



## What is the Approval for use of the facility?

Approval for the use of the act on the basis of which the building or part of a facility which represents a technical and technological and construction unit can be used.

### Applying

The form for filing a request for authorization to use, can be obtained at the Information Point of the Center for Citizen Service and the website of the City of Bihać (www.bihac.org), and in addition it is necessary to submit:

- a final decision approving the construction of the facility (Must be obtained at the City Administration - Department of Urban Planning and works)
- a copy of the cadastre plan with the building position (Must be obtained at the City Administration - Department of Geodetic and Cadastral Affairs)
- a written statement of the contractor on the works and conditions for maintenance of the building,
- written report construction supervision,
- proof of payment of administrative fees Proof of payment of administrative fees in the amount of from 10 to 300 hp (determined by the value investicionoj facility in the amount of 0.5 / 1000 (parts per thousand), can not be less than 10 or greater than 300 hp)

### Note

The costs of technical inspection shall be borne by the investor and for individual residential buildings amounted 300,00 KM, and for businesses is 0.5% of the estimated value of the building, about which the Service makes a special conclusion.

During the proceedings will determine the amount of the administrative fee for issuing a decision on the use of the facility, which is 0.5 ‰ of the construction value of the facility.

If the applicant is exempt from paying taxes, it is obliged to provide proof of it

*The request is submitted at the reception desk No.6*

The request is forwarded to the Department of physical planning, property-legal and geodetic issues

Checking the completeness of the application

Later, when it is determined that the application is complete:

Forming the Commission for technical inspection within 8 days

After the decision the formation of the Commission for the technical inspection of the investor, the chief and members of the Commission will be informed about the date the inspection, but no later than 10 days before the date scheduled for the technical inspection

Commission for technical inspection in the presence of investors and all stakeholders in the construction (the supervisory authority and the contractor) will perform technical inspection of the construction of the facility, and shall make a record, which shall contain the opinion of each member of the Commission, can be built buildings used or have to be removed defects or can not be issued occupancy permit. Record of the technical inspection by the Commission for technical inspection shall furnish to the Office within 8 days of the technical inspection.

*If the Record of the Commission for technical inspection determined that the authorization may be granted for the use of, the relevant department is required within 10 days of receipt of the Record of technical approval to issue an occupancy permit, if there is no need to carry out other actions in the administrative procedure.*

After the construction of the building of any type and purpose of its use requires approval for use - use permit. Approval for the use of the administrative act and can only be made if it is in accordance with relevant laws and regulations.

After confirming that the application is not complete, sends the amendment requests

*If the application is not supplemented within 15 days, will be deemed that the application has not been filed, and it shall be to bring conclusion to dismiss the client's request*

After amendment requests

**Legal remedy: Against a decision taken on the request for a building permit, the dissatisfied client, within 15 days of receipt, can appeal to the Ministry of construction, urban planning and environmental protection of the Una-Sana Canton.**

The appeal shall be filed through the body orally on the record, in writing or by mail with an administrative fee of 10.00 KM.

This authority checks whether the appeal is admissible, timely and submitted by an authorized person, and if so, the appeal together with all documents relating to the subject forward the aforementioned ministry and at the latest within 5 days of receipt of the appeal.

In addition to the appeal, the client shall submit evidence that it considers relevant to the abolition of the original decision, and can be delivered without attachments.

The second instance authority (Ministry stated) shall, within 30 days of receipt of the complaint, issue a decision on the appeal and also together with complete case file to the first instance legal authority

This authority must provide the second instance decision the client and at the latest within 5 days of receipt. file.

Against the decision issued by the Ministry in the issuance of urban consent can not be appealed, but an administrative procedure before the Cantonal court in Bihać within 30 days of receipt of the decision.



**What an investor needs to do if he wants to build the facility?**

Insight into the spatial planning documents

The first and most important step that can be taken before submitting the request for an Urban Permit information is to inquire into the Department of Planning, property-legal and geodetic activities such facilities may be built on a given plot, to make sure that the planned documents adopted by the relevant site.

The Department of Urban Planning and Construction will provide you with insight into the current planning documents for obtaining information on the conditions of building and land use at the location.

This will be an opportunity to ask questions and to be well informed in advance about the what kind of projects you can engage in legally. For example, if you want to build a gas station in a particular location, and land use plans allow only construction residential buildings, it is a crucial piece of information you need to know in advance.

**BASIC PROCESS**

**There are three basic solutions which must be obtained in order to build a facility that would be possible to use it:**

1) Urban, and location information

The Urban Permit and location information down planning and technical conditions. Only solution zoning approval, and location information does not give the right to build the applicant, but it should be within a specified period of validity of the urban permit, contact the authority with a request for the issuance of building permits, and in accordance with specified conditions.

2) Approval for construction (building permit).

Approval for construction was issued on the basis of the location information of the final Urban Permit and authorizes work to begin and is based on detailed plans and other documentation describing the structure, materials, construction techniques, the different phases of construction and the appropriate documentation that is listed as a requirement in the decision zoning approval. Construction and reconstruction of buildings and performing other interventions in the area can only be accessed on the basis of a valid construction permit, except in the cases referred to in Article 107 of the Physical Planning and Construction - revised text ("Off. Gazette of USC," no. 12 / 13), indicating the interventions for which authorization is not required for construction.

The investor is obliged that after the construction of the building plants this authority with a request for technical acceptance of the building and the issuance of the use permit.

3) Permission for use (use permit)

Permission for use is issued on the basis of a building permit, brings with it when the procedure that the building carried out in accordance with urban planning and technical conditions, approved the project documentation in the process of issuing building permits, and after issuance, the investor is required to address this body requesting the ground of the building - the building and posting the competent court in the land knjige. Odobrenje to use the act by which the building or part of a facility which represents a technical and technological and construction unit can be used



**GUIDE Department of Physical planning, property-legal and geodetic services**

Department of Physical planning, property-legal and geodetic services has three internal organizational units:

- a) Department of Urban Planning and Construction,
- b) Department for Property Affairs and property city,
- c) Department of Geodetic and Cadastral Affairs

The Department of Planning, Property-Legal and Geodetic Affairs, according to the Regulations on internal organization ( "Off. Gazette of the Municipality of Bihać", Nos. 09/13, 10/13, 11/13, 12/13, 14/13, 01 / 14, 04/14, 05/14, 07/14 and 08/14) and the Ordinance on amendments to the Ordinance on internal organization ( "Off. Gazette of the City of Bihać", no. 2/15, and 4/15) perform jobs administrative resolution, normative-legal, analytical, professional and operational, information and documentation, administrative and technical activities under its responsibility relating to:

- a) implementation of established policy, execution and monitoring of laws, regulations in the field of urban planning, construction, reconstruction of buildings, property and legal issues, housing affairs, surveying jobs, jobs real estate cadastre.
- b) conduct the first instance administrative proceedings on matters under its responsibility.
- c) the drafting of the proposed regulations and other acts passed by the City Council and Mayor, giving opinions, nomotechnical processing of these regulations, proposals and suggestions in the preparation of regulations and other documents, which bring other competent authorities.
- d) development of analysis, reports, information and other technical and analytical material to the Mayor and City Council.
- e) performing technical tasks in the preparation, adoption and implementation of spatial planning documents (Spatial Plan, Urban Development Plan, Regulatory Plan, Urban Projects and Plans land allotment).
- f) converting the analogue plans in vector form and standardization of structures already vectorized plans and migration in the same geo-information system GIS.
- g) performance of tasks and preparation of documents for the reconstruction and rehabilitation of housing stock, as well as facilities owned by the City
- h) preparation of annual plans of renovation and reconstruction, which are funded City budget and monitoring the implementation of reconstruction projects in the City which are funded from the city budget and other donors and implementers.
- i) co-operation with donors and implementers of the project of reconstruction, cantonal, federal and state ministries and institutions to realize the process of reconstruction and return of refugees and displaced persons.
- j) the exercise of property rights matters related to real estate on which city has the right disposal.
- k) performing the duties of the establishment and management of a single register of real estate owned by the city.
- l) procedures have the property law.
- m) implementation of procedures to resolve property and legal issues caused by the expropriation of property.
- n) the implementation of procedures to resolve property and legal relations in matters of usurpation of property.
- o) carry out certain tasks in the process of privatization and restitution of property.
- p) issues preferential rights of property and lease of real property owned by the state.
- b) implementation of the procedure in the field of housing, management procedures and maintenance of common parts and appliances building.**
- s) performing the duties of maintaining survey and cadastre.
- t) performing the duties of the cadastre municipal equipment and installations.
- u) issuing certificates on facts on which records are kept, as well as beliefs that are not official records and copies of the real estate cadastre.
- c) performing the duties of expertise according to court in the property-legal field.
- with) the exercise of administrative and professional supervision of legal entities, which entrusts City **certain administrative and technical tasks under its responsibility.**
- aa) monitoring the implementation of the budget funds.**

APPROVAL FOR USE OF THE FACILITY