



THE GUIDE TO CONSTRUCTION PERMITS



Procedure to issuing construction permits

	Phases	Documents	Institution	Issuing deadline
1.	Issuing Location information	Copy of the plan of cadastral lot	Real estate cadaster office	Within 8 days from the application
		Proof of paying the administrative fee		
2.	Issuing Location conditions	<ul style="list-style-type: none"> • Conceptual design • Geodetic survey of the actual situation of the cadaster lot 	Department for urban planning in City administration (integrated procedure)	Within 15 days from the application
		Evidence of paid administrative tax		

3.	Issuing construction permit	<ul style="list-style-type: none"> • Abstract from the construction permit design • Construction permit design • Evidence of appropriate rights over land or facility in accordance with the Law • The contract between the investor and the financing entity (if there is such a contract) • The contract between the investor and holder of public authority • The report of the revision committee, for facilities for which a construction permit is issued by the ministry • Energy permit for construction of power related facilities • Co-owner's consent, certified in line with the law, in case of construction or execution of works on the construction land or facility with more than one owner • Evidence of regulating mutual relations with the owner of the facility if applicable • Conditions for design and connection to electricity distribution, 	Department for urban planning in City administration (integrated procedure))	5 days
----	-----------------------------	---	--	--------

		<ul style="list-style-type: none"> • Evidence that a fee has been paid for changing the land use 		
		Evidence of paid administrative tax		

4.	Notification of works	<ul style="list-style-type: none"> • Certified Final Construction permit (8 days) • Evidence of payment of the contribution for construction land development • Approval of the environmental impact assessment study • Act of the ministry in charge of finances on vesting into immovable property 	Department for urban planning in City administration (integrated procedure))	Immediately
		Evidence of paid administrative tax		
5.	Notification of completion of the foundation and completion of the facility in structural terms	<ul style="list-style-type: none"> • Statement on the completion of the foundation • Geodetic survey of the constructed foundation • Statement on the completion of the facility in structural terms 	Department for urban planning in City administration (integrated procedure))	Within 3 days competent construction inspection is notified
6.	Issuing of usage permit	<ul style="list-style-type: none"> • Construction design certified and stamped by the investor • Report of the technical inspection committee • Certificate on the energy properties of the facility • The study of the geodetic works for the constructed facility, and separate segments thereof • The study of the geodetic works for the underground installations • Project documentation in electronic form 	Department for urban planning in City administration (integrated procedure)	5 days
		Evidence of paid administrative tax		

7.	Registration of property title for the constructed facility i.e. separate segments and rendering decision on the house number within the integrated procedure	<ul style="list-style-type: none">• Usage permit• The study of the geodetic works for the constructed facility, and separate segments thereof• The study of the geodetic works for the constructed facility, and separate segments thereof	(Republic Geodetic Authority)	None
----	---	--	-------------------------------	------

NOTE:

All information regarding the electronic application system can be found on the following link: www.ceop.apr.gov.rs/eregstrationportal/, and guide for use of the electronic application system portal for citizens on the link: www.gradjevinskedozvole.rs/uputstvaza-koriscenje-portala-za-elektronskopodnosenje-zahteva-za-gradjenje-obaveštenje

Graphic view of the integrated procedure for issue of the Location conditions, construction and usage permits can be found on link : www.gradjevinskedozvole.rs/objedinjenaprocedura.php.

For any additional information you can come to the Department of urban development, City administration of Bor, from 7h to 15h (Office for integrated procedure, Nikole Pasica No.14)

INTEGRATED PROEDURE – Electronic application

Electronic application Portal can be accessed by following links:

<https://ceop.apr.gov.rs/eregstrationportal/>
[http://gradjevinskedozvole.rs/Portal za e - registraciju](http://gradjevinskedozvole.rs/Portal%20za%20e%20registraciju)

On the web site of the City of Bor (www.bor.rs) there is a link for internet location for construction permit electronic application. On the same website in the menu Urbanism documentation – procedures, forms, taxes, you can download all necessary forms regarding urbanism, construction and utility infrastructure.

For any additional information and questions regarding the integrated procedure you can come to the Department of urban development, City administration of Bor, from 7h to 15h (Office for integrated procedure, Nikole Pasica No.14.)

Authorized person for all information regarding the procedure for construction permits, types of applications and is directing all parties interested for construction to applicable unique information system web site „e-construction permit“ is Klaudija Nikolic, Bachelor of laws with honors, Head of the department, Mob: 060 2727058, email: klaudija.nikolic@bor.rs

TAXES AND FEES IN INTEGRATED PROCEDURE

When applying for certain phase in the integrated procedure through Central Information System (CIS) applicant must submit **evidence of paid administrative tax**

and evidence of paid fee for Central registry in pdf format, signed with qualified electronic signature by the applicant or his attorney.

Republic administrative fees for all actions in the area of spatial planning and construction is prescribed by Law on Republic administrative fees („Official Gazette of RS“, No. 43/2003, 51/2003 - correction., 61/2005, 101/2005 – other law, 5/2009, 54/2009, 50/2011, 70/2011 – adjusted RSD amount., 55/2012 – adjusted RSD amount., 93/2012, 47/2013 – adjusted RSD amount., 65/2013 – other law, 57/2014 – adjusted RSD amount., 45/2015 – adjusted RSD amount., 83/2015, 112/2015 и 50/2016 – adjusted RSD amount., 61/2017- adjusted RSD amount., 113/2017, 3/18-correction., 50/2018- adjusted RSD amount, 95/2018 и 38/2019- adjusted RSD amount.):

*** For issuing location information and its amendments 320,00 RSD;**

*** For decisions made by the authority in performing delegated tasks that approve construction or execution of works, i.e. that approve reconstruction, extension, upgrade, adaptation and similar:**

- **For facilities of category A.....790,00** (320,00 RSD for application + 470,00 RSD for decision)
- **For facilities of category B.....4.070,00** RSD (320,00 RSD for application+ 3.750,00 RSD for decision)
- **For facilities of category V.....5.950,00** RSD (320,00 RSD for application+ 5.630,00 RSD for decision)
- **For facilities of category G.....5.950,00** RSD (320,00 RSD for application+ 5.630,00 RSD for decision)

*** For decisions that approve facility usage:**

- **For facilities of category A.....2.200,00** RSD (320,00 RSD for application+ 1.880,00 RSD for decision)
- **For facilities of category B.....9.710,00** RSD (320,00 RSD for application+ 9.390,00 RSD for decision)
- **For facilities of category V.....19.100,00** RSD (320,00 RSD for application+ 18.780,00 RSD for decision)
- **For facilities of category G.....19.100,00** RSD (320,00 RSD for application+ 18.780,00 RSD for decision)

***For certificate from competent authority regarding notification of works in accordance with issued construction permit, decision on approval of execution of works, i.e. temporary construction permit:**

- **For facilities of category A.....1.260,00** RSD (320,00 RSD for application+ 940,00 for certificate)
- **For facilities of category B.....5.010,00** RSD (320,00 RSD for application+ 4.690,00 for certificate)

- **For facilities of category V**.....**5.950,00** RSD (320,00 RSD for application+ 5.630,00 for certificate)
- **For facilities of category G**.....**5.950,00** RSD (320,00 RSD for application+ 5.630,00 for certificate)

*** For certificate from competent authority on reception of declaration regarding completion of works (completion of foundation, completion of facility in structural terms:**

- **For facilities of category A**.....**1.730,00**RSD (320,00 RSD for application+ 1.410,00 RSD for certificate)
- **For facilities of category B**.....**3.130,00**RSD (320,00 RSD for application+ 2.810,00 RSD for certificate)
- **For facilities of category V**.....**4.070,00**RSD (320,00 RSD for application+ 3.750,00 RSD for certificate)
- **For facilities of category G**.....**4.070,00** RSD (320,00 RSD for application+ 3.750,00 RSD for certificate)

*** For other applications that initiate procedures within the integrated procedure**

- Application for connection to infrastructure, application for approval of technical documentation regarding protection from fire..... **320,00 RSD**
- Complaint.....**480,00 RSD**

Account number:

840-742221843-57, payment code: 153, reference number: 97 93-034, purpose: RAT, recipient: Budget of The Republic of Serbia

FEES WITHN CRIP

Fees are determined by the Decision on fees for registration and other services provided by Agency for Business registry („Official Gazette”, No. 119/13, 138/14, 45/15, 106/15, 32/16 and 60/16).

For applications and publishing information and documentation through special information system Central registry of integrated procedures is:

- For issuing and amendment of location conditions for facilities from category „A” and „B” 1.000,00 RSD;
- For issuing and amendment of location conditions for facilities from category „V” and „G” 2.000,00 RSD;
- For issuing and amendment of construction permit for facilities from category „A” and „B” 3.000,00 RSD;
- For issuing and amendment of location conditions for facilities from category „V” and „G” 5.000,00 RSD;

- For issuing and amendment of decisions in accordance with article 145. Law on planning and construction 2.000,00 RSD;
- For issuing and amendment of temporary construction permit 2.000,00 RSD;
- For issuing usage permit for facilities from category „A” and „B” 1.000,00 RSD;
- For issuing usage permit for facilities from category „V” And „G” 2.000,00 RSD;
- For notification of works, notification of completion of foundation, notification of completion of facility in structural terms and other applications that initiate procedure within the integrated procedure 500,00 RSD.

INTEGRATED PROCEDURE is a set of procedures and activities implemented by the competent authority in connection with>

1. construction,
2. extension or reconstruction of facilities/buildings,
3. issuing location conditions,
4. issuing construction permit,
5. decisions under article 145. – Law on planning and construction,
6. notification of works,
7. obtaining approval for technical documentation,
8. issuing usage permit,
9. obtaining conditions for design,
10. obtaining conditions for connection to the infrastructural network,
11. i.e. connection of facilities/buildings to infrastructure network,
12. registration of the property title,
13. and amendments of all of the aforementioned acts;
14. obtaining documents issued by holders of public authorities,

GLOSSARY

CENTRAL REGISTER OF INTEGRATED PROCEDURES (CRIP) – an integrated, centralized, public, electronic database administered by the Serbian Business Registers Agency that incorporates data on the progress of each individual case, documents filed with or obtained from the relevant authorities in the application process for the construction, extension or reconstruction of facilities/buildings, including decisions and other acts of the relevant authorities generated in this procedure.

CENTRAL INFORMATION SYSTEM (CIS) – the information system used for the implementation of the integrated procedure that can be accessed through the Serbian Business Registers Agency's website to file an application, download acts issued by the relevant authorities and search the database.

REGISTER OF INTEGRATED PROCEDURES – electronic database managed by the relevant authority through the Central Information System that contains data on the progress of each individual case, acts that the relevant authority has issued in the integrated procedure and the documents submitted or obtained through the integrated procedure.

COMPETENT AUTHORITY: Ministry responsible for construction affairs, the authority of the autonomous province responsible for construction affairs, or the authority of a local self-government competent for issuing location information i.e. construction and usage permit.

COMPETENT OFFICE: special organizational unit of the competent authority in charge of implementation of the integrated procedure (department, office, section, administration, etc.).

REGISTRAR OF THE CENTRAL REGISTER OF INTEGRATED PROCEDURES – the person responsible for managing the Central Register of Integrated Procedures.

REGISTRAR OF THE REGISTER OF INTEGRATED PROCEDURES – the person appointed to manage the Register of Integrated Procedures, or the manager of the competent office, if no Registrar is appointed within the competent authority.

MANAGER OF THE COMPETENT OFFICE – the person appointed by the competent authority, i.e. the person assigned to the position of manager of the competent office, who is responsible for the efficient implementation of the integrated procedure.

INTEGRATED PROCEDURE – a set of procedures and activities implemented by the competent authority in connection with the construction, extension or reconstruction of buildings, and the carrying out of works, which also include the issuing of location requirements, the issuing of construction permits, the issuing of decisions under Article 145 of the Law on Planning and Construction, the notification of commencement of works, the notification of completion of the foundation works, the notification of the completion of the construction of the building, the issuing of an occupancy permit, connection to the infrastructural network, registration of ownership of the completed building, amendments of all of the aforementioned acts, obtaining the requirements for designing, and/or connecting the building to the infrastructural network, obtaining approval of the technical documents and obtaining other instruments and documents issued by the holders of public authority, which are a requirement for the construction of buildings, and for the issuing of location requirements, construction and occupancy permits.

APPLICATION – an act whereby the applicant instigates the integrated procedure, or the individual phases of this procedure.

APPLICANT – the person at whose request the integrated procedure, or the individual phases of this procedure, are instigated.