEST FOR EXTRACT FROM URBAN PLANNING DOCUMENTATION (PLAN OF THE MUNICIPALITY, URBANISTIC PLAN, REGULATORY PLAN)	18
CLAIM FOR MONEY REFUND.....	18
APPLICATION FOR THE ISSUE OF OPINIONS BASED ON URBAN PLANNING DOCUMENTATION	18
OTHER REQUIREMENTS AND BELIEFS	18

REQUEST FOR CONSTRUCTION APPROVAL	
(BUILDING PERMIT).....	19
APPLICATION FOR CHANGE OF BUILDING PERMIT	20
REQUEST FOR EXTENSION OF BUILDING PERMIT	20
REQUEST FOR CORRECTION OF BUILDING PERMITS ERRORS	20
REQUEST FOR DEMOLITION	20
USE PERMIT REQUEST.....	21
REQUEST FOR CORRECTION OF USE PERMIT ERRORS.....	21
REQUEST FOR STAKING FACILITY	21

PROCESS OF OBTAINING PERMITS





BASIC PROCESS

An investor who intends to construct a building or to renovate an existing building basically has to get three rulings. These are:

1. Urban approval or location information
2. Building permit, and
3. Use permit.

1) Urban approval ("location information")

Urban approval (ie location information) establishes the location of the object and determine the existing points (which can be changed if there is a change in the infrastructure) for connection to the city's infrastructure, ie electricity, water, telephone etc. as well as urban-technical conditions.

2) Building permit ("building approval")

Building permits are based on the idea of the urban approvals (ie location information) and an authorization to start work, and is based on detailed plans and other documentation describing the design, materials, construction techniques, the different phases of construction.

3) Use permit

Use permit is issued based on building permits and it, in essence, says, "that, the building was constructed in compliance with all regulations, it is suitable for habitation and may be registered in the land registry."

NOTE: Rulings, or these permits are issued in the order, ie, first you have to get the urban permit, then the construction and the use permit.



OBJECTS FOR WHICH YOU NEED THESE LICENSE?

The short answer would be - for all objects regardless of their type -commercial (retail, warehouse, manufacturing, etc.), or residential, and regardless of the type of construction permits are required for:

- Construction,
- Renovation,
- Upgrading facilities (adding floors on top of the building);
- Other additional construction of the existing building;
- Change use of property (eg, change of use from residential to commercial building, etc.).

PLANNING DOCUMENT

The whole country is designated for certain land uses, eg, agriculture, urban, roads, parks, waterways, water accumulation, etc. If your intended construction and subsequent use of the land in accordance with the purpose, the easier it will get different permissions than if your intention is different the purpose for which the land is intended.

Urban, construction and use permits are issued on the basis of (or, rather, in accordance with) the clauses set out in planning documents.



BUILDING RIGHTS

Evidence of building rights can be:

1. the right to property, which is proved with the Land Registry;
2. valid court judgment or valid decision of the competent authority pursuant to which the investor has acquired the right to build or ownership;
3. valid decision on the allocation of land to which the investor acquired the right to use the land planned for construction and for which have urban approval;
4. partnership agreement signed with the owner of the land for joint construction, the consent of landowners;
5. concession agreement, and
6. agreement under which an investor acquires the right of ownership or the right to build.

NOTE: All costs associated with obtaining any permit (urban approval, building and use permit) are the obligations of investors.

URBAN APPROVAL

DOCUMENTS TO BE SUBMITTED BY THE MUNICIPALITY

Application for Urban Approval shall be submitted to the municipal department of Urban Development and Housing Affairs, and must contain the following documents:

1. Information about the plot (copy of cadastral plan indicating the users concerned and neighboring parcels)
2. Character and description
3. Preliminary design consisting of: technical specifications of ground plan, sections and elevations
4. Resolution, decision, contract or consent if required by a separate law
5. Environmental permit (if required by the Environmental Protection Act)
6. Explanation of application with all information necessary to determine urban-technical and other conditions of construction.

PERMIT VALIDITY

Urban Approval is valid for one (1) year from the date of the final permit. Exceptionally, the deadlines may be extended for one (1) year if the conditions on which the approval was issued have not changed or have changed for cause (which is not discussed further in land use laws).

APPEALING THE DECISION

At Urban Approval issued by the municipal authorities, may be appealed within 15 days of receipt of the decision Cantonal Ministry.

CONTENT OF ISSUED PERMIT

Released Urban Approval contains the following information:

- information on the purpose, location and shape of the object, or details of construction, the boundaries of adjacent land - the land plots;
- data from planning documents (excerpt from the plan documents), or what construction permit document on the land use;
- approvals and technical requirements of the competent authority or legal persons;
- urban and technical requirements - to establish and contain with: distribution of individual land plots, construction and relationship with the public road, the conditions of the construction land, including access to public transport and utility infrastructure; percentage of plots covered object, their total area in square meters and the number of stories, construction material, plan to make the facility for handicapped people; parking conditions, the number and size of parking spaces; plans for protection from natural disasters and war;
- Environmental conditions (when required by the Environmental Protection Act);
- obligations of investors to neighbors and other legal rights of a person;
- Reports on the geological and geotechnical characteristics of the terrain (soil tests and results);
- the costs of construction land, and conditions for the management of land if construction is done on unordered construction land;
- conditions of management of construction waste and construction waste recycling requirements if required by a special regulation;
- other information and conditions of importance for approving changes in the space.

BUILDING PERMIT

DOCUMENTS FOR SUBMISSION

- Current Urban approval or location information;
- copy of the cadastral plan or deed;
- evidence of the building rights;
- three copies of the construction project;
- certificate of splitting the building lot;
- a written report on the audit of the construction project;
- a written report and certificate validation when needed;
- Study of research papers and technical study, if necessary;
- approval by the Investor in the process of issuing Urban permits (ie location information)
- other documents as required by the Law on Spatial Planning and Construction or special regulations.

WHAT WILL THE MUNICIPALITY DO?

An application for a building permit will be denied if:

- The investor does not fulfill the requirement for additional documentation within the specified period of 15 days;
- The investor does not meet the requirements for issuance of a building permits;
- during the procedure was determined that the construction project does not comply with conditions of urban planning approvals, or the location information;
- Main project to conditions stipulated in the Act, other laws or regulations adopted pursuant to those laws;
- it is established that the actual situation on the plot does not coincide with the main project.

Before permitting municipalities perform an investigation of the situation on the ground. If the application and supporting documents are in order, the building permit is issued within 30 days from the date of submission of the application (application with all required documents).

PERMIT VALIDITY

Building permit will become invalid if construction does not begin within one (1) year from the final approval for the construction.

DECISION ON APPEAL

On the building permit issued by the municipality may be appealed to the Cantonal Ministry within 15 days from the date of obtaining the license.

AFTER BEING LICENSED ...

At least eight (8) days prior to the start of work, you must inform the competent construction inspection on the start of construction work.

USE PERMIT

DOCUMENTS TO BE SUBMITTED

The application for a use permit shall be accompanied by the following documents:

- a copy of the building permit;
- a copy of the cadastre plan with building position;
- a written statement of the contractor on the works;
- a written report of construction supervision.

WHAT WILL THE MUNICIPALITY DO?

Within 30 days from the date of receipt of a complete application for a use permit, municipal office will carry out a review to determine that the construction is in accordance with the approved design and is in compliance with all standards, regulations, and standards.

Within 8 days of the filing date of the complete application, the municipality appoints a commission for technical inspection facility (the "Commission") and inform you and the members of the Commission on the date when the inspection will take place eight days earlier. The Commission is preparing a report on the review and submit it to the municipality, within 8 days of the inspection. If the review finds that there shortcomings, the municipality shall determine the period during which an investor has to make corrections. This period may not be longer than 90 days.

After the report of the Commission confirms that the facility can be used, municipalities issued Use Permit. Expenses of the Commission are the obligations of investors.

PERMIT VALIDITY

The deadline is not limited.

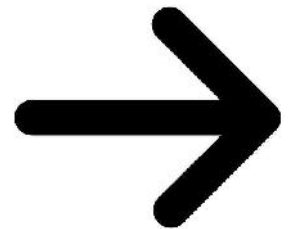
DECISION ON APPEAL

Use Permit issued by the Municipality may be made to the Cantonal Ministry within 15 days of receiving the decision.

AFTER BEING LICENSED ...

Only after the issuance of the Use Permit can register ownership structure with the land book registry - Land Registry.

REQUESTS FOR PERMITS (Documentation)



URBAN APPROVAL

REQUEST FOR URBAN APPROVAL

- A copy of cadastral land, not older than 6 months (municipal office for Geodetic and Property Affairs)
- Payment of fees for making urban-technical documentation (at the discretion of the fee, depending on the type of facility)
- Administrative fee-15KM
- Preliminary design of the building,
- Environmental permit or preliminary construction waste management plan (for buildings for which it is provided for by law).

REQUEST FOR LOCATION INFORMATION

- A copy of cadastral land, not older than 6 months (municipal office for Geodetic and Property Affairs)
- Payment of fees for making urban-technical documentation (at the discretion of the fee, depending on the type of facility)
- Administrative fee-15KM
- Preliminary design of buildings
- Description of the proposed technology, if it is a manufacturing facility,
- Environmental permit, if the structure, activity or procedure that may significantly affect the environment, human health and life.

REQUEST FOR CHANGING URBAN APPROVAL

- A copy of cadastral land, not older than 6 months (municipal office for Geodetic and Property Affairs)
- Payment of fees for making urban-technical documentation (fee depends on the type of facility)
- Administrative fee-15KM
- Conceptual design of the building.

APPLICATION FOR RENEWAL OF URBAN APPROVAL

- A copy of cadastral land, not older than 6 months (municipal office for Geodetic and Property Affairs)
- Payment of fees for making urban-technical documentation,
- Administrative fee-15 KM,
- Decision on urban planning consent, which shall be extended.

REQUEST FOR CORRECTION OF URBAN APPROVAL ERRORS

- Copy of cadastral land, not more than 6 months (municipal office for Geodetic and Property Affairs)
- Decision on urban planning consent that corrects
- Urban-technical conditions which are an integral part of urban approval to be corrected.

APPLICATION FOR PARCELLING PLAN

- Copy of cadastral land, not more than 6 months (municipal office for Geodetic and Property Affairs)
- Payment of fees for the issue of parcelling plan (according to the decision on charges one parcel 100 KM, and each subsequent 50 KM)
- Administrative fee-10 KM.

REQUEST FOR EXTRACT FROM URBAN PLANNING DOCUMENTATION (PLAN OF THE MUNICIPALITY, URBANISTIC PLAN, REGULATORY PLAN)

- Copy of cadastral land, not more than 6 months (municipal office for Geodetic and Property Affairs)
- Payment of fees for the provision of extracts from the regulation plan in the amount of 100 KM
- Administrative fee-10 KM.

CLAIM FOR MONEY REFUND

- A check-in that you need to refund the money,
- Other attachments if required.

APPLICATION FOR THE ISSUE OF OPINIONS BASED ON URBAN PLANNING DOCUMENTATION

- Copy of cadastral land, not more than 6 months (municipal office for Geodetic and Property Affairs)
- Payment of fees for the issue of expert opinion 150 KM
- Administrative fee-10 KM.

OTHER REQUIREMENTS AND BELIEFS

- Request,
- Tax-10 KM.

BUILDING PERMIT

REQUEST FOR CONSTRUCTION APPROVAL (BUILDING PERMIT)

- Evidence of the right of construction: Title deed (Cadastre or the Court), Land Registry entry or LR cartridge (the court),
- Urban-technical conditions (Municipal Department of Urban Development and Housing Affairs)
- Urban, not older than one year (Municipal Department of Urban Development and Housing Affairs)
- Project documents sealed made by authorized institutions for design (three copies)
- Payment of fees for building permits,
- Payment of fees for the management of land if the fee is included by design,
- Payment of fee-based natural benefits of building land if the benefits accrued by the project documentation,
- Administrative fee-15 KM
- Agricultural consent or other approvals that must be submitted when applying for building permits,
- A written report on the audit of safety and feasibility project to ukolio project under audit prepared by a certified auditor,
- A written report and confirmation of the validation of the project documentation prepared by the legal entity registered for designing appointed by the responsible auditor,
- Study of research works, if the data from it served for the construction project or technology project created if required by the authorized institutions,
- If necessary, other contributions by the other law.

APPLICATION FOR CHANGE OF BUILDING PERMIT

- Evidence of construction law (Deed or land-cadastre cartridge-Court)
- Payment of compensation to modify permits,
- Approval for construction which is changing,
- Administrative fee-15KM
- Certificate of splitting parcels (cadastre)
- Urban, which were the amendments,
- Other documents relating to the intended change.

REQUEST FOR EXTENSION OF BUILDING PERMIT

- Building permit to be extended, and not older than one year,
- Administrative fee-15 KM.

REQUEST FOR CORRECTION OF BUILDING PERMITS ERRORS

- Evidence of construction rights (Title deed, Land Registry entry or LR cartridge - Cadastre or The Court),
- Decision on which the error corrected.

REQUEST FOR DEMOLITION

- Project for the demolition of buildings (three copies)
- Evidence of construction rights (Title deed, Land Registry entry or LR cartridge - Cadastre or the court),
- Administrative fee-15 KM
- Approval of the competent authorities or legal persons,
- Environmental Impact Assessment,
- A detailed management plan for construction waste.

USE PERMIT

USE PERMIT REQUEST

- Approval for the construction,
- Fee for approval of the use
- Residential buildings 100 KM
- Other objects 170 KM
- Administrative fee-15 KM,
- A copy of cadastral land with marked location of the building,
- A written statement from the contractor on the works maintenance building, and the conditions for maintaining the building
- A written report construction supervision.

REQUEST FOR CORRECTION OF USE PERMIT ERRORS

- Permission to use,
- Other supplements if needed.

REQUEST FOR STAKING FACILITY

- Approval for the construction,
- Payment of fees for staking residential buildings 150 KM
- Other objects 250 KM
- Urban-technical conditions,
- Administrative fee-10 KM.



**COME TO BUILD
TOGETHER ...**

MUNICIPALITY OF SANSKI MOST

- Department for local economic development and investment-
- Department of Urban Development and Housing Affairs-

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