City of Zaječar

BUILDING PERMIT PROCEDURE GUIDE

ZAJEČAR
City of Zaječar is among those cities in Serbia which had the dynamic development activities in the past few years and fought for the status of attractive destination for investors. Investors first of all want information about procedures and steps for obtaining building permits. With the aim of faster delivery of requested data to potential investors LED Department, in cooperation with the Department of City Planning, Construction, Housing and Communal Affairs have prepared this Guide for obtaining building permits.

The entire procedure of obtaining building permits for residential, business and economic constructions, which builds on the already-formed building plot, involves the following steps:
LOCATION PERMIT

LOCATION PERMIT
- is given on the basis of request - with full documentation
Department of City Planning, Construction, Housing and Communal Affairs of
the City Administration of Zajecar - Department of Urban Planning
(more information: 019/444-600, ext. 108; Head of Jasmina Santrčić)

Time needed: Max 15 days

☐ Request for Location Permit
Along with invoices for the City and the Republic fee at the counter no. 7 of
the City Administration Zajecar, Monday - Friday 08.00-16.00 and Saturday
09.00-13.00
Time needed: Max 5 min

- With the request attached the following documents:

☐ Proof of Property ownership and the Copy of the Plan
Proof of property rights, or lease of construction land and property rights on
the building if the work performed on the reconstruction of a certified copy of
the plan parcel

√ Request
√ Plot ID number
√ Proof of payment

Fee: 1,400 RSD
In charge: The Republic Geodetic Institute - Department of Real Estate
Cadastre
Time needed: 1 day

☐ Certified top view
Situational solution depending on the type of object (which is certified after the
completion of the Cadastre Services)

√ Survey data
√ List of assets form Cadastre
√ Plot ID number

In charge:
Licensed designer
Licensed surveyor

Time needed: Max 10 days

☐ Excerpt from the cadastre of underground installation
Excerpt from the cadastre of underground installation and / or obtaining
technical conditions (water and sewerage, electricity, telephone, Heating
system)

√ Request
√ Plot ID number
√ Copy of survey data (not older than 6 months)
√ Proof of payment

Fee:
- 991 physical RSD
- 7080 RSD legal entities
In charge:
- „Vodovod” Public Utility Company
- „Elektrodistribucija”
- „Telekom”
- „Toplifikacija Moravia Zaječar”

Time needed: Max 15 days

☐ Proof of payment

<table>
<thead>
<tr>
<th>Republic administrative fee</th>
<th>City administrative fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>- request 200.00 RSD</td>
<td>a) the request 70.00 RSD</td>
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<tr>
<td>- for the solution 520.00 RSD</td>
<td>b) for the solution</td>
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<tr>
<td>- to appeal the decision 300.00 RSD</td>
<td>- For the citizens of 500.00 RSD</td>
</tr>
<tr>
<td>Bank account number: 840-742221-843-57, Ref num: 97-41-116</td>
<td>- for legal entities 1,000.00 RSD</td>
</tr>
<tr>
<td>Purpose of payment: Republican administrative fee</td>
<td>Account number: 840-742241-843-03 Poziv na broj: 97-41-116</td>
</tr>
<tr>
<td>Beneficiary: Revenues for the budget of the Republic of Serbia</td>
<td>Purpose of payment: City administrative fee</td>
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<td>Beneficiary: Revenues for the City administration Zaječar</td>
<td></td>
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Payment form is obtained for the city and the republic together with a fee request at
the counter no. 7-Service Information Center of the City Administration Zajecar, every
working day from 08.00-16.00 and on Saturdays from 09.00-13.00.
Payments can be made at the counter no. 9-Service Information Center of the City
Administration Zajecar, every working day from 08.00-16.00
Time needed: Max 5 min

Appeal fee against the act or statement is not charged when you submit the
request, but if it comes to initiating this action.
BUILDING PERMIT

Building permit - on the basis of prior regular application - with full documentation
The Department of City Planning, construction, housing and communal affairs of the City Administration Zajecar - Public Utility-Housing
(more information: 019/444-600, ext. 237; head office Dragica Stanisic)

Building permit request
Along with invoices for the City and the Republic fee at the counter no. 7 of the City Administration Zajecar, Monday - Friday 08.00-16.00 and Saturday 09.00-13.00

With the request attached the following documents:

- Location Permit with a certified survey data
  Department of City Planning, construction, housing and communal affairs of the City Administration Zajecar - Department for urbanism
  Already obtained location permits
- Certified list of assets
  √ Request
  √ Plot ID number
  √ Proof of payment
  Fee: 1400 RSD
  In-charge: Republic Geodetic Authority - Department of Real Estate Cadastre
  Time needed: 1 dan
- The final design - 3 copies
  √ Location permit
  √ Copy of the plan
  √ List of assets
  Fee: 600RSD/m2
  In charge: licensed designer
  Time needed: 45-60 dana
- Technical Control of final design
  √ Location permission
  √ Final design
  Fee: 10% of design costs

In charge: Licensed designer

Needed time:
- The agreement on compensation for construction land
  √ As-built drawing
  √ Photo of Property
  √ Proof of payment
  Fee: 485 to 3.395 RSD/m2 (depending on the object, purpose of the object and zone)
  In charge: Public utility „Direkcija za izgradnju” Zaječar
  (Contact: Zoran Milanović, tel. +381 (0)19422-322)
  Needed time: 2 days

Proof of payment

Republic administrative fee:
- request 200.00 RSD
- building permit:
  - Agricultural constructions 170,00 RSD
  - Constructions 520,00 RSD
  - Telecommunication constructions 0,3% of preliminary design costs
- appeal fee 300,00 RSD
  Bank account: 840-742241-843-03
  Ref num: 97-41-116
  Purpose of payment: City administrative fee
  Beneficiary: Revenues for the City administration Zaječar

City administrative fee:
- a) request 70.00 RSD
- b) building permit:
  - citizens 1.000,00 RSD
  - entities 5.000,00 RSD
  Bank account: 840-742241-843-03
  Ref num: 97-41-116
  Purpose of payment: City administrative fee
  Beneficiary: Revenues for the budget of the Republic of Serbia

Payment form is obtained for the city and the republic together with a fee request at the counter no. 7-Service Information Center of the City Administration Zajecar, every working day from 08.00-16.00
Payments can be made at the counter no. 9-Service Information Center of the City Administration Zajecar, every working day from 08.00-16.00
Time needed: Max 5 min
Appeal fee against the act or statement is not charged when you submit the request, but if it comes to initiating this action.

*Note: To obtain a building permission for construction of commercial buildings over 150m2, except these documents, it is necessary to attach the Decision of the Ministry of Internal Affairs - SUP Zajecar, police and fire department approval for the project with a major aspect of fire protection.
CONSTRUCTION

☐ **Building contract**
  ✓ Building permit
  ✓ Final design
  ✓ Technical control report of final design
  In charge: Entity registered for construction works
  Time needed: 3 days

☐ **Application for work commencement**
  ✓ Application
  ✓ Building permit
  In charge: Department for urbanism
  Time needed: 5 days

☐ **Geodetic record of foundation and compliance conformation issuing**
  ✓ Building permission
  ✓ Final design
  ✓ Technical control report of Final design
  In charge:
    Department for urbanism
    Authorized surveyor
  Time needed: 5 days

☐ **Geodetic record of derived condition**
  ✓ Plot ID number
  In charge: Licensed surveyor
  Time needed: 10 days
USE PERMIT

**Use permit**
- on the basis of prior regular application - with full documentation
  Department of City Planning, Construction, Housing and Communal Affairs of the City Administration of Zajecar – Service for housing and communal affairs
  (more details at: 019/444-600, lok. 237; head Dragica Stanišić)

Time needed: Max 15 days

- **Use permit request**

  Along with invoices for the City and the Republic fee at the counter no. 7 of the City Administration Zajecar, Monday - Friday 08.00-16.00 and Saturday 09.00-13.00

  Time needed: Max 5 min

  - **Request along with following documents:**

  - **Decision of towers building approval for construction or building permit**

    Department of City Planning, construction, housing and communal affairs of the City Administration Zajecar – Service for housing and communal affairs

    Already obtained permission

  Fee: 1.400 RSD

  In charge: Republic Geodetic Institute – Service for real estate cadastre

  Time needed: Max 7 days

  - **Certified copy of survey data issued from RGI Service for real estate cadastre Zaječar**

    √ Request

    √ Plot ID number

    √ Proof of payment

  Fee: 1.400 RSD

  In charge: Republic Geodetic Institute – Service for real estate cadastre

  Time needed: Max 7 days

  - **Expert finding of earthing resistance measurement and review of derived electrical installation**

    √ Request

    √ Final design – only for larger objects

    √ Proof of payment

  Fee is calculated according to Municipal price list, and depends on the number of working hours spent on object, published by RS Government.

  In charge: Handling over commission

  Needed time: 15 days

  - For payment of fees:

    - Residential buildings – up to 4.000 RSD
    - Business buildings– depending on the object and purpose of the object

    In charge: Can be issued by licensed enterprise

    Needed time: Max 5 days

  - **Approval for connection at communal infrastructure**

    √ Request

    √ Final design

    √ Water supply and sewage design

    √ Proof of payment

  Fee:

  Underground utilities: citizens 991.20 RSD, entities 5.664 RSD

  „Toplifikacija Moravia Zaječar“: flats - 2.100 din/kwh, individual households - 2.625 din/kwh, entrepreneurs – 3.150 din/kwh.

  In charge:

  - Public utility „Vodovod“
  - „Elektrodistribucija“
  - „Telekom“
  - „Toplifikacija Moravia Zaječar“

  Needed time: Do 15 days

  - **Reception of works**

    √ Request

    √ Building permit

    √ Final design

    √ Technical report control of final design

    √ Certificate on conformity (foundation survey record)

    √ As-built drawing

    √ Expert finding of earthing resistance measurement and review of derived electrical installation

    Fee is calculated according to Municipal price list, and depends on the number of working hours spent on object, published by RS Government.

    In charge: Handling over commission

    Needed time: 15 days
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<td>- use permit fee for reconstruction of objects is 50% less</td>
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<td>- appeal fee 300,00 RSD</td>
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<td>a) request 70,00 RSD</td>
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<td>b) issuing permit:</td>
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Time needed: Max 5 min 

Appeal fee against the act or statement is not charged when you submit the request, but if it comes to initiating this action.
OBJECT REGISTRATION AT
REPUBLIC GEODETIC INSTITUTE
REAL ESTATE CADASTRE SERVICE
IN ZAJECAR

- Object registration in cadastre and land cadastre
  - Request
  - Use permit
  - Proof of payment

Fee: depend on zone – average 7.000 RSD
In charge: Republic Geodetic Institute – Real estate cadastre service

Time needed: 7 Days
ISSUING LOCATION INFORMATION

Location permit
- is given on the basis of request - with full documentation
Department of City Planning, Construction, Housing and Communal Affairs of the City Administration of Zajecar - Department of Urban Planning
(more information: 019/444-600, ext. 108; Head of Jasmina Santrač)
Time needed: Max 15 days

☐ Request for location informations

Along with invoices for the City and the Republic fee at the counter no. 7 of the City Administration Zajecar, Monday - Friday 08.00-16.00 and Saturday 09.00-13.00
Time needed: Max 5 min

- Request along with following documents:

☐ Proof of Property ownership and the Survey data

✓ Request
✓ Plot ID number
✓ Proof of paymnt
Fee: up to 1,400 RSD

In charge: The Republic Geodetic Institute - Department of Real Estate Cadastre
Time needed: 1 day

☐ Proof of payment

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<td>- information 350,00 RSD</td>
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<td>Bank account: 840-742221-843-57</td>
<td>- citizens 250,00 RSD</td>
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<tr>
<td>Ref num: 97-41-116</td>
<td>- entities 500,00 RSD</td>
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Time needed: Max 5 min
Appeal fee against the act or statement is not charged when you submit the request, but if it comes to initiating this action.
BUILDING PERMIT FOR AUXILIARY CONSTRUCTIONS

Building permit for auxiliary constructions
- is given on the basis of request - with full documentation
Department of City Planning, Construction, Housing and Communal Affairs of the City Administration of Zajecar - Department of Urban Planning
(more information: 019/444-600, ext. 232; associate Dejan Stanojević)
Time needed: Max 15 days

- Request for building permit for auxiliary constructions
Along with invoices for the City and the Republic fee at the counter no. 7 of the City Administration Zajecar, Monday - Friday 08.00-16.00 and Saturday 09.00-13.00
Time needed: Max 5 min

- Request along with following documents:
  - Location information
    Department of City Planning, Construction, Housing and Communal Affairs of the City Administration of Zajecar - Department of Urban Planning
    Already obtained
  - Proof of Property ownership
    (lease of construction land – list of assets)
    √ Request
    √ Plot ID number
    √ Proof of payment
    Fee: up to 1.400 RSD
    In charge: The Republic Geodetic Institute - Department of Real Estate Cadastre
    Time needed: 1 day
  - Preliminary design 3 copies
    √ Location information
    √ Survey data
    √ List of assets
    Fee: up to 600 RSD/m²
    In charge: Licensed designer
    Time needed: 45-60 days

- The agreement on compensation for construction land
  √ As-built drawing
  √ Object photography
  √ Proof of payment
  Fee: from 485 to 3.395 RSD/m² (depending on the purpose of the object and location zone)
  In charge: Public utility „Direkcija za izgradnju” Zaječar
  (contact: Zoran Milanović, tel. 019/422-322)
  Time needed: 2 days

- Proof of payment

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<td>- permit 520,00 RSD</td>
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<td>- citizen 500,00 RSD</td>
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<td>- entities 1,000,00 RSD</td>
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<td>Ref num: 97-41-116</td>
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<td>Purpose of payment: Republicska administrativna taksa</td>
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Time needed: Max 5 min

Appeal fee against the act or statement is not charged when you submit the request, but if it comes to initiating this action.
OBJECT REGISTRATION AT
REPUBLIC GEODETIC INSTITUTE
REAL ESTATE CADASTRE SERVICE
IN ZAJECAR

☐ Object registration in cadastre and land cadastre
  ✓ Request
  ✓ Building permit
  ✓ Foundation survey record
  ✓ Proof of payment

Fee: depend on zone – average 7,000 RSD
In charge: Republic Geodetic Institute – Real estate cadastre service
Time needed: 7 Days

All requests you can find on:
www.opstinazajecar.org.rs/e-uprava/dokumenta