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PROCEDURE FOR ISSUING CONSTRUCTION PERMITS

DIRECTIONS FOR ISSUING CONSTRUCTION PERMIT

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

The competent authority: Citizens Assistance Centre Leskovac, Trg revolucije 45, phone: 016/215-631, 215-614.
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
www.rgz.gov.rs/sluba_detail.asp?SluzbaID=65&LanguageID=2

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 planned disposition on your plot.



Request for issuing information about the location

Information about the location

Request for issuing location permit

Request is submitted at the counter of the Citizens Assistance Centre of the City of Leskovac. It is necessary to submit a copy of the cadastral parcel plan on which you plan to build.

Information about the location is not a necessary step for getting building permit. Information about the location contains data you need to know what you can build on your plot.

In case you submitted a request for issuing information about the location, the next step upon receiving the information is submitting a request for issuing location permit which is a necessary step in issuing construction permit.

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

The competent authority: Citizens Assistance Centre Leskovac, Trg revolucije 45, Phone: 016/215-631, 215-614. www.usluznicentar.com/index.php?id=33

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.

www.rgz.gov.rs/sluba_detail.asp?SluzbaID=65&LanguageID=2

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.

www.rgz.gov.rs/sluba_detail.asp?SluzbaID=65&LanguageID=2

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

The competent authority: Citizens Assistance Centre Leskovac, Trg revolucije 45, Phone: 016/215-631, 215-614.

Price: Residential facility

To 100 m² = 800 RSD

100-300 m² = 1000 RSD.

Over 300 m² = 5 RSD/m²

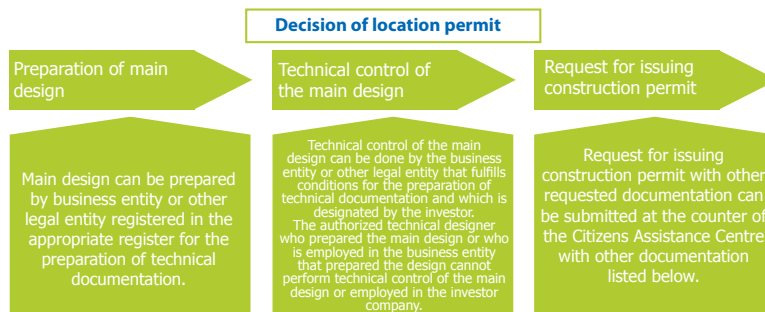
Price: Business facility

To 100 m² = 2.500 RSD

100-300 m² = 3500 RSD.

Over 300 m² = 10 RSD/m²

Account: 840-742241843-03



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

The competent authority: Citizens Assistance Centre Leskovac, Trg revolucije 45, Phone: 016/215-631, 215- 614.

www.usluznicentar.com/index.php?id=33

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: Residential facilities

To 100 m² = 500 RSD

100-300 m² = 600 RSD

Over 300 m² = 1.200 RSD

Account: 840-742241843-03

Business facilities

To 100 m² = 2.000 RSD

100-300 m² = 3.000 RSD

Over 300 m² = 10 RSD/m²

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: Residential facilities

P+1+Pk >1.120 RSD/m²

P+3 >1.720 RSD/m²

Larger than P+3 >3.060 RSD/m²

Account: 840-742241843-03

Business facilities

5.850 RSD/m² (with heating)

4.700 RSD/m² (without heating)

Production facilities

4.340 RSD/m² (with heating)

3.420 RSD/m² (without heating)



Step 2

Decision on construction permit

The competent authority: Citizens Assistance Centre Leskovac, Trg revolucije 45, Phone: 016/215-631,215- 614.

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 "Toplana" = 3200 RSD, PC "ED Leskovac" = 2100 RSD,
"Telekom Srbija" a.d. = 3500-8000 RSD, **Account: 840-742341843-24**

Decision on constuction permit

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.

Construction of building

Construction of buildings, i.e. performing work scan be carried out by an business entity, or other legal entity or entrepreneur, registered in the appropriate register for constructing buildings, i.e. for performing works.

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.

REQUESTED DOCUMENTATION DURING CONSTRUCTION:

1. Certificate of Confirmation of the built foundation

Deadline for issuing the above mentioned confirmation is 3 days from the day-completed request has been submitted. 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: 1050 RSD **Account: 840-742221843-57**

Price: 1500 RSD **Account: 840-742241843-03**

Necessary documentation for Confirmation of compatibility of the built foundation::

-Request for issuing confirmation on compatibility of the built foundation,

The competent authority: Citizens Assistance Centre Leskovac, Trg revolucije 45, Phone: 016/215-631, 215-614.

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

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

-Geodetic survey of the constructed foundation,

The competent authority: Authorized Geometer **Price: ≈ 8000 RSD**

-Investor's Statement of completion of the foundations construction.

2. Geodetic survey of the building

This survey is done after the completion of construction and it is necessary in order to determine whether the constructed building is in accord with the main design, i.e. construction permit.

The competent authority: Authorized geometer **Price: ≈ 8000RSD**

3. Request for execution of the technical acceptance of the building

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: The investor provides technical acceptance of the building and proposes commission to the competent authority, the commission forms the price of the technical acceptance.



3. USAGE PERMIT

Requested documentation:

1. Request for issuing usage permit

The competent authority: Citizens Assistance Centre Leskovac, Trg revolucije 45, Phone: 016/215-631, 215-614.

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"

PUC "Toplana"

PC "ED Leskovac"

Fire protection compliance:

Price:

≈ 180.000 RSD

= 6547 RSD/1KW of the installed power,

= 1690 RSD/1KW of the installed power,

Price:

under 150 m² = 7500din.

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

Step 3

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

Decision on usage permit

PROCEDURE FOR ISSUING CONSTRUCTION PERMITS

In the table below you can see the process of obtaining location, construction and usage permits for residential building or commercial space, that will be built on the construction location with the license issued by the city of Leskovac

1. LOCATION PERMIT

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

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

2. CONSTRUCTION PERMIT

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

CONSTRUCTION

Required documents	The competent authority	Supporting documents	Price	Time
Login for the start of construction building	Department of City Planning	Request	260 RSD	1 day
Certificate of Conformation of the built foundation	Authorized Geometer	Request, Geodetic record of the constructed foundation	See instructions, page 4	5 days
Geodetic survey of the building	Authorised land surveyor	Building permit, Main design, Geodetic record of the constructed foundation	≈8.000 RSD	10 days
Request for execution of the technical inspection of the building	Department of City Planning	Investor's proposal of the technical commission members.	Proposed by investor	30 days

3. USAGE PERMIT

Required documents	The competent authority	Supporting documents	Price	Time
Geodetic survey of the building				Obtained
Main design or Design of constructed building				Obtained
Other evidence, opinion and consent (Consent Public service for connection to municipal infrastructure)	Competent Institutions	Prior consent, Main design or As-built design	See instructions, page 4	30 days
The Technical Commission Report on positive signed off				Obtained
The request for the issuance of use permits	Citizens Assistance Centre, Leskovac		260 RSD	1 day
Decision on usage permit	Department of City Planning	Mentioned above	See instructions, page 4	7 days



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