



Investor's Guide:

„FROM LOCATION TO USE PERMIT“

MARCH 2024

LOCATION CONDITIONS

BUILDING PERMIT

USE PERMIT



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INTRODUCTION

Information Desk - Citizen Services Center, status of matters, legal assistance

Novi Grad Municipality established the Info Desk (Citizen Services Center) in 2004, introducing a single counter system for matters related to spatial planning: location conditions permits, building and use permits, extracts from spatial planning documentation, and the acceptance of all requests initiating administrative procedures related to spatial planning matters. Counter 4 of the Department of Spatial Planning and Housing-Communal Affairs, located on the ground floor of the Municipal Administration Building of Novi Grad, operates every working day from 07:00 to 15:00.

At this counter, every working day, submissions and requests within the Department's jurisdiction are received, and citizens are provided with information on how to inspect spatial-planning documentation, the status of matters, procedures, and the submission process. The status of matters can be tracked online since 2019 through the "E-Status" service at www.euprava.opstina-novigrad.com/estatus/.

Legal assistance is available from the independent legal aid expert for citizens, in office number 3 on the ground floor of the Municipal Administration Building of Novi Grad.

The basis for decisions related to building construction lies in implemented spatial planning documents, including zoning plans, special-purpose area zoning plans, regulatory plans, urban projects, and subdivision plans. Request forms can be obtained at Counter 4 of the Info Desk on the ground floor of the Municipal Administration Building of Novi Grad or at www.euprava.opstinanovigrad.com/edokumenti/.

In cases where a representative acts on behalf of a party in the procedure, a power of attorney must be attached to the request.

Contacts for the Department of Spatial Planning and Housing-Communal Affairs:

1. Info desk: +387 52/720-452
2. Department for Housing-Communal Activities, Property Legal Affairs, and Environmental Protection: +387 52/720-467
3. Department for Urbanism and Spatial Planning: 052/720-908
4. Head of the Department: +387 52/720-468

Email: urbanizam@opstinanovigrad.com

WEB: www.opstina-novigrad.com

STEP 1. INSPECTION OF SPATIAL PLANNING DOCUMENTS

Authority: Department of Spatial Planning and Housing-Communal Affairs

All individuals and legal entities have the right to inspect the spatial planning documentation of the Novi Grad Municipality either at the Department of Spatial Planning and Housing-Communal Affairs or on the official website www.opstina-novigrad.com. The official website of the Novi Grad Municipality publicly discloses all spatial planning documents, including:

- Spatial Plan of the Municipality of Novi Grad for the period 2009-2039,
- Regulatory Plan - Center,
- Regulatory Plan - Center A,
- Regulatory Plan - Center B,
- Regulatory Plan - Industrial Zone Poljavnice,
- Regulatory Plan - Vidoriya,
- Regulatory Plan - Banja Lješljani.

Interested parties can also obtain a certified extract from spatial planning documents by submitting a request for the issuance of a certified extract from the regulatory plan. The request form is available at Counter 4 of the Info Desk of the Municipality of Novi Grad or at link [here](#).

The necessary documentation for submitting a request for an extract from the regulatory plan includes:

- Personal identification (ID CARD),
- Copy of the cadastral plan, and
- Municipal administrative fee of 20 KM.

The deadline for issuing a Certificate of Coverage of a specific location by spatial planning documentation is a maximum of 8 days.

The request form is available at Counter 4 of the Info Desk or at link [here](#).

STEP 2 - LOCATION CONDITIONS PERMIT

Authority: Department of Spatial Planning and Housing-Communal Affairs

Location conditions are technical expert documents that determine the conditions for planning and construction. They are prepared based on the Law on Spatial Planning and Construction ("Official Gazette of the Republic of Srpska" No. 40/13, 02/15, 106/15, 3/16, 104/18, and 84/19), special laws, regulations enacted based on these laws, and spatial planning documents. Location conditions define the conditions for project development (technical documentation), prescribe obtaining necessary approvals (communal approvals – electrical, water supply and sewage, telecommunication; fire protection, water management, agriculture), and other documents required for obtaining construction approval.

The following documents need to be submitted with [the request for location conditions](#):

1. Copy of the ID card,
2. Copy of the cadastral plan with identification, not older than 6 months, or updated geodetic base for proposed

routes for infrastructure linear communal objects (original),

3. Proof of ownership or land use rights for objects according to Article 78 of the Law on Spatial Planning and Construction (wooden sheds, garages, canopies, greenhouses, awnings, advertising panels, septic tanks, containers, etc.) - not older than 6 months (original),
4. Urban-technical conditions (original),
5. Description of the object (horizontal, vertical dimensions, purpose of the object, or conceptual solution) (original),
6. Approvals for the location of the object specified in the urban-technical conditions based on special laws depending on the type and purpose of the object (communal enterprises managing communal infrastructure, public enterprises managing public infrastructure, etc.), if such approvals are not included in the urban-technical conditions (copy).



Note: If a communal or public enterprise does not provide its opinion within 15 days from the date of receiving the official request, it is considered that there are no specific conditions, and urban-technical conditions are prepared based on the current state on the ground. The competent authority is obliged to issue location conditions within 15 days from the date of receiving the complete request. If the area of future construction is covered by an implemented spatial planning document, location conditions consist of a certified excerpt from the implemented spatial planning document and urban-technical conditions. The investor is not obliged to submit location approvals if the area of future construction is covered by an implemented spatial planning document (zoning and regulatory plan, urban planning project, land parceling plan).

7. Proof of payment for the costs of administrative proceedings (original),
8. Tax card (original),
9. Proof of payment of a 20,00 KM municipal administrative fee (original).

The competent authority will reject the request for issuing location conditions by decision if it determines that the legally prescribed conditions are not met and that the requested construction is not in accordance with the spatial planning document based on which location conditions are issued. This also applies in cases where it is determined that the expert opinion or urban-technical conditions, prepared by an authorized person, are not harmonized with the valid spatial planning document.

Location conditions are valid until the modification of the existing ones or the adoption of an implemented plan, if the obligation for its adoption is prescribed.

If the investor has not submitted a request for a building permit within one year from the date of issuing location conditions, he/she is obliged to obtain a certificate that the issued location conditions have not changed before submitting the request.

The request form is available at Counter 4 of the Info Desk or at: link [HERE](#).

STEP 2.1 – WATER GUIDELINES

Authority: Department of Spatial Planning and Housing-Communal Affairs

A conclusion on water guidelines is an administrative act that determines the conditions to be met in the documentation for the construction of new buildings, reconstruction, or removal of existing objects, and other activities that are not considered construction but may permanently, periodically, or temporarily affect changes in water regimes.

Before issuing location conditions, the investor is obligated to obtain water guidelines that need to be incorporated into the project documentation, as regulated by the Water Act. In cases where a party is represented by an authorized representative in the procedure, a power of attorney must be attached to the request.

The conclusion on water guidelines provides conditions for design from the Water Sector perspective.

The request form is available at Counter 4 of the Info Desk, Office No. 42, or at: [LINK](#).

The request for issuing water guidelines is submitted at Counter 4 of the Info Desk, or by mail, with the necessary documents. Along with the request for issuing water directions, the following must be attached:

1. Copy of ID card,
2. Situational plan (original),
3. Work approval (copy),
4. Tax card (original),
5. Proof of payment of a 50 KM fee (original).

Water guidelines are issued within 30 days from the date when the request is fully complete.



STEP 3. RESOLVING PROPERTY RELATIONS

Authority: Republic Administration for Geodetic and Property-Legal Affairs

The building parcel of the planned object is defined by location conditions, which are an integral part of urban-technical conditions. They serve as the basis for resolving property-legal relations on the land.

Proof of resolved property-legal relations includes:

- Extract from the public records of immovables with registered ownership and possession rights,
- Agreement or decision of the competent authority suitable as a basis for acquiring ownership or construction rights in favor of the investor,
- Agreement on joint construction concluded with the land or real estate owner.

STEP 3.1 – AGRICULTURAL CONSENT

Authority: Department for Economy and Agriculture

For the construction of buildings on a parcel treated as agricultural land, the investor is required to convert agricultural land into construction land. Changing the purpose of agricultural land includes any use of agricultural land for building settlements, industrial, energy, and mining facilities, railway tracks, roads, water reservoirs, afforestation, or other works that permanently prevent the use of the

Exploitation of mineral resources and the disposal of waste such as tailings, ash, slag, gravel, stone, as well as hazardous and harmful materials on agricultural land for a certain period are also considered a change in land use. After this, the user is obliged to reclaim the land in accordance with the reclamation project.

Agricultural land includes fields, gardens, orchards, vineyards, meadows, pastures, fishponds, reed beds, and marshes. Compensation for changing the purpose of agricultural land is determined for the entire construction parcel at the amount of cadastral income for that land for the current year, regulated by the Law on Agricultural Land, Official Gazette of the Republic of Srpska, no. 93/06, 86/07, 14/10, 5/12, 58/19.

The agricultural consent is issued within 7 days from the date the request is fully completed. Along with the [request for issuing agricultural consent](#) or converting agricultural land into construction land, the following documents should be attached:

1. Copy of ID,
2. Location conditions or urbanistic consent,
3. Copy of the possession sheet,
4. Land registry excerpt,
5. Copy of cadastral plan,
6. Tax card,
7. Proof of payment of a 10 KM fee.

The request form is available at Counter 3. Info desk or at [LINK](#).

CONTACT:

Department for Economy and Agriculture
Petra Kočića 2, 79220 Novi Grad
Phone: +387 52 720-456
E-mail: dusan.vujanovic@opstina-novigrad.com



STEP 4: CREATION OF TECHNICAL DOCUMENTATION

Authority: Legal entity authorized by the Ministry of Spatial Planning, Construction, and Ecology of the Republic of Srpska.

All structures must be designed and constructed in accordance with spatial planning documents and issued location and urban-technical conditions. Based on the main project, a construction permit is issued.

Technical documentation comprises a set of projects, studies, attachments, calculations, instructions, and other documents, depending on the type and complexity of the structure.

The types of projects constituting technical documentation in accordance with the law are:

- General project (for complex structures and linear infrastructure),
- Conceptual project,
- Main project,
- Implementation project,
- As-built project,
- Project for the removal of structures for structures with a gross floor area exceeding 400 m².

The Main project is developed in accordance with location conditions and, depending on the type and technical structure of the structure, includes:

- Architectural project,
- Civil engineering project,
- Installation projects,
- Technological process project,
- Equipment installation project, etc.

If the main project is prepared according to the regulations of another country, it must be nostrified, verifying its compliance with the regulations applicable to these types and purposes of structures in the Republic of Srpska. Nostrification of technical documentation can be carried out by a legal entity with the appropriate license for the revision of technical documentation.

STEP 5: REVISION OF TECHNICAL DOCUMENTATION

Authority: Legal entity authorized by the Ministry of Spatial Planning, Construction, and Ecology of the Republic of Srpska.

After the development of the main project, according to the Regulation on the Content and Control of Technical Documentation ("Official Gazette of the Republic of Srpska," No. 101/13), a revision of the technical documentation is carried out. The investor selects a legal entity authorized to prepare technical documentation—a design company—to perform the revision. Revision cannot be entrusted to an entity that has been engaged in any way in the preparation of technical documentation or if the documentation is entirely or partially prepared by a legal entity in which that person was employed.

After the control is completed, a report on the revision of technical documentation is prepared.

The legal entity performing the revision of technical documentation controls the project, compiles a final report on the performed revision of technical documentation, certifies three copies of the project, and issues a confirmation of the completed revision.

Technical documentation revision is carried out for all structures, except for those for which, in accordance with the law, a construction permit is not required and for individual residential and individual residential-business structures with a gross floor area up to 200 m², if they are not complex structures according to the law. The revision of technical documentation verifies:

- whether the documentation was prepared by a legal entity with a license for the preparation of technical documentation for that type of structure,
- whether the documentation is complete,
- whether the documentation is prepared in accordance with location conditions,
- whether the project solutions meet the conditions regarding the safety of structures outlined in Article 4 of the Law on Spatial Planning and Construction ("Official Gazette of the Republic of Srpska" No. 40/13, 02/15, 106/15, 3/16, 104/18, and 84/19), and
- whether the project solutions are prepared in accordance with applicable technical standards, regulations, professional rules, and provisions of special laws.



STEP 6: OBTAINING A CONSENT

After the revision of the main project, approvals from relevant municipal enterprises managing communal infrastructure, public enterprises overseeing public infrastructure, and others as specified by separate regulations (electrical, fire safety, water approval, etc.) are obtained from the following entities:

VODOVOD I KANALIZACIJA a.d. Novi Grad

Address: Njegoševa 4, 79220 Novi Grad
Phone/Fax: +387 52 752-163
Email: vodovodnovigrad@yahoo.com
Website: www.vodovodnovigrad.com

KP "KOMUS" a.d. Novi Grad

Address: Njegoševa 32A, 79220 Novi Grad
Phone/Fax: +387 52 751-378
Email: kp.komus@yahoo.com
Website: www.komus-novigrad.com

M:tel, a.d. Banja Luka

Sales Point Novi Grad
Address: Karađorđa Petrovića 66, 79220 Novi Grad
Phone: +387 52/721-100
Email: novigrad@mtel.ba
Website: www.mtel.ba

J.U. "VODE SRPSKE" BIJE LJINA

Address: Miloša Obilića 51, 76300 Bijeljina
Phone/Fax: +387 55 201-784, 211-517
Email: bijeljina@voders.org
Website: www.voders.org

REPUBLIC INSTITUTE FOR THE PROTECTION OF CULTURAL-HISTORICAL AND NATURAL HERITAGE OF THE REPUBLIC OF SRPSKA

Address: Ulica Vuka Karadžića 4/IV, 78000 Banja Luka
Phone: +387 51/247-419
Email: rzzzs@blic.net
Website: www.nasljedje.org

MHERS Trebinje - ZP "ELEKTROKRAJINA" a.d. Banja Luka

Address: Kralja Petra I Karađorđevića 95, 78000 Banja Luka, Phone: +387 51 246-300,
Email: direkcija@elektrokrajina.com

Novi Grad Unit

Address: Branka Ćopića 2, 79220 Novi Grad
Phone: +387 52 751-048
Fax: +387 52 751-679
Email: ri.novi.grad@elektrokrajina.com
Website: www.elektrokrajina.com

MINISTRY OF INTERNAL AFFAIRS OF THE REPUBLIC OF SRPSKA

Department for Explosive Materials and Fire Protection Affairs
Address: Trg Republike Srpske br. 1, 78000 Banja Luka
Phone: +387 51/331-141, 337-190
Website: www.mup.vladars.net

JP PUTEVI REPUBLIKE SRPSKE

Address: Trg Republike Srpske 8, 78000 Banja Luka
Phone: +387 51/334-500
Website: www.putevirs.com

ŽELJEZNICE REPUBLIKE SRPSKE, a.d. Doboj

Address: Ulica svetog Save 71, Doboj
Phone: +387 53/223-169
Website: www.zrs-rs.com

ELEKTROPRENOS BiH, a.d. Banja Luka

Address: Marije Burać br. 7a, 78000 Banja Luka
Phone: +387 51/394-058
Website: www.elprenos.ba



STEP 7: DECISION ON FEES

Authority: Department of Spatial Planning and Housing-Communal Affairs

Investor of the construction on municipality city building is obliged, before getting a building permit, to pay:

- One-time rent
- A fee for the development urban construction land.

Cost of the fee for urban construction development and rent is determined by decision.

The fee for development of urban construction land is determined by the regulation of the Law of development and construction of the land, regulations for determining basis for rent which is adopted every year, based on this Law and decision of Municipality Parliament.

The fee for development urban construction land and rent cost is determined per unit of useful surface of the object (KM/M2) included in the project based on which building permit is issued.

ONE-TIME RENT

The one-time rent for 1.00 m² of useful area is calculated as follows:

Urban Area	Base in KM	Percentage %	Development Coefficient	One-time Rent Amount in KM per 1 m ²
I	750,00	6	0,80	36,00
II	750,00	5	0,80	30,00
III	750,00	4	0,80	24,00
IV	750,00	3	0,80	18,00
V	750,00	2	0,80	12,00
VI	750,00	1	0,80	6,00

(Base × Development Coefficient × Percentage)

For agricultural land which is determined as building land for which the investor pays a fee for converting agricultural land to building land according to regulation, cost of the rent is reduced by the amount of the conversion fee paid.

A FEE FOR THE DEVELOPMENT URBAN CONSTRUCTION LAND

Urban Area	Base in KM	Percentage %	Amount of the fee
I	750,00	0,045	33,75
II	750,00	0,035	26,25
III	750,00	0,025	18,75
IV	750,00	0,015	11,25
V	750,00	0,010	7,50
VI	750,00	0,005	3,75

If no infrastructure objects, facilities, and installations are built up to the construction parcel, the Amount of the fee is reduced for the unbuilt ones as follows:

- For water supply network: 4%
- For electrical network: 5%
- For asphalt road with sidewalk: 11%
- For asphalt road without sidewalk: 9%
- For sewage for wastewater: 5%
- For macadam road: 5%
- For district heating: 4%
- For storm drainage: 4%
- For public lighting: 3%
- For telephone network: 3%.

When constructing auxiliary facilities that indirectly serve a specific activity or purpose, providing conditions for the function of main facilities, compensation for the arrangement of urban construction land and rent is reduced by 50% of the specified amount in that zone.

A fee for the development urban construction land and rent for temporary facilities are paid in the amount of 25% of the costs of arrangement and rent for the specific location.

The amount of a fee for the development urban construction land and rent is determined by decision.



STEP 8. BUILDING PERMIT DECISION

Authority: Department of Spatial Planning and Housing-Communal Affairs

The decision on a building permit is an administrative act based on which construction, extension, upgrading, reconstruction, or object sanitation can be initiated. Along with the [application for a building permit](#), the following documents need to be submitted:

1. Location conditions (copy),
2. Technical documentation - main project, 3 copies (original)
3. Proof of ownership or land use rights (not older than 6 months) (Extract from the public records of real estate, cadastral extract, Ownership list, Agreement or Decision of the competent authority suitable as a basis for acquiring ownership or construction rights in favor of the investor),
4. Fire protection approval for the location (original),
5. Water consent (original),
6. Environmental consent (copy),
7. Approval for connection to the main or regional road (copy),
8. Agricultural consent (copy),
9. Railway consent (original),
10. Approval for protection from electromagnetic fields (for antenna poles of operational mobile telephony, transmitters, etc.) (original),
11. Technical documentation control report (copy),
12. Proof of payment of the fee for the building permit decision - paid according to the estimated value of the object, up to 50,000.00 KM: 35.00 KM, from 50,000.00 KM-100,000.00 KM: 50.00 KM, and over 100,000.00 KM: 0.5% of the estimated value of the object, but not more than 5,000.00 KM,
13. Proof of payment of the fee based on natural disasters and benefits of built infrastructure - (one-time rent and fee for urban construction land arrangement) - paid after the Department for Spatial Planning and Residential-Communal Affairs calculates the amount of the fee (original),
14. Tax card (original).

The deadline for resolving the complete matter is 18 days.

The building permit expires if construction work does not commence within three years from the date of effectiveness.

The application form is available at counter 4, Info-desk or at: [LINK](#)

OBJECTS UNDER THE JURISDICTION OF THE MINISTRY OF SPATIAL PLANNING, CIVIL ENGINEERING, AND ECOLOGY OF THE REPUBLIC OF SRPSKA

Building permits issued under the jurisdiction of the Ministry include all construction works carried out in the territory of two or more units of local self-government, as well as:

- Construction of high dams subject to technical inspection;
- Construction of nuclear facilities;
- Construction of facilities for the production and processing of oil and gas, pipelines for oil and gas for international transport;
- Construction of industrial facilities for the production of chemicals, metallurgy, mining, paper, cellulose production, leather, and fur processing;
- Construction of hydroelectric power plants and power plants of 10 or more MW, thermal power plants, substations of 110 or more KW;
- Construction of airports;
- Construction of public railways;
- Construction of international roads and highways;
- Construction of stadiums, arenas, etc., with a capacity of 10,000 or more visitors
- Other works prescribed by the Law on Spatial Planning and Construction (Official Gazette of the RS 40/13, 106/15, 3/16, 84/19)

The procedure for issuing a building permit at the republic level is available at the link:

<http://pscsrcpska.vladars.net/sr/Pages/Formalnosti/Gra%C4%91evniska-dozvola.aspx>

Contacts at the Ministry of Spatial Planning, Civil Engineering, and Ecology of the Republic of Srpska:

Minister: Bojan Vipotnik

Tel: +387 51/339-520, 339-592, Fax: +387 51/339-653

Address: Trg Republike Srpske 1, 78000 Banja Luka

E-mail: kabinetministra@mgr.vladars.net

Department for Urban Planning and Spatial Planning:

Assistant Minister: Dragan Jevtić

Contact: +387 51 339-520

Department for Civil Engineering:

Acting Assistant Minister: Slobodan Šiljegović

Contact: +387 51 339-520

Department for Environmental Protection:

Assistant Minister: Svetlana Radusin

Contact: +387 51 339-520

STEP 8.1 – ENVIRONMENTAL PERMIT

Authority: Department of Spatial Planning and Housing-Communal Affairs

For facilities conducting activities that endanger or may endanger the environment, before submitting a request for a construction approval decision, and if required by location conditions, the investor must obtain an environmental permit in accordance with the Law on Environmental Protection ("Official Gazette of the Republic of Srpska" no. 71/12, 79/15, and 70/20).

The request for an environmental permit is submitted to office 42 or by mail, along with the necessary documents. The form for the Request for Issuing an Environmental Permit (for new and existing facilities) is available at counter 4, Info-desk or at: [LINK](#). It should be submitted with the following documents:

1. Company or activity registration certificate (copy),
2. Proof for issuing an environmental permit – Project documentation (for new and existing facilities) (original),
3. Tax card (original),
4. Proof of payment of a 100 KM fee (original).

The environmental permit is issued within 60 days from the day the request is fully complete.

The investor is obligated to submit a request for the renewal of the environmental permit three months before its expiration, based on the Law and the Regulation on the Procedure for the Revision and Renewal of Environmental Permits ("Official Gazette of the Republic of Srpska," no. 28/13 and 107/17).

Along with the Request for the Decision on the Completed Revision of the Environmental Permit, the following documents need to be attached:

1. Environmental permit (copy),
2. Evidence with the request for the revision of the environmental permit - monitoring or a report on the conducted measurements (original),
3. Company registration certificate (copy),
4. Certified statement from the responsible person that there have been no changes (original),
5. Tax card (original)
6. Proof of payment of a 100 KM fee (original).

STEP 8.2 – WATER CONSENT

Authority: Department for Spatial Planning Residential-Communal Affairs

A decision on water consent is an administrative act required for the construction of new buildings, reconstruction, or removal of existing structures if they may affect changes in the quality and quantity of water, i.e., if they may cause permanent, occasional, or temporary changes in the water regime.

Before submitting a request for a construction approval decision, and if required by water guidelines and location conditions, the investor must obtain a decision on water consent for the main project. The request form is available at counter 4, Info-desk, office number 41, or at: [LINK](#)

The decision on water consent determines that the documentation attached to the request for issuing water consent complies with water guidelines, water regulations, and spatial planning documents. Water consent is issued within 30 days from the day the request is fully complete.



Along with the [request for issuing a water consent decision](#), the following documents need to be attached:

1. Copy of the cadastral plan,
2. Copy of the registration certificate,
3. Location conditions (copy),
4. Project documentation for inspection (original),
5. Tax card (original),
6. Proof of payment of a 70 KM fee (original).
7. In cases where a representative acts on behalf of the party in the procedure, a power of attorney should be attached to the request.

The issued water consent expires one year from the date of issuance, except for projects where construction approval is obtained, and construction work on the facility has started within that period.



STEP 9: CONSTRUCTION SITE PREPARING

Authority: Investor or Construction Contractor

Before commencing construction, site preparation works are carried out. The construction site must be fenced off to prevent unauthorized access. The site must prominently display a sign with all essential information about the project and participants in the construction (investor's name, contractor, designer, supervisory authority, name and type of the structure, building permit number, etc.).

In case of temporary use of adjacent or nearby land for construction purposes, the investor must obtain consent from the owner of that land.

For the temporary use of public areas for construction purposes, the contractor must obtain approval from the Department for Spatial Planning and Residential-Communal Affairs.

STEP 10. STAKING OUT THE OBJECT

Authority: Department for Spatial Planning and Residential-Communal Affairs

Staking out the object involves transferring the external shape of the designed object to the terrain within the construction parcel or transferring characteristic points of cross-sectional profiles of the route for linear infrastructure objects.

Before the start of construction, staking out the structure is done in accordance with location conditions and conditions given in the building permit. The staking out of the structure is carried out by the Department for Spatial Planning and Residential-Communal Affairs.

Along with the request for staking out the structure, the following documents must be attached:

1. Location conditions (original),
2. Construction approval (copy),
3. Tax card (original).

The request form is available at counter 4, Info-desk, office number 42, or at: [LINK](#)

STEP 11: SITE NOTIFICATION

Authority: Construction Contractor

The construction contractor must report the construction site to the labor inspection at least seven days before starting construction work.

The contractor must provide:

- An organizational scheme of the construction site in accordance with the conditions from the building permit.
- An occupational safety and health plan in accordance with the regulations.

The contractor is obliged to have:

- A license for construction or for performing specific works for the responsible person at the construction site.
- A decision on the appointment of the responsible person at the construction site or the responsible person for performing specific works,
- A contract for engaging the supervisory authority.
- A suitable license for professional supervision
- A construction contract

- A building permit.
- A main project.

The contractor must ensure that the construction site is organized according to the organizational scheme, maintain a construction diary, inspect the main project, and alert the investor, designer, and auditor to possible mistakes, requesting their correction.

The following documents must be present at the construction site:

- Construction diary,
- Inspection book,
- Documentation on the examination of embedded materials, products, and equipment,
- Record of staking out the object,
- Record of foundation inspection,
- Construction book for objects for which maintaining it is a contractual obligation,
- Construction site organization scheme.



STEP 11.1 – WATER PERMIT

Authority: Department for Spatial Planning and Housing-Communal Affairs

Before submitting an application for the approval solution for the use of an object, and if a water approval has been previously issued, the investor is obligated to obtain a Water Permit in advance, regulated by the Water Law (Official Gazette of the Republic of Srpska, no. 50/06, 92/09, 121/12, and 74/17).

A Water Permit is required for the use of water, emptying reservoirs, discharging wastewater into water, and depositing or discharging hazardous materials into public water resources, agricultural, construction, and forest land, as well as the movement of products containing hazardous materials that end up in water after use.

With the [request for the issuance of a Water Permit](#), it is necessary to attach:

1. Personal identification card (copy),
2. Water approval (copy),
3. Building approval or usage approval (for existing objects) (copy),
4. Work approval (copy),
5. Tax card,
6. Proof of payment of a 100 KM fee.
7. The deadline for resolving the complete matter is 30 days.

The application form is available at counter 3, Info Desk, office number 42, or at [LINK HERE](#).

STEP 12. TECHNICAL INSPECTION AND OCCUPANCY PERMIT

Authority: Department for Spatial Planning and Housing-Communal Affairs

The constructed facility cannot be put into use until the competent authority issues an occupancy permit based on a previously conducted technical inspection of the facility.

The occupancy permit may be issued for the entire facility or for a part of the facility that represents a separate technical and functional entity. This can occur when the specific part can be put to its intended use before the completion of the entire construction, and when it is necessary for the continuation and completion of the construction.

The technical inspection of the facility is carried out upon completion of the construction, including all works specified in the building permit. It is conducted by a professional commission formed by the authority that issued the building permit, within three days from receiving the complete application.

Alongside the [request for a technical inspection and the issuance of an occupancy permit](#), the following documents must be submitted::

1. Building permit (copy),
2. Project, technical documentation (original),
3. Water permit (copy),
4. Geodetic survey of the facility/report on conducted underground installations survey (original),
5. Approval for the as-built condition (copy),
6. Contractor's statement on completed works and conditions for facility maintenance (original),
7. Supervisory authority report (original),
8. Energy certificate (original),
9. Tax card (original),
10. Proof of payment of a 100 KM fee (original),
11. Proof of payment of charges (copy).



STEP 13. REGISTRATION OF THE OBJECT

Authority: Republic Administration for Geodetic and Property-Legal Affairs

Competent Authority: Republic Administration for Geodetic and Property-Legal Affairs

Local Unit: Novi Grad
Address: Karađorđa Petrovića 33
Phone: +387 52/751-290
Email: katnovigrad@rgurs.org
Website: www.rgurs.org

After obtaining the occupancy permit and placing the finality clause, conditions for the use of the facility have been fulfilled. The next step is to register the object in the cadastral operation and in the land registry.

CONTACTS:

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