



# GRAD SOMBOR ГРАД СОМБОР

## INFORMATION BOOKLET ON CONSTRUCTION PERMIT



# Step 1

## **Applying to the Utility Department of the City Administration of Sombor**

*The registration form can be obtained at the Service Centre - the Utility  
Department counter ( Sombor City Hall - ground floor ).*



# Additional papers that should be enclosed with the application:

1. Location permit
2. 3 copies of the main project with the report on performed technical inspection
3. Evidence of ownership or lease title on the construction land (Republic Geodetic Authority – Department for cadastral affairs Sombor) – original copy of the real estate listing
4. Evidence on arrangement for payment of the land development
5. Money order in the amount of 720,00 dinars to giro account no. 840-7422221843-57, reference number 9781-232 (for individuals) or: 97 KB-232- TIN (for companies), Payee: Budget of Republic of Serbia, Purpose: Republic administration application fee
6. Money order in the amount 1.375.00 to 3.470.00 dinars (depending of the type of building)\* to giro account no. 840-742341843-24, reference number 97 81-232 (for individuals) or 97 KB-232- TIN (for companies) Payee: Budget of City of Sombor, Purpose: application fee–incomes of City of Sombor Administration

*\*residential properties, multi-family residential, commercial real estate, combined residential and commercial real estate up to 100 square meters*

*Commercial real estate and combined commercial and residential real estate over 100 square metres, and civil engineering.*



# Note:

- As evidence on arrangement for payment of the land development, the applicant should submit a proof of payment which is obtained after putting down a payment for land development fee. The fee is determined by the decree for determining the fee for the rights to use the construction land. Applicants can also submit a contract by which they are allowed to pay the fee in instalments. The contract is signed between the applicant and the department of utilities. The decree is issued by the Communal Affairs Department of the City Administration (room 262/second floor). The issuing of the decree requires filling out of an application form for determining the fee for the rights to use the construction land. It should be submitted to the Service department of the City Administration of the City of Sombor
- In case of objects which are located within the historical conserved area “the historical core of Sombor Venac”, applicant should get a consent form from the Regional Cultural Heritage Preservation Institute in Novi Sad.
- If an object or a part of an object is to be demolished before a new one is built, a demolition permit should be provided for the Service centre of the City Administration as well.
- If a construction site or object has multiple ownerships a signed and verified consent of the co-owners should be submitted when applying for the permit.
- If the construction entails merging or alteration of the existing rooms into a dwelling or office space in blocks of flats, a contract that is signed by the investor and the building residents’ assembly should be submitted as well. The contract should be verified in the court of law. The contract is only legal if at the owners of at least ½ of the area of all flats give their consent at the residents’ assembly.
- If energy supply objects are built, a separate permit should be obtained.
- If applying for the infrastructural objects, the proof of ownership rights, i.e. the lease title of the construction land is a decree on expropriation and the proof that the proprietor has funds of the approximate market price of the property, or a contract on determining the rights of officialising, signed with the owner of the property.
- the planning permit is issued within eight days of the application date, provided the application is valid.
- Telephone number for additional information: 025/468-127,  
contact: person Melinda Kun - Bošnjčki



# Step 1.1

## **APPLYING FOR THE LOCATION PERMIT**

*The registration form can be obtained at the Service Centre - Utility  
Department counter ( Sombor City Hall - ground floor )*



# Additional papers that should be enclosed with the application:

1. Original copy of the plot plan (issued by the RGA, Department for cadastral affairs Sombor).
2. Cadastral plan of the underground installation (issued by the RGA, Department for cadastral affairs Sombor).
3. Proof of the ownership rights of the construction land, or lease title of the construction land.
4. Layout plan done by an authorised party
5. Proof of fee paid in the name of altering the purpose of the farmland to construction land (if needed).
6. Money order in the amount of 550.00 dinars, to giro account number 840-742221843-57, reference number 97 81-232 (for individuals), or 97-KB-232-TIN (for companies), Payee: Budget of the Republic of Serbia, Purpose: Republic administration application fee
7. Money order in the amount of 680.00 to 2.060.00 dinars (depending of the type of building)\*, to giro account number 840-742341843-24, reference number 97 81-232 (for individuals) or 97 KB-232- TIN (for companies), Payee: Budget of City of Sombor, Purpose: application fee—incomes of City of Sombor Administration

\* ***auxiliary and residential properties, combined residential and commercial real estate , multi-family residential , ccommercial real estate, agricultural estate and civil engineering***



# Note:

- If the plan does not contain all the necessary information and terms for the technical papers needed for the location permit, related to the cadastral plan of the underground installation, the papers are obtained by the city administration from the institution in charge, at the expense of the investor.
- In case of objects which are located within the historical conserved area “the historical core of Sombor-Venac”, a decree of precaution and protection issued by the Regional Cultural Heritage Preservation Institute in Novi Sad should be obtained, by the city administration, at the expense of the investor.
- Proof of the payment of the fee for changing the purpose of the plot from farming into construction land is issued by the Department of Economy of the city Administration of the city of Sombor. It is issued after the obligatory payment for the change of the purpose of land has been made and confirmed in a decree. The application is submitted to the Service Centre of the City Administration of Sombor.
- Location Permit is issued within **15 days** of the application, provided the application is **proper**, or after the necessary papers have been obtained.
- Telephone number for further information: 025/468-127,  
Contact person: Melinda Kun – Bošnjački



# Step 1.2

## **MAKING OF THE MAIN PROJECT**

*The main project is done by a certified draughtsman in three copies with technical inspection report*



# Korak 1.3

## **ISSUING OF THE REAL ESTATE LISTING**

*The listing is issued by the Republic Geodetic Authority, Cadastral Office  
Sombor, no. 8, Kralja Petra I Street, telephone no.:025/438-588*



# Step 2

## Registration form for the beginning of construction works

*Registration form is submitted at the Sombor City Hall Service Center to:*

- Utility Department of the City Government –Section of Urban Planning and Building, and to the Department of Inspection and Public Utility Police*
- Section for Inspectoral Affairs, to the authorised building inspector*



# Note:

- Registration form is submitted in 3 copies  
( Upon reception, the first copy is given to the investor, the second to the authority in charge who issued a construction permit, and the third one is given to the authorised construction inspector )
- The construction time limit (which is determined in days, months and years) begins with the day the registration form was submitted
- Telephone number for additional information: 468-127,  
Contact person: Melinda Kun - Bošnjački.



# Step 3

**Technical inspection of the  
object and usage permit issuing**



# Step 3.1

## **Submittal of a request for the technical inspection of the object and usage permit issuing**

*\*when the building permit was issued before 13.05.2003.*

*The registration form can be obtained at the Service centre – Utility  
Department counter (Sombor City Hall-ground floor )*



# Additional documentation enclosed with the registration form:

1. Money order in the amount of 550,00 dinars, giro account number: 840-742221843-57 reference number 97 81-232 (for individuals), 97 KB-232-PIB (for companies), Payee: Budget of the Republic of Serbia, Purpose: Republic administrative fee
2. Money order in the amount of 1.000,00 to 5.000,00 dinars (depending on the type of building), giro account number : 840-742341843-24 97 81-232 reference number (for individuals), 97 KB-232-PIB (for companies), Payee: Budget of City of Sombor, Purpose: Technical inspection fee
3. Money order in the amount of \_\_\_\_\_ dinars (the amount is calculated in accordance with article 1. item 16.
  - bill of quantities upon the Decision on fees for services that the City Government provides for third parties ("Official gazette of City of Sombor", number 11/2009), to giro-account number : 840-745141843-30 reference number 97 81-232 (for individuals), reference number 97 KB-232-PIB (for companies), Payee: City of Sombor, Purpose: bill of quantities technical inspection committee-gross amount
4. Inspected Technical documentation:
  - Electro energetic consent for the object or a certificate of existing subscription number from Sombor Electro distribution
  - Copy of the plan and the snapshot of an object by RGZ-SKN (land registry), Sombor, no.8, Kralja Petra I Street;
  - A sketch and a record of staking out of object by RGZ-SKN Sombor or JP Urbanizam Sombor;
  - Consent to a construction state of a building, issued by the Defence Section of Sombor, on the question of shelter use
  - Technical and project documentation with a construction permit;
  - Consent to a construction state of a building issued by RS, SUP MUP Sombor (fire prevention consent )-if needed.
  - Written statements from the investor and the contractor (whether the construction works are in accordance with the approved technical and project documentation and a construction permit )



# Note:

- Other necessary documentation, depending on the character of the object, is shown to the Technical inspection committee at the day of the technical inspection.
- Usage permit is issued **within 7 days** of receiving a verification from the Technical inspection that the object is suitable for use.
- Telephone number for additional information: 025/468-127,  
Contact person Melinda Kun - Bošnjacski



## Step 3.2

# Submittal of a request for the technical inspection of the object and usage permit issuing

*\* when the building permit was issued before 13.05.2003.*

*The request is collected at the Service centre – Utility Department  
counter (Sombor City Hall-ground floor )*



# Additional documentation enclosed with the registration form:

1. Decision on building approval
2. The main project verified with a building approval and an application for the beginning of construction
3. Project of a constructed state of building, that is the main project, signed by the investor, constructor and supervisor stating that the constructed state is equivalent to the projected state.
4. Electro energetic consent
5. Consent to a construction state of a building issued by RS, SUP MUP Sombor (fire prevention consent ).
6. Decision on appointment of supervisors - enclosing a copy of a licence
7. Decision on appointment of a construction supervisor - enclosing a copy of a licence
8. Potvrda o kontroli usaglašenosti izgrađenih temelja sa glavnim projektom
9. Kopija plana ik katastra sa ucrtanim objektom (ne stariji od godinu dana)
10. Saglasnost na izvedeno stanje objekta po pitanju korišćenja skloništa od odeljenja za odbranu Sombor



# Taxes and fees

1. Money order in the amount of 550,00 dinars, to giro-account number : 840-742221843-57 reference number 97 81-232 (for individuals), 97 KB-232-PIB (for companies), Payee: Budget of the Republic of Serbia, Purpose: Republic administrative tax
2. Money order in the amount of 1.000,00 to 5.000,00 dinars (depending on the type of the object), to giro-account number: 840-742341843-24 reference number 97 81-232 (for individuals), reference number 97 KB-232-PIB (for companies), Payee: City of Sombor Budget, Purpose: Technical inspection fee
3. Money order in the amount of \_\_\_\_\_ dinars (the amount is calculated in accordance with article 1. item 16. - bill of quantities upon the Decision on fees for services that the City Government provides for third parties ("Official gazette of City of Sombor", number 11/2009), to giro-account number : 840-745141843-30 reference number 97 81-232 (for individuals), reference number 97 KB-232-PIB (for companies), Payee: City of Sombor, Purpose: bill of quantities technical inspection committee-gross amount



# Note:

- Other necessary documentation, depending on the character of the object, is shown to the Technical inspection committee at the day of the technical inspection.
- Usage permit is issued **within 7 days** of receiving a verification from the Technical inspection that the object is suitable for use.
- Telephone number for additional information: : 025/468-127,  
Contact person Melinda Kun - Bošnjak