

City of Zaječar



BUILDING PERMIT PROCEDURE GUIDE

ZAJEČAR



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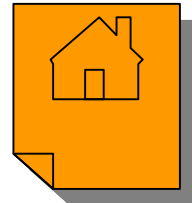
Building permission procedure

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.

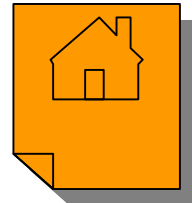
The entire procedure of obtaining building permits for residential, business and economic constructions, which builds on the already-formed building plot, involves the following steps:



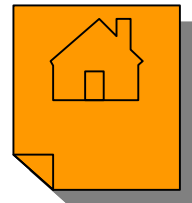
LOCATION PERMITS



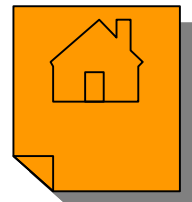
BUILDING PERMIT



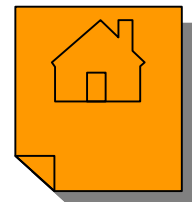
CONSTRUCTION



USE PERMIT



OBJECT REGISTRATION



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 Zaječar - Department of Urban Planning
(more information: 019/444-600, ext. 108; Head of Jasmina Santrač)
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 Zaječar, 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
Cadastr

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

Republic administrative fee

- request 200.00 RSD
- for the solution of 520.00 RSD
- to appeal the decision 300,00 RSD
Bank account number: 840-742221-
843-57,

Ref num: 97-41-116

Purpose of payment: Republican
administrative fee

Beneficiary: Revenues for the budget of
the Republic of Serbia

City administrative fee

a) the request 70.00 RSD
b) for the solution
- For the citizens of 500.00 RSD
- for legal entities 1.000,00 RSD

Account number: 840-742241 - 843-03

Poziv na broj: 97-41-116

Purpose of payment: City administrative
fee

Beneficiary: Revenues for the City
administration Zaječar

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 Zaječar, 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 Zaječar, 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)
Time needed: Max 15 days

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

Time needed: Max 5 min

• 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: 4 days

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:	City administrative fee
- request 200,00 RSD	a) request 70,00 RSD
- building permit:	b) building permit :
• Agricultural constructions 170,00 RSD	- citizens 1.000,00 RSD
• Constructions 520,00 RSD	- entities 5.000,00 RSD
• Telecommunication constructions 0,3% of preliminary design costs	Bank account: 840-742241-843-03
- appeal fee 300,00 RSD	Ref num: 97-41-116
Bank account num: 840-742221-843-57,	Purpose of payment: City administrative fee
Ref num: 97-41-116	Beneficiary: Revenues for the City administration Zaječar
Purpose of payment: Republic 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 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
<u>Appeal fee against the act or statement is not charged when you submit the request, but if it comes to initiating this action.</u>	

*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 Zaječar – 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 Zaječar, Monday - Friday 08.00-16.00 and Saturday
09.00-13.00

Time needed: Max 5 min

- **Request along with following documents:**

Decision of t or building approval for construction or building permit

Department of City Planning, construction, housing and communal affairs of
the City Administration Zaječar – Service for housing and communal affairs
Already obtained permission

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:

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 – 3.150din/kwh.

In charge:

- Public utility „Vodovod“
- „Elektro distribucija“
- „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

□ Proof of payment

Republic administrative fee:

- request 200,00 RSD
- use permit:
 - Agricultural constructions 170,00 RSD
 - Constructions 520,00 RSD
- use permit fee for reconstruction of objects is 50% less
- appeal fee 300,00 RSD

Bank account : 840-742221-843-57,

Ref num: 97-41-116

Purpose of payment: Republic administrative fee

Beneficiary: Revenues for the budget of the Republic of Serbia

City administrative fee

City administrative fee:

a) request 70,00 RSD

b)issuing permit:

- citizen 1.000,00 RSD

- entities 15.000,00 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

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.



**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



ZAJEČAR



BUILDING PERMIT PROCEDURE GUIDE - FOR AUXILIARY CONSTRUCTIONS



ISSUING LOCATION
INFORMATIONS



BUILDING PERMIT FOR
AUXILIARY CONSTRUCTIONS



OBJECT REGISTRATION



ISSUING LOCATION INFORMATIONS

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 payment

Fee: up to 1.400 RSD

In charge: The Republic Geodetic Institute - Department of Real Estate Cadastre

Time needed: 1 day

Proof of payment

Republic administrative fee:

- request 200,00 RSD
- information 350,00 RSD

Bank account: 840-742221-843-57

Ref num: 97-41-116

Purpose of payment: Republic administrative fee

Beneficiary: Revenues for the budget of the Republic of Serbia

City administrative fee

a) request 70,00 RSD

b) information:

- citizens 250,00 RSD

- entities 500,00 RSD

Bank account: 840-742241-843-03

Ref num: 97-41-116

Purpose of payment: City administrative fee

Beneficiary: Revenues for the City administration Zajecar

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 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 Zaječar - 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 Zaječar, 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 Zaječar - 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

Republic administrative fee:	City administrative fee
- request 200,00 RSD	a) request 70,00 RSD
- permit 520,00 RSD	b) permit:
- appeal fee 300,00 RSD	- citizen 500,00 RSD
Account number: 840-742221-843-57	- entities 1.000,00 RSD
Ref num: 97-41-116	Account number: 840-742241-843-03
Purpose of payment: Republička administrativna taksa	Ref num: 97-41-116
Beneficiary: : Revenues for the budget of the Republic of Serbia	Purpose of payment: City administrative fee
	Beneficiary: Revenues for the City administration Zaječar
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 Zaječar, 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 Zaječar, every working day from 08.00-16.00	
Time needed:	Max 5 min
<u>Appeal fee against the act or statement is not charged when you submit the request, but if it comes to initiating this action.</u>	

**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