



What is the approval for construction (building permit)?

Approval for building-construction permit is an act by which one can access the construction of the building

Applying

The form for filing a request for an Urban permit, you can get the information point of the Centre to provide services to citizens and on the website of the City of Bihac (www.bihac.org), and in addition it is necessary to submit:

- Location information, and a final decision on land use permit with the situation of the terrain (must be obtained at the City administration - department of physical planning, property-legal and geodetic affairs)
 - Project facility - three copies of technical documentation (provided by a project office which must be a legal entity registered for performing design)
 - Proof of payment of compensation for land,
 - the proof of the right to build / Land register extract not older than 6 months (must be obtained from the Land registry office of the Municipal court in Bihac)
 - Certificate of splitting the building lot, if not carried out in the cadastral (must be obtained at the City Administration - Department of physical planning, property-legal and geodetic affairs - The Department of geodetic and cadastral affairs)
 - Decision on sanitary approval (to be obtained at the City administration - department for general administration, economic and social affairs),
 - The decision on conversion of agricultural land into construction land (provided to the Cantonal Ministry of agriculture, forestry and water management)
 - Certificate of regulations of fire protection in the design documents (provided only for office buildings and an authorized company),
- Proof of payment of administrative fees at the request of the amount of proof of payment of administrative fees in the amount of:

for housing,	120 KM
- for residential and commercial buildings	160 KM
- for collective housing	300 KM
- for office buildings	200 KM
- for the gas station	300 KM
- for production facilities	150 KM
- for agricultural facilities	60KM
- for the substation, base stations and antenna poles	350 KM
- for cable and overhead electrical and telephone wiring to 500	250 KM
(For each additional meter of 0.20 KM)	
- for plumbing drains, roads, bridges and other infrastructure facilities	200 KM
- for auxiliary facilities	65 KM
- weekend objects	120 KM
- the exterior	65 KM
- for billboards and assembly of the type kiosk	65 KM

The request is submitted at the counter 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:

Calculation of the rent and charges for building public shelters, and performing inspections on the spot in order to verify the situation on the spot and the main project. Sending a complete file in the "Institute of physical planning" Bihac, in the calculation of the fee for land for the installation, if the building permit is issued based on the location information.

If the conditions given in the location information, or land use permit, and the conditions prescribed by the Act and special regulations, the administrative authority in charge of construction shall issue a decision on the construction permit within 20 days of receipt of a complete application. Signed solution is delivered to the protocol and mailed to the applicant.

Approval for construction is not permanent document cease to have effect if, within one year of its issuance does not start construction of the facility. The importance of building permits issued can be extended for another year. The application for extension of approval of building permits must be submitted before the expiry of the permits and accompanied by a final decision on the approval for construction

The request for the issuance of building permits must be submitted in case of building, upgrading and change of use of buildings. Approval for building it is necessary to obtain prior to the start of construction and any construction without prior approval is considered as illegal

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 submitted through the institution on the record, by writing or by mail

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.

With the appeal, client shall submit evidence that it considers relevant to the elimination 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 (the) authority.

This authority shall submit a second instance decision and the clients, and at the latest within 5 days of receipt of the 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 Bihac within 30 days of receipt of the decision ..

Note: The approval for construction is not a permanent document and cease to be effective if, within one year of its issuance does not start construction of the facility.

Extension of building permits

The application shall be accompanied by:

- A final decision on the approval of building permits,
- Proof of payment of administrative fees in the amount of 15,00KM.



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 / lokacije 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.

PERMITS

BUILDING