PROCEDURE FOR ISSUING CONSTRUCTION PERMITS
Location information.
Before beginning construction, you can get information about the location where you plan to build. Information on site includes the possibilities and limits of construction on the land plot. Location information is issued by the Department for urban planning, construction, and communal-housing, within **8 days** from the date of the request.

Requested documentation:
1. **Request for issuing information about the location**
www.usluznicentar.com/index.php?id=33
Price: 200 RSD Account: 840-742221843-57
Price: 60 RSD Account: 840-742241843-03

2. **Copy of cadastral parcel plan**
The competent authority: Service for cadastre of fixed assets, Babički odred br.1; Phone: 016/242-856
Price: 1.136 RSD Account: 840-742323843-92
Price: 460 RSD Account: 840-742221843-57

Aim
1. **Information about the location**
The competent authority: Citizens Assistance Centre Leskovac, Trg revolucije 45, Phone: 016/215-631, 215-614
Price: 1.000 RSD Account: 840-742241843-03
With the information about the location you get all the data about what you can build with the planed disposition on your plot.

**REMARK:** All the necessary information, requests and decisions can be submitted and collected at the counter of the Citizens Assistance Centre of the City of Leskovac tr Trg revolucije 45, Phone: 016/215-631.
1. LOCATION PERMIT

Location permit is issued by the Department for urban planning, construction, communal-housing matters of the City of Leskovac. Submitting requests and collecting of permits is done on the counter of the Citizens Assistance Centre of the City of Leskovac. Location permit contains all the conditions and data necessary for the preparation of technical documentation for the building you wish to build. Deadline for issuing the decision about the location permit is **15 days** from the day the request has been submitted.

**Requested documentation:**

1. Request for issuing location permit


   **Price:** 200 RSD   **Account:** 840-742221843-57

   **Price:** 60 RSD   **Account:** 840-742241843-03

2. Conceptual layout plan

   (with data about the planned disposition, type and function of the building, technical characteristics etc.)

   The competent authority: Company or other legal entity registered for the preparation of technical documentation.

3. Copy of cadastral parcel plan

   The competent authority: Service for cadastre of fixed assets, Babički odred no.1, Phone: 016/242-856.


   **Price:** 1.136 RSD   **Account:** 840-742323843-92

   **Price:** 460 RSD   **Account:** 840-742221843-57

4. Excerpt from the cadastre of underground installations

   The competent authority: Service for cadastre of fixed assets, Babički odred br.1, Phone: 016/242-856.


   **Price:** 1.136 RSD   **Account:** 840-742323843-92

   **Price:** 460 RSD   **Account:** 840-742221843-57

5. Proof of ownership rights, or rights to lease construction land

**Step 1**

**Location permit decision**


**Price:** Residential facility **Business facility**

<table>
<thead>
<tr>
<th>Size</th>
<th>Price for Residential facility</th>
<th>Price for Business facility</th>
</tr>
</thead>
<tbody>
<tr>
<td>100 m²</td>
<td>800 RSD</td>
<td>2.500 RSD</td>
</tr>
<tr>
<td>100-300 m²</td>
<td>1000 RSD</td>
<td>3500 RSD</td>
</tr>
<tr>
<td>Over 300 m²</td>
<td>5 RSD/m²</td>
<td>10 RSD/m²</td>
</tr>
</tbody>
</table>

**Account:** 840-742241843-03

**Decision of location permit**

**Preparation of main design**

Main design can be prepared by business entity or other legal entity registered in the appropriate register for the preparation of technical documentation.

**Technical control of the main design**

Technical control of the main design can be done by the business entity or other legal entity that fulfills conditions for the preparation of technical documentation and which is designated by the investor. The authorized technical designer who prepared the main design or who is employed in the business entity that prepared the design cannot perform technical control of the main design or employed in the investor company.

**Request for issuing construction permit**

Request for issuing construction permit with other requested documentation can be submitted at the counter of the Citizens Assistance Centre with other documentation listed below.

**Remark:** All the necessary information, requests and decisions can be submitted and collected at the counter of the Citizens Assistance Centre of the City of Leskovac str.Trg revolucije 45, Phone: 016/215-631.
2. CONSTRUCTION PERMIT

Construction permit is the final document based of which you can start with construction. Deadline for issuing construction permit is 8 days from the day that completed request has been submitted.

Requested documentation:

1. Request for issuing construction permit
Price: 200 RSD Account: 840-742221843-57
Price: 60 RSD Account: 840-742241843-03

2. Location permit
3. Main design in three copies
3a) Confirmation that the main design consistent with the location permit The competent authority: Department for urban planning, construction, communal-housing matters of the City of Leskovac, Trg revolucije 45/6, Phone: 016/212-774, 251-964.
Price:
<table>
<thead>
<tr>
<th>Residential facilities</th>
<th>Business facilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>To 100 m² = 500 RSD</td>
<td>To 100 m² = 2,000 RSD</td>
</tr>
<tr>
<td>100-300 m² = 600 RSD</td>
<td>100-300 m² = 3,000 RSD</td>
</tr>
<tr>
<td>Over 300 m² = 1,200 RSD</td>
<td>Over 300 m² = 10 RSD/m²</td>
</tr>
</tbody>
</table>
Account: 840-742241843-03

4. Proof of ownership rights, or rights to lease construction land
5. Fee for equipping of construction land
The competent authority: PC “Head office for urban planning and construction”, Trg revolucije 45, Phone: 016/245-819.
Price:

<table>
<thead>
<tr>
<th>Residential facilities</th>
<th>Business facilities</th>
<th>Production facilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>P+1+Pχ/(1.120 RSD/m²)</td>
<td>5.850 RSD/m² (with heating)</td>
<td>4.340 RSD/m² (with heating)</td>
</tr>
<tr>
<td>P+3 χ/(1.720 RSD/m²)</td>
<td>4.700 RSD/m² (without heating)</td>
<td>3.420 RSD/m² (without heating)</td>
</tr>
<tr>
<td>Larger than P+3 χ/(3.060 RSD/m²)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Account: 840-742241843-03

Step 2
Decision on construction permit
Price: 25 RSD/m² (no matter the type of building), 1,20 RSD/m² (eco tax), 520 RSD (administrative tax).
To the above mentioned price the amount for compliance of all the institutions which, on behalf of the investor, is acquired by the Directorate should be added: PUC “Vodovod” = 1120 RSD, PUC “Toplama” = 3200 RSD, PC “ED Leskovac”= 2100 RSD, “Telekom Srbija” a.d. = 3500-8000 RSD, Account: 840-742341843-24

Information on starting of works
Eight days before the commencement of works you are obliged to report commencement of works to the administration in charge. The report contains the date of commencement and deadline for completion of works. The tax to be paid at the CAC counter for report is 260 RSD.

Decision on construction permit
Construction of building
Request for issuing usage permit

Request for issuing usage permit is issued after the building is complete, to the competent authority that issued construction permit with the necessary documentation listed in the point 3.
3. Usage Permit

Requested documentation:
1. Request for issuing usage permit
www.usluznicentar.com/index.php?id=33
Price: 200 RSD Account: 840-742221843-57
Price: 60 RSD Account: 840-742241843-03

2. Geodetic survey of the building - exists in the documentation

3. Main design or Design of constructed building - exists in the documentation

4. Other evidence, opinions and confirmations
In order to get usage permit certain Consent Public service for connection to municipal infrastructure
The competent authority:  
PUC "Vodovod"  \( \approx 180.000 \) RSD
PUC "Toplana"  \( = 6547 \) RSD/1KW of the installed power,
PC "ED Leskovac"  \( = 1690 \) RSD/1KW of the installed power,
Fire protection compliance:  
Price:
under 150 m² = 7500 din.
150-1000 m²= 15.830 RSD
1000-5000 m² = 31.660 RSD
over 5000 m² = 60.000 RSD

5. The Technical Commission Report on positive signed off - exists in the documentation

Decision on usage permit
The competent authority: Department for urban planning of the City of Leskovac, Trg revolucije 45/6, Phone:016/212-774, 251-964.
Price: Residential facilities  
5 RSD/m²
520 RSD (administrative tax)
1,20 RSD/m² (eco tax).
Business facilities  
7 RSD/m²
520 RSD (administrative tax)
1,20 RSD/m² (eco tax).
Account: 840-742241843-03

Step 3
Decision on usage permit
<table>
<thead>
<tr>
<th>Required documents</th>
<th>The competent authority</th>
<th>Supporting documents</th>
<th>Price</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plot plan copy</td>
<td>Service for real estate cadastral</td>
<td>Request</td>
<td>1280 RSD</td>
<td>7 days</td>
</tr>
<tr>
<td>Excerpt from the cadastral of underground installations</td>
<td>Service for real estate cadastral</td>
<td>Request</td>
<td>1280 RSD</td>
<td>30 days</td>
</tr>
<tr>
<td>Conceptual layout plan</td>
<td>Authorized Project Designer</td>
<td>Copy of the plan of the plot</td>
<td>Determined by investor</td>
<td>15 days</td>
</tr>
<tr>
<td>Ownership rights or lease agreement</td>
<td>Court/Republic</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Request for issuing location permit</td>
<td>Citizens Assistance Centre, Leskovac</td>
<td>Request</td>
<td>260 RSD</td>
<td>1 day</td>
</tr>
<tr>
<td>Decision on location permits</td>
<td>Department of City Planning</td>
<td>Mentioned above</td>
<td>See instructions, page 2</td>
<td>15 daysa</td>
</tr>
</tbody>
</table>

1 NOTE: If the Agency for Real Estate Cadastre do not possess cadastral of underground installation, this document is not required!

2. CONSTRUCTION PERMIT

<table>
<thead>
<tr>
<th>Required documents</th>
<th>The competent authority</th>
<th>Supporting documents</th>
<th>Price</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location permit</td>
<td>Authorized Project Designer</td>
<td>Location permit, Main design</td>
<td>Determined by investor</td>
<td>30 days</td>
</tr>
<tr>
<td>Technical control of the main design</td>
<td>Authorized Project Designer</td>
<td>Location permit, Main design</td>
<td>Determined by investor</td>
<td>7 days</td>
</tr>
<tr>
<td>Confirm that the main design consistent with the location permit</td>
<td>Department of City Planning</td>
<td>Location permit, Main design</td>
<td>See instructions, page 3</td>
<td>3 days</td>
</tr>
<tr>
<td>Proof of ownership rights, or rights to lease construction land</td>
<td>Citizens Assistance Centre, Leskovac</td>
<td>Location permit, Main design</td>
<td>See instructions, page 3</td>
<td>2 days</td>
</tr>
<tr>
<td>Fee for regulation of building land</td>
<td>PC „Direkcija za urbanizam i izgradnju“</td>
<td>Confirm that the main design</td>
<td>See instructions, page 3</td>
<td>8 days</td>
</tr>
<tr>
<td>The request for the issuance of building permits</td>
<td>Citizens Assistance Centre, Leskovac</td>
<td>Request</td>
<td>260 RSD</td>
<td>1 day</td>
</tr>
<tr>
<td>Decision on building permit</td>
<td>Department of City Planning</td>
<td>Mentioned above</td>
<td>See instructions, page 3</td>
<td>8 days</td>
</tr>
</tbody>
</table>

CONSTRUCTION

<table>
<thead>
<tr>
<th>Required documents</th>
<th>The competent authority</th>
<th>Supporting documents</th>
<th>Price</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Login for the start of construction building</td>
<td>Department of City Planning</td>
<td>Request</td>
<td>260 RSD</td>
<td>1 day</td>
</tr>
<tr>
<td>Certificate of Conformation of the built foundation</td>
<td>Authorized Geometer</td>
<td>Request, Geodetic record of the constructed foundation</td>
<td>See instructions, page 4</td>
<td>10 days</td>
</tr>
<tr>
<td>Geodetic survey of the building</td>
<td>Authorised land surveyor</td>
<td>Building permit, Main design, Geodetic record of the constructed foundation</td>
<td>≈8,000 RSD</td>
<td>10 days</td>
</tr>
<tr>
<td>Request for execution of the technical inspection of the building</td>
<td>Department of City Planning</td>
<td>Investor’s proposal of the technical commission members.</td>
<td>Proposed by investor</td>
<td>30 days</td>
</tr>
</tbody>
</table>

3. USAGE PERMIT

<table>
<thead>
<tr>
<th>Required documents</th>
<th>The competent authority</th>
<th>Supporting documents</th>
<th>Price</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Geodetic survey of the building</td>
<td>Competent Institutions</td>
<td>Prior consent, Main design or As-built design</td>
<td>See instructions, page 4</td>
<td>30 days</td>
</tr>
<tr>
<td>Main design or Design of constructed building</td>
<td></td>
<td></td>
<td>Obtained</td>
<td></td>
</tr>
<tr>
<td>Other evidence, opinion and consent (Consent Public service for connection to municipal infrastructure)</td>
<td></td>
<td></td>
<td>Obtained</td>
<td></td>
</tr>
<tr>
<td>The Technical Commission Report on positive signed off</td>
<td></td>
<td></td>
<td>Obtained</td>
<td></td>
</tr>
<tr>
<td>The request for the issuance of use permits</td>
<td>Citizens Assistance Centre, Leskovac</td>
<td>Request</td>
<td>260 RSD</td>
<td>1 day</td>
</tr>
<tr>
<td>Decision on usage permit</td>
<td>Department of City Planning</td>
<td>Mentioned above</td>
<td>See instructions, page 4</td>
<td>7 days</td>
</tr>
</tbody>
</table>
Agency for local economic development: Trg Revolucije 45, 16000 Leskovac, Serbia
Phone: +381 16 232-391, fax: +381 16 216-366
March 2010

Let's invest together!

www.cityofleskovac.org