



City of Subotica

GUIDE THROUGH THE BUILDING PERMIT PROCESS

1.A.

Obtaining the Location conditions for the construction of the facility, which contain data on the possibilities and limitations of construction on the cadastral plot for which they are issued, as well as all conditions for the preparation of technical documentation

1.B.

Obtaining a building permit

1.C.

Submission of works

1.D.

Notification of the completion of the construction of the

- submitted by the contractor -

1.E.

Technical inspection of the facility and obtaining a use permit

2.

Time frame

3.

Improving efficiency

4.

Acquisition costs

I DETAILED DESCRIPTION OF THE PROCEDURE

A) LOCATION PERMIT

The request is accompanied by:

- 1) conceptual solution, prepared in accordance with the rulebook regulating the content of technical documentation;
- 2) proof of payment of the administrative fee for submitting the request and fee for the Central Records.

For submission of requests and publication of data and documents through a special information system of the Central Record of Unified Procedures, the fee is:

1. For submission of requests and publication of data and documents through a special information system of the Central Record of Unified Procedures, the fee is:
2. for the issuance of location conditions for classes of buildings from category "V" and "G" 2,000.00 dinars.

The city administrative tax is paid to the following account: 840-742241843-03, model number 97 with reference number 69 236, and the amounts are:

1. for an individual residential building 989.00 din;
2. for a business facility 1,853.00 din;
3. for a residential and residential-business building with more than 4 apartments 3,090.00 din;
4. for an object in the function of agricultural production 1,236.00 din;
5. for other unmentioned objects 989.00 din.

Amounts of actual costs for issuing conditions, consents and other acts of public holders authorizations, will be delivered during the development of location conditions

THE LOCATION PERMIT IS ISSUED WITHIN 15 DAYS FROM THE DAY WHEN ALL THE ABOVE-MENTIONED DOCUMENTS ARE SUBMITTED.

THE LOCATION PERMIT IS VALID FOR TWO YEARS.

B) BUILDING PERMIT

The request is accompanied by:

- 1) an extract from the project for a building permit, prepared in accordance with the rulebook regulating the content of technical documentation, as well as the specification of special parts of the building;
- 2) a project for a building permit, prepared in accordance with the rulebook regulating the content of technical documentation;
- 3) proof of payment of the administrative fee for submitting a request and making a decision on a building permit and fee for the Central Records.

For submitting requests and publishing data and documents through a special information portal system of the Central Record of Unified Procedures, the fee is:

1. for the amendment of the building permit for classes of buildings from category "A" and "B" 3,000.00 dinars
2. 5,000.00 dinars for the amendment of the building permit for the classes of buildings from category "V" and "G";

AMENDMENT OF REPUBLIC ADMINISTRATIVE FEES, "Official Gazette of RS" no. 62/2021

Is applied from 01st of July 2021.

Republic administrative fee for the issuance of an amendment to the decision on a building permit

(due to a change during construction or due to a change of investor) brought by the competent authority in performance of entrusted tasks, namely:

- 1) for an object of category A 810.00 dinars
- 2) for an object of category B 4.210,00 dinars
- 3) for an object of category V 6.150,00 dinars
- 4) for an object of category G 6.150,00 dinars

is paid to the account number: 840-742221843-57, model number 97 with reference number 69 236.

THE BUILDING PERMIT IS ISSUED WITHIN 8 DAYS FROM THE DAY WHEN ALL THE ABOVE-MENTIONED DOCUMENTS ARE SUBMITTED.

THE BUILDING PERMIT IS VALID FOR TWO YEARS.

B) APPLICATION OF WORKS

With the member's application, proof of payment of the administrative fee for submitting the application and the fee for the Central Registry, as well as:

- 1) proof of settlement of obligations in terms of contributions for the development of construction land, if the decision on the building permit stipulates a one-time payment of that obligation, i.e. proof of the payment of the first installment if the decision on the construction permit stipulates the payment of that obligation in installments, in which case the asset is also submitted security for the payment of contributions for the development of construction land in accordance with the law, if a building is being built whose total gross built-up area exceeds 200 m², i.e. a building with more than two residential units;
- 2) consent to the environmental impact assessment study, if the obligation to produce it is established by a regulation governing the environmental impact assessment, i.e. the decision that the study is not required
- 3) act of the ministry responsible for financial affairs on the introduction into possession of immovable property, in accordance with a special law, i.e. a concluded contract on the right of easement in accordance with the law on planning and construction, if the decision on the construction permit for linear infrastructure facilities was issued on the basis of the final decision on expropriation

For submitting requests and publishing data and documents through a special information portal system of the Central Record of Unified Procedures, the fee is:

- 500.00 dinars for the application of works.

AMENDMENT OF REPUBLIC ADMINISTRATIVE FEES, "Official Gazette of RS" no. 62/2021 applies from 01 st of July 2021.

The Republic's administrative fee for the issuance of a certificate of registration of the works it brings the competent authority in the performance of entrusted tasks, which confirms the application of works in accordance with

issued construction permit, decision on approval for the execution of works, that is

with a temporary construction permit, namely:

- 1) for an object of category A 1,310.00 dinars
- 2) for an object of category B 5.180,00 dinars
- 3) for an object of category V 6.150,00 dinars

4) for an object of category G 6.150,00 dinars

is paid to the account number: 840-742221843-57, model number 97 with reference number 69 236.

G) COMPLETION OF THE FOUNDATION

The contractor submits to the competent authority a statement on the completion of the construction of foundations through CIS, immediately after the completion of their construction.

Along with the statement from paragraph 1 of this article, the contractor must submit a geodetic survey of the built foundations, made in accordance with the regulations governing the performance of geodetic works, and proof of payment of administrative fees for the Central Records

For submitting requests and publishing data and documents through a special information portal system of the Central Record of Unified Procedures, the fee is:

1. 500.00 dinars for a statement on the completion of foundation construction.

2. for submitting a request for confirmation of the competent authority on receipt of the statement of completion

construction of foundations, according to tariff number 1 of the Republic Administrative Law

fees, the Republic administrative fee is paid in favor of the Republic of Serbia

in the amount of 330.00 dinars to account no: 840- 742221843-57,model number 97 with reference number 69 236.

3. for the confirmation of the competent authority on the receipt of the statement on the completion of the construction of the foundation, according to

tariff number 164 of the Law on Republic Administrative Fees, is paid in

benefit of the Republic of Serbia, Republic administrative tax on account no: 840-

742221843-57, model number 97 with reference number 69 236:

1. for an object of category A.....1.460,00 dinars

2. for an object of category B..... 2.910,00 dinars

3. for an object of category V3.880,00 dinars

4. for an object of category G3.880,00 dinars

Display through payment in the "CEOP" system of republican administrative the total amount for the fees are:

total payment amounts to:

1. for an object of category A.....1.790,00 dinars
2. for an object of category B..... 3240,00 dinars
3. for an object of category V4210,00 dinars
4. for an object of category G4210,00 dinars

THE DEADLINE FOR ISSUING THE CERTIFICATE IS 3 DAYS FROM THE DAY OF SUBMITTING THE COMPLETE DOCUMENTATION.

D) USER PERMIT

The request is accompanied by:

- 1) construction project with confirmation and attestation by the investor, the person performing professional supervision and the responsible contractor that the executed condition is equal to the designed one, if during construction there was no deviation from the construction project or the project of the constructed object, made in accordance with the rulebook regulating the content of technical documentation;
- 2) preliminary design with a statement from the investor, expert supervisor and responsible contractor that there are no deviations from the preliminary design, for facilities from Article 145 of the Law for which the development of a design for execution is not prescribed
- 3) the report of the commission for technical inspection, which determines that the facility is suitable for use, with a proposal for issuing a use permit.
- 4) specification of special parts.
- 5) decision on determining the house number;
- 6) proof of payment of the administrative fee for submitting a request and making a decision allowing the use of the works, as well as proof of payment of the fee for the Central Records;
- 7) certificate on the energy properties of the object, if the obligation to obtain a certificate on the energy properties is prescribed for the object;
- 8) Elaboration of geodetic works for the completed facility and special parts of the facility;
- 9) elaboration of geodetic works for underground installations.

For submission of requests and publication of data and documents through a special information system of the Central Records of Unified Procedures, the fee is:

1. for the issuance of a use permit for classes of buildings from category "A" and "B" 1,000.00 dinars;

2. 2,000.00 dinars for issuing a use permit for classes of buildings from category "V" and "G";
for submitting a request for the issuance of a use permit, according to tariff number 1 of the Law on
republican administrative fees, paid, in favor of the Republic of Serbia,

Republic administrative fee in the amount of 330.00 dinars to account no 840-742221843-57, model
number 97 with reference number 69 236.

3. for the decision approving the use of the facility, under tariff number 170 of the Law on
Republic administrative fees, paid in favor of the Republic of Serbia,

Republic administrative tax on account no 840-742221843-57, model number 97 with reference number
69 236:

1. For an object of category A.....1.940,00 dinars
2. For an object of category B.....9.710,00 dinars
3. For an object of category V19.420,00 dinars
4. For an object of category G.....19.420,00 dinars

Display through payment in the "CEOP" system of republican administrative fees for
total payment amounts to:

1. For an object of category A..... 2.270,00 dinars
2. For an object of category B..... 10.040,00 dinars
3. For an object of category V.....19.750,00 dinars
4. For an object of category G.....19.750,00 dinars

**THE USE PERMIT IS ISSUED WITHIN 7 DAYS FROM THE DAY WHEN ALL THE ABOVE-MENTIONED
DOCUMENTS ARE SUBMITTED.**

II TIME FRAME

1. LOCATION PERMIT

- a) for simpler buildings (houses and smaller residential and commercial buildings) -----20 days
- b) for complex business facilities and collective housing facilities -----20 days

2. BUILDING PERMIT

Given that the investor on the market freely chooses the responsible designer and obtains approvals for
the main project himself, and also chooses the moment of settlement of the obligation regarding the
payment of fees for the development of construction land, a realistic assessment of obtaining a building
permit is not possible and mostly depends on the investor.

CITY ADMINISTRATION AS A RULE ISSUES BUILDING PERMITS WITHIN A SHORTER TIME THAN THE LEGAL 8 DAYS, IF COMPLETE DOCUMENTATION IS SUBMITTED.

Note: According to previous experience, the optimal time for obtaining construction permits, with the full involvement of all participants, is:

- a) simpler objects ----5 days
- b) complex objects -----5 days

III IMPROVING EFFICIENCY

The innovations introduced by the Municipal Administration for the purpose of efficiency in issuing construction permits can be described as: advisory - easily accessible information to the investor in a conversation (in person or by phone) and dispatching - obtaining various documents on official duty, etc.

IV ACQUISITION COSTS

This information sheet shows the costs incurred by the investor according to the City Administration - the competent authority that issues the necessary permits. Other costs are paid to authorized bodies and organizations that are not part of the competent department and do not depend on it.

According to current practice, the amount of costs mostly depends on the type, purpose and size of the object, in the sense that the more complex and larger the object, the higher the costs. According to the statements of the investors themselves, the biggest costs are: change of land use (20% of the market value of the plot), development of urban rules and conditions (area of the building at the prices of the Chamber of Engineers), development of the main project (design services at the prices of the Chamber of Engineers), fee for editing the construction plan land (depends on the area, purpose and zone in which the object is located).