

**A GUIDE FOR
INVESTORS
FROM SITE TO USE
PERMIT**

Opening remarks

On January 01, 2018, a one stop shop for spatial development files was put into operation in the City Administration of Banja Luka. It deals with the issuance of site requirements, building and use permits, excerpts from spatial and planning documents and submission of all requests and applications that will initiate administrative procedures relating to spatial development.

The one stop shop operates within the Permit Center.

The Permit Center

The Permit Center of the Department of Spatial Development is situated in the ground floor of the Banja Luka City Hall, office no. 19.

Documents, requests and applications relating to spatial development, and building in general (such as application for agricultural approval, or request for the calculation of land development costs and rent), may be submitted by citizens on a daily basis between 8:00 and 15:00 hours. Apart from the submission of requests and applications, the following information, publications and services are available to citizens in the Permit Center:

- Spatial planning documentation (public inspection and issuing of official documentation excerpts/copies)
- Information and counseling for potential investors on the possibilities and conditions of construction
- Instructions on application procedures and ways of request submission
- Procedure guidelines
- Information on all the required documents to be enclosed in the

application form and ways of obtaining them

- Instructions on the rights and obligations of investors in the process of construction and on the use of constructed facilities
- Validity verification of issued documents that lie within the competence of the Department of Spatial Development
- Regulations and bylaws that regulate areas of building and obtaining of necessary approvals
- Providing information of files in procedure

as well as other documents and information (either in person, by phone 00387 51 244 473 or to daniyel.mijic@banjaluka.rs.ba).

Official decisions relating to building are made based on:

- Zoning plan
- Zoning plan for areas of special purpose
- Land-use plan (urban regulatory plan)
- Urban design, and
- Land plotting plan

If none of the listed planning documents is available, site conditions are developed based on a valid spatial development document and on a professional opinion of a legal person licensed for documentation development in the area of spatial development.

All application forms are available in the lobby of the City Hall in front of the one stop shop no.16 (ground floor), on the City website (www.banjaluka.rs.ba) , and in

the Permit Center (Office no. 19, ground floor).



In case a client is represented by a proxy, authorization is to be enclosed.

STEP 1 – ACCESS TO SPATIAL DEVELOPMENT DOCUMENTATION

Competence: Department of Spatial Development

It is possible to access valid spatial development documentation in the Permit Center of the Banja Luka City Administration as well as on the City website link:

<http://www.banjaluka.rs.ba/gradska-uprava/centar-za-dozvole/>

It is possible to get a certified excerpt/copy from the valid planning documentation without delay (or within 1 day at the latest) upon investor's written request with the enclosed copy of the cadastral plan that consists of:

The spatial plan

The land plotting plan with coordinates of turning points for plot boundaries

This document provides information on the location and on construction possibilities and limitations with regard to the concerned building plot.

The City tax on issuing a certified excerpt from spatial planning documentation amounts to 22,00 BAM.

STEP 2 – SITE CONDITIONS

Competence: Department of Spatial Development

Site Conditions represent a professional technical document, which defines conditions of design and construction, and which is developed based on the Law on Spatial Development and Construction („The Official Gazette of the Republic of Srpska“ no. 40/13, 106/15 and 3/16), by lex specialis as well as by regulations adopted on the basis of these laws and of spatial development related documents.

The following documents should be enclosed along with the request for issuing Site Conditions:

urban planning and technical requirements and professional opinion in case there is no spatial planning executive document should be submitted in three copies; a copy of the cadastral plan (not older than 6 months)

evidence on the legality of the existing facility if it is annex, building extension or change of purpose of the existing facility; approval of the location based on urban planning and technical requirements, if it is not already comprised in the documents and requirements;

a decision on obligatory environment impact estimate if it is obligatory based on lex specialis

a city administration tax in the amount of 22,00 BAM

Note: Based on the agreements concluded between the City of Banja Luka and public utilities, the City of Banja Luka is at investors` disposal regarding the acquisition of the necessary approvals.

Information on the afore-mentioned and on the list of design firms licensed for the development of urban technical requirements and expert opinions are available in the Permit Center and on the City website link:

http://www.banjaluca.rs.ba/wp-content/uploads/2017/12/spisak_projektnih_kuca_mart_2016.pdf

Site Conditions are issued within 8 days from the day when an application was completed.

Site Conditions remain in force until the change of the applicable executive plan or until a new executive plan is adopted. If within a year from the day when Site Conditions were issued the investor fails to apply for building permit, but wants to do that after the deadline, they are obliged to present evidence that previously obtained Site Conditions have not been deferred in the meantime.

Step 2.1 – WATER GUIDELINES

Competence: Department of Spatial Development

For the construction of new facilities, reconstruction or removal of the existing facilities and other activities that do not fall within construction category, and which may have permanent, occasional or temporary impact on water regime, the investor must, before site conditions are issued, obtain water guidelines that should be incorporated in the design documentation as regulated by Water Law („The Official Gazette of the Republic of Srpska“ no. 50/06, 121/12 and 74/17).

The following documents should be enclosed with the application form for issuing Water Guidelines:

- urban planning and technical requirements
- a copy of the cadastral plan
- a city administration tax of 32,00 BAM

STEP 3 – SETTLEMENT OF PROPERTY ISSUES

Competence: RS State Administration for Geodetic and Property Affairs – Regional Office Banja Luka

Postal address: Veljka Mladenovića 12 c
 Phone: + 387 51 456 240
 Official website: www.rgurs.org

Site Conditions, comprising urban planning and technical requirements, define a building plot for the planned facility, and they are a base for the potential settlement of property and legal issues on the plot.

Evidence on the settlement of property and legal issues includes:

- excerpt from public records on real estate with registered right of property and possession
- contract or decision of the relevant body suitable as a base for obtaining right of ownership or right to build in favor of the investor
- joint contract agreement concluded with the land or real estate owner

Step 3.1 – AGRICULTURAL APPROVAL

Competence: Department of Economy

Fields, gardens, orchards, vineyards, meadows, pastures, fish farms, reed patches and marshes are considered agricultural land. To build a facility on a plot considered agricultural land, the investor must convert agricultural into construction land, which is regulated by Law on Agricultural Land („The Official Gazette of the Republic of Srpska“ no. 93/06, 86/07, 14/10 and 5/12).

An application for issuing of Agricultural Consent or conversion of agricultural into construction land must enclose:

- Site Conditions (with urban planning and technical requirements);
- An excerpt from land registry
- Possession title
- A copy of cadastral plan
- City tax of 12,00 BAM

Conversion fee is determined for the entire building plot in the amount equal to the cadastral income for that land for the current year.

Table with conversion fees is available on the city website, menu „privreda (economy)“.

Refugees, displaced persons, returnees, families of killed and missing soldiers and disabled war veterans of 1st and 2st category are exempted from payment of fees for the land of 500 m² only for the construction of housing units, whereas they have to prove their status by enclosing the following documents:

- refugees and displaced persons – Decision by relevant Ministry

- families of killed and missing soldiers and disabled war veterans – Department for Protection of War Veterans and Disabled War Veterans of the Banja Luka City Administration and certificate of the Cadastre that they do not own a house or apartment.

Copies of the above listed documents are accepted along with the presentation of the original documents.

Agricultural approval is issued within 30 days from the day when the application was completed.

STEP 4 – DEVELOPMENT OF TECHNICAL DOCUMENTATION

Competence: Legal person authorized by the RS Ministry of Spatial Development, Construction and Environment

All facilities must be designed and constructed in compliance with spatial development documents or issued Site Conditions and urban and technical requirements.

Building permit is issued on the basis of the final design. The final design is developed in line with Site Conditions, and depending on the type and technical structure of the facility, it encompasses the following:

- architectural design
- construction design
- installations design
- technology process design
- equipment installation design, etc.

If the final design is developed based on regulations of another country, it has to be validated and reviewed with regard to its compliance with the related regulations in the Republic of Srpska.

Only a legal person licensed for revision of technical documentation can make validation of technical documentation.

STEP 5 – REVISION OF TECHNICAL DOCUMENTATION

Competence: Legal person authorized by the RS Ministry of Spatial Development, Construction and Ecology

The revision of technical documentation is done upon the completion of the final design. Revision is conducted for all facilities (collective, housing units, business and housing facilities, business and infrastructure facilities, individual facilities with gross building area that exceed 200 m², etc.)

The investor chooses a legal person authorized to design technical documentation – a design studio to perform revision. Revision cannot be accredited to a person who was in any way involved in the design of technical documentation or if the technical documentation was fully or partly designed by a legal person with whom this person is employed. Report on the revision of technical documentation is made upon completed revision.

STEP 6 – HOW TO OBTAIN APPROVAL

Upon the completed revision of the final design, approvals for design documentation need to be obtained by:

Obligatory:
<p>VODOVOD A.D. Banja Luka (WATER SUPPLY COMPANY) Address: Ulica 22. aprila 2, Banja Luka Phone: 051/212-388 www.vodovod-bl.com</p>

<p>ELEKTROKRAJINA A.D. Banja Luka (Electrical Power Company) Address: Kralja Petra I Karadorđevića 95, Banja Luka Phone: 051/258-694 www.elektrokrajina.com</p>
<p>M:tel a.d. Banja Luka (TELECOMMUNICATIONS COMPANY) Address: Vuka Karadžića 2, Banja Luka Phone: 051/304-352 www.mtel.ba</p>
<p>MINISTRY OF THE INTERIOR OF THE REPUBLIC OF SRPSKA Department of explosive materials and fire protection Address: Trg Republike Srpske 1, Banja Luka 051/331-141 and 051/337-190 www.mup.vladars.net</p>
<p>Needed depending on the type of facility:</p>
<p>JP PUTEVI REPUBLIKE SRPSKE (RS ROADS) Address: Trg Republike Srpske 8, Banja Luka Phone: 051/334-500 www.putevirs.com</p>
<p>TOPLANA a.d. Banja Luka (DISTRICT HEATING COMPANY) Address: Bulevar Vojvode Živojina Mišića 32, Banja Luka Phone: 066/909-883 www.btoplana.com</p>
<p>J.U. “VODE SRPSKE” BIJE LJINA (WATER AGENCY) REGIONAL OFFICE BANJA LUKA ADDRESS: SLAVKA RODIĆA 5, BANJA LUKA PHONE: 051/215-485 www.voders.org</p>
<p>THE RS INSTITUTE FOR THE PROTECTION OF CULTURAL AND HISTORICAL HERITAGE OF THE REPUBLIC OF SRPSKA ADDRESS: VUKA KARADŽIĆA 4/IV, BANJA LUKA PHONE: 051/247-419 www.nasljedje.org</p>

<p>ŽELJEZNICRE REPUBLIKE SRPSKE A.D.Dobo j REPUBLIC OF SRPSKA RAILWAYS Address: Aleja Svetog Save 71, Dobo j Phone: 053/223-169 www.zrs-rs.com</p>
<p>ELEKTROPRENOS-ELEKTROPRIJENOS BIH a.d. Banja Luka (ELECTRICAL POWER DISTRIBUTION UTILITY) Address: Marije Bursać 7, Banja Luka Phone: 051/394-058 www.elprenos.ba</p>
<p>Note: Based on the agreements concluded between the City of Banja Luka and public utilities, the City of Banja Luka is at investors` disposal regarding the acquisition of the necessary approvals. All the necessary information with regard to this may be obtained at the Permit Center and by visiting: http://www2.banjalu ka.rs.ba</p>

STEP 7 – DECISION ON FEES

Competence: Department of Public Services and Utilities

Before obtaining a building permit, the investor of the construction of a facility on the urban plot is obliged to pay the following:

- a rent, and
- a compensation for costs of construction land development

The rent and the compensation for the costs of the construction land development are determined by a Decision.

The application for the calculation of construction land development and the rent should enclose the following documents:

- the original document of Site Conditions or a certified copy with a copy of urban planning and technical requirements until the procedure is completed
- the final design (architectural phase) until the procedure is completed
- a report on the revision of the technical documentation until the procedure is completed
- evidence of legality of facilities to be demolished, if it is envisaged by Site Conditions
- agricultural approval
- city administrative tax of 52,00 BAM

NOTE:

If the investor has already applied for issuing a building permit with the Department of Spatial Development, they are not liable to submit documents indicated in the application form as required for presentation.

Rent and compensation for costs of construction land development are determined per unit of the facility's usable area that is incorporated in the final design, which is the basis of issuing a building permit.

The rent costs are reduced for the amount of the paid compensation for land conversion from agricultural to construction land.

When unbuilt urban construction land is developed by the financial support of the investor who wishes to build on that land – in accordance with article 78 of Law on Spatial Development and Construction (The Official Gazette of the Republic of Srpska no. 40/13, 106/15 and 3/16), a contract on the financing of the urban construction land development is concluded with the investor. On behalf of the City the contract is concluded with the Department of Public Services and Utilities. The investor can pay the rent fee in installments. The contract on

paying the rent in installments is prepared by the Department of Spatial Development.

The areas of urban construction land <http://www.banjaluca.rs.ba/wp-content/uploads/2017/08/karta.pdf>

and categories of the executive documents based on which the calculation of development and rent costs is made are defined by the Decision on Spatial Development and Construction Land (The Official Gazette of the City of Banja Luka no. 15/14, 8/15, 10/16, 4/17, 8/17, and 2/18), and by the Decision on Compensation of Urban Construction Land Development Costs (The Official Gazette of the City of Banja Luka no. 8/15, 40/16 and 34/17). They are available at:

http://www.banjaluca.rs.ba/privreda/takse-i-naknade/#naknada_za_uredjenje_i_renta

The decision on the fee for the urban construction land development and on the compensation is made in 8 days from the day when the application is completed.

The applicant obtains Validity Clause to the Decision in 15 days from the day of applicant's admittance by the civil servant in the office no. 230.

The decision on the fee for the construction land development is valid one year from the day when it becomes final.

STEP 8 - DECISION ON BUILDING PERMIT

Competence: Department of Spatial Development

The decision on the building permit is an administrative document on the basis of which a facility may be constructed, extended, upgraded, reconstructed or remedied.

The following is necessary to submit along with the application for issuing a building permit:

- * Site requirements
- * Urban and technical requirements
- * A copy of the cadastral plan with a building lot created according to the urban and technical requirements with evidence of both the old and new survey
- * Evidence of settled property and legal rights (STEP 3)
- * The final design in three copies
- * A report on the project revision
- * Environmental Permit if prescribed so by site requirements
- * Water Approval for the final design if prescribed so by site requirements
- * Approval by the competent communal and other public institutions for the design Documentation (in compliance with the afore-mentioned agreements)
- * Agricultural Approval
- * A decision on the calculation of fee for urban construction land development and for the rent (the evidence of payment should be enclosed only after all the other requirements for issuing a building permit are fulfilled)
- * Payment in the amount of 0.3% of the pro-forma invoice value of the construction works for financing the activities of the real estate cadastre
- * city administrative fee in the amount of:
 - 52,00 BAM for the construction of facilities whose pro-forma invoice value does not exceed 50.000,00 BAM
 - 102,00 BAM for the construction of facilities whose pro-forma invoice value ranges from 50.000,00 BAM to 100.000,00 BAM
 - 0.1% (but not more than 1000 BAM) to the pro-forma invoice value of the structure of more than 100.000,00 BAM

A copy of the cadastral plan and evidence that property rights are settled must be submitted in original form and cannot be older than 6 months.

Note: In accordance with article 4 of the Ordinance of Rationalization of Administration Procedures of the City Administration (The Official Gazette of the City of Banja Luka no. 51/17), the applicant does not have to submit the documents on which official records are kept by the responsible body.

The building permit is issued for the construction of the entire facility or its part, which makes up its technical, technological or functional entity.

The building permit is issued within 5 days from the date when the application is fully completed.

The applicant will receive the Validity Clause for the Decision in 15 days from the date when the applicant was received by the civil servant at the office no. 19 in the ground floor.

The building permit will come out of effect if works fail to start within three years from the date when it came into effect.

STEP 8.1 – ENVIRONMENTAL PERMIT

Competence: Department of Spatial Development

For the facilities where activities that jeopardize or could jeopardize the environment are carried out before the application submission for issuing the building permit, and if requested by site requirements, the investor is obliged to pre-obtain Environmental Permit. This is regulated by Law on Environmental Protection (The Official Gazette of the Republic of Srpska, No. 71/12).

The application for issuing an environmental permit should also contain:

- * Site requirements
- * Evidence (two copies)
- * City administration fee in the amount of 52,00 BAM

The notification of the environmental permit application submission is published on the notification board of the City Administration and on the official web site of the City, where it stays for further 30 days. The Department thus gives opportunity to the public to get informed about the environmental permit and about enclosed evidence.

The interested public may submit in writing their opinion on the application to the competent authority.

The environmental permit is issued within 45 days from the date when the application was completed.

The investor submits the application for the renewal of Environmental Permit 3 months before the valid one expires, based on Law and Rulebook on the Procedure of the Revision and Renewal of Environmental Permits (The Official Gazette of the Republic of Srpska, No. 46/11).

The applicant will receive the Validity Clause for the Decision 15 days from the date of the applicant's admittance to the office no. 19 in the groundfloor.

STEP 8.2 – WATER APPROVAL

Competence: Department of Spatial Development

For the construction of new, reconstruction or removal of the existing facilities that could have an effect on the quality or quantity of waters, i.e. if that can cause, temporarily or permanently, a change in the regime of waters, the investor must obtain a

decision on water approval for the final design before submitting an application for issuing a building permit and if stipulated by water guidelines and site conditions. This is regulated by Law on Waters (The Official Gazette of the Republic of Srpska, number 50/06, 121/12 and 74/17).

The application for issuing a decision on water approval must also contain:

- * urban planning and technical requirements,
- * site requirements
- * project documentation
- * city administration fee of 32,00 BAM.

The water approval is made within 8 days from the date when the application was fully completed.

The applicant will receive the Validity Clause for the Decision within 15 days from the date of their admittance to the office no. 19 in the ground floor.

A decision on the water approval comes out of effect after one year from the date of issuance.

STEP 8.3 – REMOVAL OF FACILITIES

Competence: Department of Spatial Development

Decision on Facility Demolition is an administrative document based on which the owner can start with the removal of structure or its part (unless the removal is based on an inspection order). The decision must be obtained if there are facilities planned to be removed by site requirements on the construction site on which building will be carried out.

The following documents must be enclosed with the application for the decision on facility demolition, depending on the gross building area of the facility to be removed:

For the facilities whose gross building area does not exceed 400 m²

- * the evidence of ownership right
- * the approval of the competent authorities in case the removal may negatively affect the public interest
- * the evaluation of the environmental impact
- * the city administration fee of 52 BAM

For the facilities whose gross building area exceeds 400 m²

- * the evidence of ownership right
- * the project of facility's removal
- * the approval of the competent authorities in case the removal may negatively affect the public interest
- * the evaluation of the environmental impact
- * the city administration fee of 52 BAM

The evidence of ownership or the land use right must be submitted in original and cannot be older than 6 months.

The approval of public utilities for the project design are obtained in the competent institutions. Based on agreements concluded between the City of Banja Luka and public utilities, the investor is given opportunity that the City of Banja Luka obtains all the necessary approvals on their behalf.

The decision on facility demolition is made within 8 days from the date when the application was complete.

The applicant will receive the Validity Clause for the Decision within 15 days from the date of the applicant's admittance by the civil servany in the office no. 19 in the ground floor.

STEP 9 - PREPARATION OF CONSTRUCTION SITE

Competence: The investor or the contractor

Before the construction works start, the works on the preparation of construction site are carried out.

The site must be fenced in order to prevent an uncontrolled access to the site.

A visible board containing all the relevant information about the facility and parties in the construction must be placed at the construction site (the name of the investor, contractor, designer, supervising body, the name and type of the facility, the building permit number etc.).

In case the neighbouring i.e. nearby land must be temporarily occupied, the investor must obtain the consent of the land's owner.

In case the public area must be temporarily occupied, the approval must be obtained by the Department of Public Services and Utilities.

STEP 10 – THE STAKING OF THE FACILITY

Надлежност: Овлаштена геодетска организација

Competence: Authorized geodetic organization

Before the works start, the facility is staked in accordance with site and building permit requirements.

The staking is carried out by the responsible geodetic organization, which must act in line with special law.

The information on the authorized geodetic organizations that fulfill the conditions for facilities' staking can be obtained in the Center for Permits in the office no. 19 in the ground floor as well as on these links:

* <http://www.rgurs.org/lat/privatna-praksa/geodetska-preduzeca>

* <http://www.rgurs.org/lat/privatna-praksa/geodetske-radnje>

STEP 11 – REGISTRATION OF CONSTRUCTION SITE

Obligation of the contractor:

The contractor must register the site to the labour inspection not later than seven days from the date of the beginning of works.

The contractor must provide:

- the organizational scheme of the construction site in accordance with the building permit conditions
- study of the occupational safety made in accordance with regulations of occupational safety
- the site development according to organizational scheme of the site
- the construction log book kept on the site
- the examination of the final design and they must warn the investor, designer and auditor of possible defects, and to request their remedy

The contractor must contain the following on the site:

- * the building license, i.e. the license for the execution of particular works as a responsible person on the site
- * the decision on the appointment of person in charge on the site i.e. the person in charge of the execution of particular works

- * the contract on engagement of a supervising body
- * appropriate licence for supervisors
- * a contract on construction
- * the building permit
- * the final design
- * the construction log book
- * the book of inspections
- * the documentation on examination of installed material, products and equipment
- * the records of the facility's staking
- * the records of the inspection of the foundations laid
- * the construction book for facilities that require the keeping of a construction book
- * a construction site organization scheme

STEP 11.1 – WATER APPROVAL

Competence: Department of Spatial Development

Before the submission of the use permit application, and upon the previously issued water approval, the investor must preobtain the decision on water approval, which is regulated by Lw on Waters (The Official Gazette of the Republic of Srpska, No. 50/06, 121/12 and 74/17).

The application for water approval must also contain:

- the water approval
- a decision on the building or use permit (for the existing facility)
- site requirements
- final design
- city administration fee in the amount of 52,00 BAM

Note:

In accordance with article 4 of the Ordinance of Rationalization of Administration Procedures of the City Administration (The Official Gazette of the City of Banja Luka

no. 51/17), the applicant does not have to submit the documents on which official records are kept by the responsible body.

The water approval is made within 8 days from the date when the application is complete.

The applicant will receive the Validity Clause for the Decision within 15 days from the date of the applicant's admittance by the civil servant in the office no. 19 in the ground floor.

A decision on water approval is issued for a definite period of time, but not longer than 15 years of validity.

STEP 12 – TECHNICAL INSPECTION AND USE PERMIT

Competence: Department of Spatial Development

The constructed facility cannot be put in use before the competent authority issues a permit use, based on the previously performed technical inspection of the facility.

The use permit can be issued for the entire facility or only for its part, which represents a separate technical and a functional whole a part of the structure that presents special technical or functional entity, when it can be used for the purpose for which it was built before the end of the construction of the entire facility in case it is necessary for the purpose of continuing and finishing construction.

The facility's technical inspection is carried out upon the completion of the facility's construction of structure, i.e. the construction of all the works stipulated by the building permit.

After the public call completed, the Mayor makes a decision on defining a list of legal entities that perform technical inspection of facilities whose building permits are issued by the Department of Spatial Development. They are:

- „The Construction Institute“ Banja Luka („Zavod za izgradnju“ A.D. Banja Luka)
- The Public Institution „Institute for Urban Planning, Civil Engineering and Ecology of the Republic of Srpska“ (JU Institut za urbanizam, građevinarstvo i ekologiju Republike Srpske)
- Institute of Civil Engineering „IG“ Banja Luka (Institut za građevinarstvo „IG“ d.o.o. Banja Luka) and
- URBIS CENTER Banja Luka (URBIS CENTAR d.o.o. Banja Luka)

The list of the afore-mentioned legal entities is available at the Permit Center in the office no. 19 in the ground floor as well as on the following link:

http://www.banjaluka.rs.ba/wp-content/uploads/2017/12/Lista_pravnih_lica_za_vrsenje_tehnickog_pregleda_maj_2016_godine.pdf

The applicant for the issuance of a use permit can choose one of the listed legal entities that will carry out a technical inspection. They should just indicate on the application form which legal person they will opt for, or they can simply inform the responsible officer about it.

The application for the issuance of a use permit is submitted by the investor, i.e. the owner of the facility, or their legal successor, or the contractor, when they determine, together with the supervising body, that the facility or its part has been built in accordance with the building permit.

The request for the issuance of the decision must contain:

- * the building permit with as-built design,
- * a certificate of the geodetic survey of the facility,
- * evidence of the survey of underground installations,
- * the approval of as-built design, when it is stipulated by special laws,
- * the statement of the contractor for all stages of executed works,
- * the report of a supervising body,
- * energy certificate of the building,
- * city administration fee in the amount of:
 - * 52,00 BAM for the facilities whose gross building area does not exceed 400 m²,
 - * 102,00 BAM for the facilities whose gross building area is more than 400 m² and for infrastructure facilities.

The applicant must submit the following documents to the Commission for Technical Inspection on the date of the technical inspection at the latest:

- * the building permit with the final design on the basis of which the permit was issued, and as-built design if it is developed;
- * the evidence of the quality of works, building products and equipment;
- * the documents on examinations performed and results of testing of load-bearing capacity of the facility if the testing is required by special regulations
- * the building log book;
- * the building book for those facilities that require keeping a building book based on contract;
- * the book of inspection, and
- * other relevant documentation defined by special regulations, based on facility type.

The records are kept of the executed technical inspection and they must clearly contain the approval of each committee member that the built facility can be used, that the determined shortcomings must be

eliminated, or that the use permit cannot be issued.

With the technical inspection carried out, the committee creates a report in writing within 8 days on the results of the technical inspection of the constructed facility, and submits it to the responsible department.

If no failure is recorded, or if the observed failures have been removed, the responsible body issues the use permit within 5 days from the date when the records were received, i.e. from the date when the application was completed.

If the technical inspection showed any defects that should be eliminated, the responsible body orders by its decision that these defects should be eliminated within the specified period.

After the defects are eliminated, the applicant informs the competent authority about it and submits evidence of the defect elimination.

If the mentioned defects were eliminated, the competent authority issues the use permit within 5 days from the date of the submission of the report on the repeated technical inspection, i.e. from the date when the application is completed.

If determined defects were not eliminated within this extra deadline, the responsible authority makes a decision on the refusal of the application for issuing a use permit and informs the responsible urban planning and building inspection authority.

The applicant will receive the Validity Clause for the Decision within 15 days from the date of applicant's admittance to the office no.19 in the ground floor.

STEP 13 – REGISTRATION OF THE FACILITY

**Competence: The RS State
Administration for Geodetic and Property
and Legal Affairs – Regional Office Banja
Luka**

**Address: Veljka Mladenovića 12c
Contact phone: +387 51 456 240
Website: www.rgurs.org**

After receiving the Decision on use permit and Validity Clause, conditions for the facility's use are met, including the conditions for registration of the facility into cadastral register and registry books.

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