



What is Urban permit?

Urban permit is an administrative act that defines the planning and technical conditions for designing, constructing and performing other interventions in space, where there is a detailed planning document for that area.

Urban planning consent is one of the necessary documents and a precondition for obtaining building permits.

• 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 Bihać (www.bihac.org), and in addition it is necessary to submit:

- Project Facility - Preliminary design (provided by a project office which must be a legal entity registered for performing design)
- A copy of the cadastral plan (must be obtained at the City Administration - Department of Geodetic and Cadastral Affairs)
- transcript of title deed (provided in the City Administration - Department of Geodetic and Cadastral Affairs)
- QA extract (provided in the Land Registry office of the Municipal Court in Bihać)
- approval for building or belief that the subject is not illegally built - if the applicant seeks extension or upgrade of the facility (to be obtained at the City Administration - Department of Urban Planning and Construction)
- Proof of payment of administrative fees amounting to:
 - for housing, 150 KM
 - for residential and commercial buildings 200 KM
 - for collective housing 400 KM
 - for office buildings 250 KM
 - for petrol pumps 400 KM
 - for production facilities 100 KM
 - for agricultural facilities 60 KM
 - for the substation, base station and antenna poles 350 KM
 - for cable and overhead electrical and telephone wiring to 500 500 KM (For each additional meter of 0.20 KM)
 - for plumbing drains, roads, bridges and other infrastructure facilities 300 KM
 - for auxiliary facilities 65 KM
 - weekend objects 180 KM
 - the exterior 65 KM

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:

takes to provide insight into appropriate planning document, going to the place, making the situation of the terrain, obtaining written observations, opinions, agreements, conditions or certificate of public companies and other relevant

After obtained permits, access to the development of urban-technical conditions and sends a complete file in the "Institute of Physical Planning" Bihać in the calculation of the fee for land for the installation and to obtain opinions if the concerned facility in coverage of urban areas or outside urban areas .

Clients in the process are invited to review the preliminary design public invitation and individual calls, which contains the time and place of insight into a project, the name of the investor, and the type and location of the building.

If there is no need for other actions in the administrative procedure, the competent authority shall issue an urban permit within 20 days. Signed solution is delivered to the protocol and mailed to the applicant.

Urban permit is an administrative act that defines the urban-technical conditions, when there is a detailed planning document for that area, may only be made if it is in accordance with urban planning documents and relevant laws and regulations. The basis for the definition of urban-technical conditions in the land use permit are: Cantonal spatial plan, spatial plan of the special features of the Canton, the municipality spatial plan and urban plan. The decision on land use permit shall be made in accordance with the modes of construction, on the basis of these plans or professional assessment of the authorized committee.

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, in 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.

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

This authority must submit a second instance decision and the parties no later than 5 days from receipt . 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

Note: Urban permit does not entitle any construction.

Urban permit is not a permanent document and shall cease to have effect if, within one year from its issue does not apply for the issuance of building permits. The importance of urban permit can be extended for another year. The request for extension of the urban permit must be submitted before the expiry of the zoning approval.

Extension of urban permit

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 15.00 KM



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.**

PERMIT

URBAN