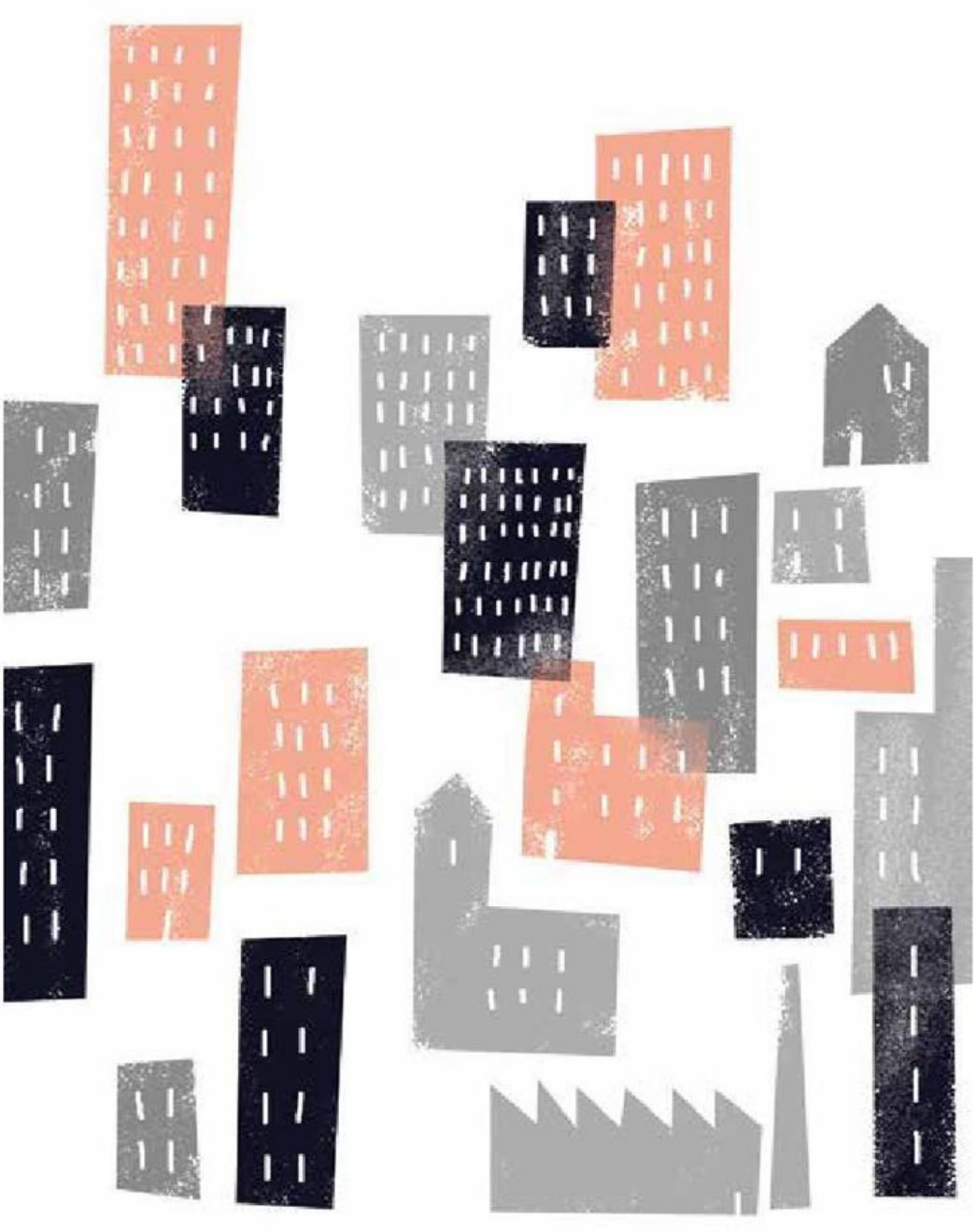
UNIFIED PROCEDURE FOR EXERCISING THE RIGHTS TO THE CONSTRUCTION AND USE OF BUILDINGS



GRADSKA UPRAVA LESKOVAC
Odeljenje za urbanizam

Leskovac, decembar 2024.

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INTRODUCTION

UNIFIED PROCEDURE - *"ONE-COUNTER SYSTEM"* FOR INVESTORS

The purpose of the so-called "one-counter system" is to transfer part of the administrative procedure burden, which involves a large number of participants, onto public administration (state administration, local government, and organizations with public authority). One-counter systems are mechanisms that achieve a more functional distribution of obligations in carrying out administrative procedures between citizens and the administration.

What is a unified procedure?

In essence, a unified procedure is the exchange of documents electronically between holders of public authorization without the involvement of citizens, i.e., investors. The one-counter system is not a counter in the usual sense of the word, with a window through which the counter clerk communicates with the party, but rather a "***communication hub***" through which the authority responsible for issuing building permits acquires and distributes documents within the competence of the holders of public authority, on behalf of and for the investor.

The competent authorities, as well as all other holders of public authority, in the event of any doubt regarding the norms applied in the unified procedure, are obligated to apply those norms in a way that is the quickest, cheapest, and most efficient for the party, resorting to a purposive interpretation of the provisions that govern the consolidated procedure.

What is not covered by the unified procedure?

- *Issuance of location information*
- *Issuance of conditions for design and connection to the distribution or transmission system of electrical energy, as well as to the distribution or system for the transportation of natural gas, for certain buildings, in accordance with the law regulating energy.*

What is covered by the unified procedure?

- *Obtaining conditions for the design or connection of the building to the infrastructure network;*
- *Issuance of location conditions;*
- *Issuance of building permit;*
- *Amendments to the location conditions and building permits;*
- *Notification of works;*
- *Obtaining consent on the execution project in terms of fire protection measures;*
- *Notification of completion of foundations and completion of the building in a structural sense;*
- *Distribution of information and documents (on building permit, notification of works, completion of foundation, etc.);*
- *Connection to the infrastructure network;*
- *Issuance of Use Permit;*
- *Registration of ownership rights regarding the constructed building.*

If you have found a suitable plot of land and decided to build on it, it is advisable to be familiar with the unified procedure for obtaining the right to build and use the facilities. Practice has shown that lack of knowledge about the construction process often leads to complications, which result in delays in the execution of works on your building and a guaranteed increase in costs.

In accordance with the Law on Planning and Construction, the exchange of documents and submissions in the unified procedure is done electronically.

1. INFORMATION ABOUT THE LOCATION

Information about the location is not a mandatory document in the process of issuing a building permit. A person requesting information about the location does not have to be the owner of the plot, or the plot for which the request is being submitted, nor do they need to have any agreement with the owner of the lot related to usage, ownership, or any other right to the lot.

Information about the location is an informational document that an interested party can obtain for prior insight into the data about the possibilities and limitations of construction on a cadastral plot, or multiple cadastral plots.

The information about the location is issued by the competent authority for issuing location conditions within 8 (eight) days from the date of submission of the request, with a fee covering the actual costs of issuing the information..

REQUIRED DOCUMENTATION:

1.1. Request for issuing the information about the location
1.2. Copy of the Cadastral plot plan
Fee for issuing the information about the location

REQUEST FOR ISSUING THE INFORMATION ABOUT THE LOCATION

The request is submitted to: Counter for unified procedure and Urban Planning Department at the City Service Center, Trg Revolucije 45, telephone number: +381 (0) 16 215-631

	Amount	***Account***
Republic administrative fee for the request	400,00	840-742221843-57
Republic administrative fee for information about the location	3520,00	840-742221843-57

COPY OF THE CADASTRAL PLOT PLAN

Competent authority: Real Estate Cadastre Service, Babički odred No.1; Tel: 016/242-856

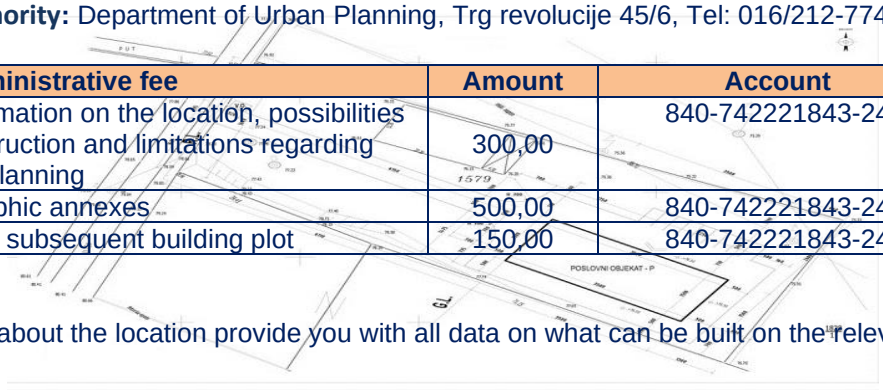
Republic Geodetic Institute	**Amount**	**Account**
For one cadastral plot	1340,00	840-742323843-92
For each subsequent adjacent plot	400,00	840-742323843-92

THE GOAL

INFORMATION ABOUT THE LOCATION

Competent authority: Department of Urban Planning, Trg revolucije 45/6, Tel: 016/212-774, 251-964.

City administrative fee	**Amount**	**Account**
For information on the location, possibilities for construction and limitations regarding special planning	300,00	840-742221843-24
With graphic annexes	500,00	840-742221843-24
For each subsequent building plot	150,00	840-742221843-24



The information about the location provide you with all data on what can be built on the relevant lot.

NOTE: *All necessary information and requests can be obtained at the counter for unified procedure and the Urban Planning Department at the City Service Center,Trg Revolucije 45,16000 Leskovac,Telephone no: +381 (0) 16 212-550 ; 212-503.*

2. LOCATION CONDITIONS

Location conditions include all urban, technical, and other conditions and data necessary for the development of the conceptual design, the building permit project, and the execution project for a cadastral plot that meets the conditions for a building plot.

The deadline for issuing location conditions is 5 (five) working days from the date of obtaining all necessary conditions and other data from holders of public authority within the electronic system of the unified procedure.

Validity period: Location conditions are valid for two years from the date of issuance, or until the expiration of the building permit issued in accordance with those conditions, for the cadastral plot for which the request was submitted.

***Note*: Location conditions can be issued to any interested physical or legal entity who has submitted the request, provided the required documentation, and paid the prescribed fees and charges. The applicant does not have to be the owner of the plot or plots for which the request is submitted, nor do they need to have any agreement with the plot's owner regarding use, ownership, or any other right on the plot.**

REQUIRED DOCUMENTATION
REQUEST FOR ISSUANCE OF LOCATION CONDITIONS
CONCEPTUAL DESIGN
COMPETENT AUTHORITY OBTAINS THROUGH CIS: COPY OF THE PLOT PLAN, EXTRACT FROM THE REAL ESTATE CADASTRE (except for works related to the extension of an existing building) By accessing the official electronic property cadastre database, the competent authority obtains data about the area of the plot or plots, except for linear objects and antenna masts. CONDITIONS FOR DESIGNING AND CONNECTING THE OBJECT:

REQUEST FOR ISSUANCE OF LOCATION CONDITIONS

The request is submitted exclusively through the portal for electronic submission of construction requests or by clicking on the image below:

The request can be submitted personally or through a representative. If the request is submitted by a representative, a scanned copy (digitized version) of the power of attorney must be attached to the request, which does not need to be notarized by the competent authority. However, the competent authority may subsequently ask for the notarized power of attorney if it doubts its authenticity.

Before submitting the request, a screen will appear with payment instructions, which must be paid in order to continue the procedure for issuing location conditions.

Price list	**Amount**	**Account**
Republic administrative fee	400,00	840-742221843-57
CEOP Fee		
Less demanding and simple objects A and B	1.040,00	840-29770845-52
Demanding and engineering projects V and G	2.090,00	840-29770845-52

After payment is made, the payment receipt must be scanned, signed with a qualified electronic signature, and uploaded to the portal for electronic submission of construction requests.

CONCEPTUAL DESIGN

A conceptual design is created to obtain location conditions and may be part of an urban planning project for the urban-architectural development of the location. The conceptual design is submitted in electronic form.
Issuer of the document - designer

The conceptual design is issued by: a company or other legal entity that is registered in the appropriate register for the preparation of technical documentation.
Average cost: 1-2 €/m².

COPY OF THE PLOT PLAN WITH PROPERTY LIST (required only for building permit)

Competent authority: Real Estate Cadastral Service, Babički odred br.1; tel :016/242-856.

Republic Geodetic Institute		
Copy of the lot plan		
	Amount	**Account**
For one cadastral plot	1340,00	840-742323843-92
For each subsequent adjecent plot	400,00	840-742323843-92

CONDITIONS FOR DESIGN AND CONNECTION OF THE OBJECT

All conditions for connection to communal, traffic, and other infrastructure are obtained by the competent authority ex officio, at the expense of the applicant, with the actual costs of issuance. Holders of public authorizations are required to provide these conditions at the request of the competent authority within 15 days of receiving the request..

APPROVALS FROM INSTITUTIONS	
JKP"Vodovod"	Price list for connection to the water supply network
JKP"Toplana"	Price list for connection to the heating network
ODS „EPS Distribucija" DOO Belgrade, branch ED Leskovac	Price list for connection to the electrical grid
MUP Department for Emergency Situations Leskovac Police Department	Republic administrative fee for request for conditions regarding fire protection measures
Telekom Srbija	Price list for connection to the telecommunications network
JP Urbanizam i izgradnja Leskovac	Price list of services by JP Urbanizam i izgradnja Leskovac
Yugorosgaz	Price for connection to the gas pipeline network
OTHER APPROVALS	
JP Putevi Srbija	Construction of buildings or other structures is prohibited in the protective zone outside the settlement along public roads (state roads of the I class - highways 40 meters, other state roads of the I class 20 meters, state roads of the II class 10 meters, municipal roads 5 meters).
JVP „Srbijavode"- "VPC Morava"	In the process of preparing technical documentation for the construction of new and reconstruction of existing buildings and performing other works that may permanently, occasionally, or temporarily affect changes in the water regime in the city of Leskovac, the competent authority will request water conditions from "VPC Morava" based in Niš ex officio.
JP „Železnice Srbija"	If the object is to be built in the railway infrastructure zone (the zone on both sides of the track, 25 meters wide, measured from the center of the outermost tracks), approval from the infrastructure manager must be obtained, which is issued in the form of a decision.
Institute for the Protection of Cultural Monuments Niš	If the object is located in or near a building protected by the Institute for the Protection of Cultural Monuments, conditions must be obtained from the competent institution.

If the applicant has stated in the request for the issuance of location conditions that they wish to be informed beforehand whether they accept the costs of issuing conditions for design and connection (of which they are notified), the competent authority will suspend the procedure upon sending that notification and will resume it once the applicant indicates their acceptance of the costs of issuing location conditions

CITY ADMINISTRATIVE FEE FOR LOCATION CONDITIONS			
RESIDENTIAL BUILDINGS	**PRICE**	**COMMERCIAL BUILDINGS**	**PRICE**
Up to 400m² and P+1+Pk (PS)	57 RSD./m²	Up to 400m² and P+2	87 RSD./m²
Up to 2000m² and P+4+Pk (PS)	61 RSD./m²	Over 400 m² or P+2	127 RSD./m²
Over 2000 m² or P+1+Pk (PS)	100 RSD./m²		
INDUSTRIAL BUILDINGS	**PRICE**	**AGRICULTURAL BUILDINGS**	**PRICE**
Workshops up to 400m²	47 RSD./m²	Up to 600m²	47 RSD./m²
Workshops over 400m²	44 RSD./m²	Up to 4000m² and hight to 25m	44 RSD./m²
Factories,halls,brewery, slaughterhouse etc.	40 RSD./m²	Over 400m² or hight over 25m	40 RSD./m²
		Account	840-742241843-03

NOTE: All necessary information can be obtained on the **Portal for Electronic Submission of Building Permit Applications by clicking**

on the image below.

3. BUILDING PERMIT

The deadline for issuing a building permit is 5 days from the submission of a complete application.

REQUIRED DOCUMENTATION:

APPLICATION FOR ISSUANCE OF BUILDING PERMIT
LOCATION CONDITIONS
EXTRACT FROM THE BUILDING PERMIT PROJECT
BUILDING PERMIT PROJECT REPORT ON TECHNICAL CONTROL OF THE PROJECT
STUDY ON GEOTECHNICAL CONDITIONS FOR CONSTRUCTION (*depending on the type of the object*)
ENERGY EFFICIENCY REPORT (*depending on the type of the object*)
ENVIRONMENTAL IMPACT ASSESSMENT STUDY(*depending on the type of the object*) APPROVAL ON THE ENVIRONMENTAL IMPACT ASSESSMENT STUDY OR DECISION THAT THE PROCEDURE IS NOT REQUIRED
FIRE PROTECTION REPORT (*depending on the type of the object*)
AGREEMENT BETWEEN THE INVESTOR AND THE FINANCIER *(only if there is a construction financier)*
AGREEMENT BETWEEN THE INVESTOR AND RELEVANT HOLDER OF PUBLIC AUTHORIZATION *(if connecting to communal or other infrastructure is planned, or other evidence of ensuring missing infrastructure as specified in local conditions)*
ENERGY PERMIT, APPROVAL FROM THE INSTITUTE FOR THE PROTECTION OF MONUMENTS, TRAFFIC CONNECTION PERMIT FOR STATE ROAD (*mentioned permits are obtained from relevant authorities only for certain types of buildings)* *DECISION ON CHANGE OF LAND USE FROM AGRICULTURAL OR FOREST LAND TO BUILDING LAND WITH PROOF OF PAYMENT* DECISION ON APPROVAL FOR CONSTRUCTION WASTE MANAGEMENT PLAN (for objects of category B, V and G)
COMPETENT AUTHORITY EX OFFICIO OBTAINS
PROOF OF APPROPRIATE LAND OR PROPERTY RIGHTS (Cadastral extract)
CALCULATION FOR DETERMINING THE CONTRIBUTION FOR LAND DEVELOPMENT (*JP Urbanizam i izgradnja*

Leskovac)

APPLICATION FOR ISSUANCE OF BUILDING PERMIT

The application must be submitted exclusively through the portal for electronic submission of building permit applications or by clicking

on the image below:

Price list	Amount	Account
CEOP fee		
Non-demanding and less demanding objects A and B	3.130,00	840-29770845-52
Demanding and engineering objects V and G	5.210,00	840-29770845-52
Republic administrative fee for submitting the application	400,00	840-742221843-57
Republic administrative fee for the Decision		
RAF for A category objects	580,00	840-742221843-57
RAF for B category objects	4.690,00	840-742221843-57
RAF for V category objects	7.030,00	840-742221843-57
RAF for G category objects	7.030,00	840-742221843-57
The city administrative fee is not charged		

LOCATION CONDITIONS

EXTRACT FROM THE BUILDING PERMIT PROJECT

The extract from the project contains basic data about the building, participants in the construction, location data, and other documents from which the compliance of the designed building with the location conditions is assessed, the fulfillment of the basic requirements for the building, and other relevant data for decision-making in the administrative procedure.

The technical documentation is prepared by a business entity or another legal entity registered for the preparation of technical documentation. **Average price**: 7–10 €/m² (this price is an estimate).

BUILDING PERMIT PROJECT (WITH TECHNICAL CONTROL REPORT)

The technical documentation is prepared by a business entity or another legal entity registered for the preparation of technical documentation.

	Price
Building Permit Project	≈ 800,00 – 1.200,00 RSD/m²
Technical Control	≥10% of the project value

Note: Prices are indicative!

REPORTS AND STUDIES FOR BUILDING PERMIT PROJECT

(These are submitted depending on the type and category of the object)

- **Regualtion on the Clasification of Buildings**

REPORT ON GEOTECHNICAL CONDITIONS FOR CONSTRUCTIONS

The Geological Conditions for Construction Report is prepared according to the Regulation on the Content of Geological Research Projects and includes a statement from the authorized person who prepares the report on the geo-mechanical characteristics of the soil on which the building will be constructed.

The report is prepared by a business entity or another legal entity that is registered for preparing technical

	m'	Price
- engineering-geological research, geo-mechanical testing of the soil - for the construction of the building: - drilling of geo-mechanical boreholes; - taking undisturbed and disturbed soil samples; - laboratory testing of samples; - preparation of reports on geo-mechanical testing of the soil.	1	6.000,00 - 12.000,00 dinara

documentation.

Note: Prices are indicative!

- **Regulation on the Content of Geological Research Projects**
- **Statement from the authorized person who prepares the report on the geomechanical characteristics of the soil where the building will be constructed**

ENERGY EFFICIENCY REPORT

The Energy Efficiency Report is submitted with the building permit project and is prepared according to the Regulation on Energy Efficiency of Buildings. It includes a statement from the responsible engineer for energy efficiency of buildings, indicating the planned measures to achieve the prescribed energy properties.

The Energy Efficiency Report is prepared by a business entity or another legal entity that employs a licensed person or someone with the appropriate license.

BUILDING AREA	PRICE
≥100m²	Flat rate
≤300m²	≈1.00 € /m²
300m² - 1000m²	≈0.70 € /m²
1000m² and more	≈0,50 € /m²

REGULATIONS:

- **Regulation on energy efficiency of buildings**

ENVIRONMENTAL IMPACT ASSESSMENT STUDY

An Environmental Impact Assessment Study is required if the construction project is on the list of projects for which an impact assessment is mandatory or if the project can require such an assessment, as decided by the competent authority, i.e., the Environmental Protection Department of the City of Leskovac. If an Environmental Impact Assessment Study is needed, it must be prepared according to the regulations governing this area and include a statement from the legal entity or entrepreneur (registered for designing, engineering, and preparing studies and analyses) on the measures planned to prevent, reduce, or eliminate significant harmful effects on the environment.

- **Request for the Decision on the need for Environmental Impact Assessment**

The competent authority: Department for Environmental Protection, Trg Revolucije 45,tel.: +381 (0) 16 215-631

Price	Account
2.610,00	840-742221843-57

- **Decision on the need for the preparation of an Environmental Impact Assessment Study**

Required documentation:

- Copy of the plan
- Proof of ownership/property list
- Location conditions/information about the location
- Conceptual design/Conceptual project
- Graphic representation of macro and micro location
- Conditions and approvals from other competent authorities and organization.

- **Environmental Impact Assessment Study**

is a document that analyzes and evaluates the quality of environmental factors and their sensitivity in a given area, as well as the interactions between existing and planned activities. It predicts both direct and indirect harmful impacts of the project on environmental components and outlines measures and conditions to prevent, reduce, or eliminate harmful effects on the environment and human health.

Competent Authority: The Environmental Impact Assessment study can be prepared by a legal entity or entrepreneur who is registered for the activity of designing, engineering, and preparing studies and analyses.

- **Approval of the Environmental Impact Assessment Study**

Required documentation:

- Environmental Impact Assessment Study (5 copies and electronic version);
- Decision on the need for preparation of the study .

Approval of the Environmental Assessment Study:

Republic administrative fee		
Area (m^2)	**Price**	**Account**
Up to 100m²	52.600,00	840-742221843-57
100-1000m²	102.570,00	840-742221843-57
>1000m²	168.330,00	840-742221843-57

Approval of the Environmental Assessment Study on the existing state:

Republic administrative fee		
Area (m^2)	**Price**	**Account**
Up to 100m²	45.400,00	840-742221843-57
100-1000m²	88.600,00	840-742221843-57
>1000m²	145.390,00	840-742221843-57

Proof of payment for the Technical Commission Fee:

Fee for the work of Technical Commission		
	Price	**Account**
	79.882,00	840-742341843-24

NOTE: This study is not required if the construction project is not listed among those projects for which an impact assessment can be requested.

REGULATIONS:

- **Law on Environmental Impact Assessment**
- **Regulation on the list of projects for which the Environmental Impact Assessment is obligatory and the list for which the Environmental Impact Assessment can be requested**

FIRE PROTECTION REPORT

The Fire Protection Report is part of the application for the building permit and includes a statement from the authorized person about the planned fire protection measures. The Fire Protection Report is prepared by a licensed person in accordance with the regulations governing fire protection.

Price list for the approval of investment-technical documentation for the buildings of the gross area of:	
	PRICE
Up to 150 m^2	15.310
Over 150 m^2 to 1.000 m^2	31.880
Over 1.000 m^2 to 5.000 m^2	63.340
Over 5.000 m^2	119.670
Upon request for technical acceptance of buildings with a gross area of:	
Up to 150 m^2	15.310
Over 150 m^2 to 1.000 m^2	31.880
Over 1.000 m^2 to 5.000 m^2	63.340
Over 5.000 m^2	119.670

The competent authority: Leskovac Police Department- Sector for Emergency Situations-Department for Preventive Protection

Note: The main Fire Protection Project is developed for public facilities (cinemas, schools, hotels, fuel stations, sports halls, galleries, museums etc.) as well as for residential and mixed-use buildings exceeding 30m in height, block type buildings, industrial and storage facilities as well as electric power plants with a normal voltage of 110 kW or higher.

REGULATIONS :

- **Law on Fire Protection**
- **Statement by the authorized person on the proposed fire protection measures**

CONTRACT BETWEEN THE INVESTOR AND THE FINANCIER

The Contract between the investor and the financier is the agreement between the entity for whom the building is being constructed and in whose name the building permit is issued and the entity financing or co-financing the construction.

This Contract is not mandatory if the investor does not have additional financiers or co-financiers in the construction process of the building, which is the subject of issuing the building permit.

CONTRACT BETWEEN THE INVESTOR AND THE RELEVANT HOLDER OF PUBLIC AUTHORIZATION

(*if the connection of the building to the communal or other infrastructure is planned, or another proof of securing the missing infrastructure, as determined by the location conditions)*

ENERGY PERMIT

The Energy Permit is issued by the Ministry of Mining and Energy for the construction of energy facilities that require such a permit in accordance with the Regulation on Classification of Facilities, while for other facilities specified in the Regulation, this permit is not required. The Energy Permit or the approval is issued within 30 days from the date of submitting the application for its issuance.

Competent authority		**Price**
Ministry of Mining and Energy	Fee for application for issuing the Energy permit	7.900,00
	Fee for the Decision granting the Energy Permit for the construction of new energy facilities	0,03% of the preliminary construction value
	Fee for the Decision on extending the validity of Energy Permit	0,01% of the preliminary construction value
Account		840-742221843-57

- **Rulebook on Energy Permit**
- **Rulebook on classification of facilities**

CONDITIONS FOR CONNECTING A BUILDING TO A COMMUNAL OR OTHER INFRASTRUCTURE

INSTITUTION	PRICE
JKP“Vodovod“	Price list for connecting to the water supply network
JKP „Toplana“	Price list for connecting to heat network
ED Leskovac	Price list for connecting to electricity grid
Yugorosgaz	Price list for connecting to gas network

CONTRIBUTION FOR DEVELOPMENT OF CONSTRUCTION LAND

Competent authority: JP ’’Urbanizam i izgradnja“ Leskovac Trg revolucije 45, tel: 016/ 213-009.

METHOD OF PAYING THE CONTRIBUTION FOR DEVELOPMENT OF CONSTRUCTION LAND:

The contribution prices for the development of construction land are based on the Decision on determining the contribution for the development of construction land (Official Gazette of the City of Leskovac No. 42, November 19, 2020), with the assumption that the land is fully equipped with communal infrastructure, which includes built water-sewage networks, paved roads, sidewalks, and street lighting.

Price list for the contribution for the development of construction land					
Zone	Individual residential buildings	Collective residential buildings	Commercial buildings	Other buildings	Public buildings
E	2.155,27	3.592,12	7.184,24	1.436,85	2.873,69
I	1.616,45	2.694,09	5.388,18	1.077,64	2.155,27
II	1.347,04	2.245,08	4.490,15	898,03	1.796,06
III	1.077,64	1.796,06	3.592,12	718,42	1.436,85
IV	808,23	1.347,05	2.694,09	538,82	1.077,64
V	538,82	898,03	1.796,06	359,21	718,42
VI	188,58	314,31	628,62	125,72	251,44
VII	107,76	179,61	359,21	71,84	143,68
Prices are expressed in dinars per square meter of net usable area of the building.					
Account for payment of the contribution for the development of construction land: 840-0000000986743-48					

The contribution for the development of construction land is calculated per m2 of net usable area of the building, depending on the type of building, construction zone, and the degree of municipal infrastructure available on the land where the building is being constructed.

Note: Prices are expressed in dinars per m2 of net usable area of the building.

NOTE: All necessary information can be obtained on *the* ***Portal for electronic submission of building applications or by clicking the image below:***

4. SPECIAL TYPE OF BUILDING BEING CONSTRUCTED, OR TYPE OF WORKS BEING CARRIED OUT BASED ON THE DECISION ON APPROVAL FOR PERFORMING WORKS

Required documentation:
- CONCEPTUAL PROJECT i.e.technical description and list of works for the execution of works on the investment maintenance, i.e. removal of obstacles for the movement of persons with disabilities
- Contract between the investor and the financier if concluded
- Contract between the investor and the holder of public authority, or other proof of ensuring missing infrastructure, if such a condition is stipulated in the location conditions
- Consent of co-owners, notarized in accordance with the law if construction is taking place on land owned by multiple individuals.
- Proof of arrangements regarding mutual relations with the owner of the building, or the owners of individual parts of the building in accordance with the law regulating the arrangement of residential buildings, when converting or merging common rooms, or business space
- Conditions for designing and connecting the building to the distribution and transmission system of electrical energy, as well as to the distribution and transport system of natural gas, which were obtained in accordance with the law regulating energy, if they are not included in the location conditions.
- Conditions for crossing and parallel conduct of installations, obtained outside the unified procedure directly from the operator of the pipeline installations along the route of the building, in accordance with the Regulation on Location Conditions.
- Conditions for crossing and parallel conduct obtained from the operator of pipeline installations along the route of the new building if they are part of the project, as well as proof of alignment with other holders of public authority responsible for issuing conditions for designing and connecting, in the case of construction or expansion of the secondary distribution network and communal and other infrastructure in the regulation of the existing road, as well as in the case of construction of connections to this infrastructure.
- Fire protection conditions (if in accordance with the Regulation on Local Conditions) obtained outside the unified procedure directly from the authority responsible for the fire protection

Price list	**Amount**	**Account**
Republic administrative fee for the request	400,00	840-742221843-57
Fee for CEOP	2.090,00	840-29770845-52
CAF for issuing the Decision	1.500,00	840-742241843-03
RAF for Category A objects	580,00	840-742221843-57
RAF for Category B objects	4.690,00	840-742221843-57
RAF for Category V objects	7.030,00	840-742221843-57
RAF for Category G objects	7.030,00	840-742221843-57

Documentation acquired by the competent authority in the procedure of issuing the Decision:
Proof of ownership rights on the land or building (copy of the land register from the Property Cadastre Service).
Contribution for development of construction land (JP Urbanizam i izgradnja)

5. CONSTRUCTION

REQUIRED DOCUMENTATION:

NOTIFICATION OF THE BEGINNING OF CONSTRUCTION WORKS
Proof of payment for the contribution for the development of construction land
Decision on the house number Insurance policy for damage to third parties that may occur during the works
NOTIFICATION OF COMPLETION OF FOUNDATION CONSTRUCTION
Statement from the contractor about the completion of the foundation construction
Geodetic survey of the constructed foundations
STATEMENT ABOUT COMPLETION OF THE BUILDING IN A CONSTRUCTIVE SENSE
Statement from the contractor
Geodetic survey of the building
CONSENT FOR TECHNICAL DOCUMENTATION REGARDING FIRE SAFETY MEASURES
Main Project for fire protection
Execution project
CONNECTION OF THE BUILDING TO INFRASTRUCTURE
Separate document from the executed project (if deviated from the project) Execution project if the construction process did not have deviations from the execution project, including a technical description and graphic attachments

NOTIFICATION OF THE BEGINNING OF CONSTRUCTION WORK

Before starting the construction works, it is necessary to submit a WORK NOTIFICATION. The notification is submitted to the competent authority for issuing the building permit and the relevant inspection authorities.

Proof of payment for the contribution for the development of construction land
Decision on the house number
Proof of payment of the administrative fee
Insurance policy for damage to third parties that may occur during the works

The submission of the notification is exclusively done through the portal for electronic submission of construction requests or by clicking on the image below:

Price List for Work Notification Confirmation	**Amount**	**Account**
Republic administrative fee for request	400,00	840-742221843-57
RAF for Category A objects	1.190,00	840-742221843-57
RAF for Category B objects	5.860,00	840-742221843-57
RAF for Category V objects	7.030,00	840-742221843-57
RAF for Category G objects	7.030,00	840-742221843-57
Fee for CEOP		
For all objects	520	840-29770845-52
City administrative fee for issuing the Work Notification confirmation	1.000	840-742241843-03

NOTIFICATION OF COMPLETION OF FOUNDATION CONSTRUCTION

The contractor submits a statement to the competent authority about the completion of the foundation construction and the completion of the building in a constructive sense through CIS, immediately after the completion of these works.

Statement from the contractor about the completion of the foundation construction

Geodetic survey of the constructed foundations.

The submission of the **Statement about the completion of the foundation construction** is exclusively done through the portal for electronic construction requests or by clicking on the image below:

Price List for Confirmation of Receipt of Statement on Completion of foundation construction	Amount	Account
Republic administrative fee for the request	400,00	840-742221843-57
Fee for CEOP	500,00	840-29770845-52
CAF for issuing the Confirmation of Receipt of statement on completion of foundation	1.000,00	840-742241843-03
RAF for Category A objects	1.760,00	840-742221843-57
RAF for Category B objects	3.520,00	840-742221843-57
RAF for Category V objects	4.690,00	840-742221843-57
RAF for Category G objects	4.690,00	840-742221843-57

STATEMENT ON COMPLETION OF THE BUILDING IN A CONSTRUCTIVE SENSE

Statement from the contractor

The submission of the **Statement about the completion of the building in a constructive sense** is exclusively done through the portal for electronic submission of construction requests or by clicking on the image below:

Price List for Confirmation of Receipt of Statement on Completion of the Building in a Constructive Sense	Amount	Account
Republic administrative fee	330,00	840-742221843-57
Fee for CEOP	520,00	840-29770845-52
CAF for issuing Confirmation of Receipt of Statement on Completion of the Building	1.000,00	840-742341843-24
RAF for Category A objects	1.460,00	840-742221843-57
RAF for Category B objects	2.910,00	840-742221843-57
RAF for Category V objects	3.880,00	840-742221843-57
RAF for Category G objects	3.880,00	840-742221843-57

CONSENT FOR TECHNICAL DOCUMENTATION REGARDING FIRE SAFETY MEASURES

Main project for fire protection

Execution project

Price List for Confirmation of Consent to Technical Documentation Regarding Fire Safety Measures	Amount	Account
Republic administrative fee	400,00	840-742221843-57
Fee for CEOP	520,00	840-29770845-52

CONNECTION OF THE BUILDING TO INFRASTRUCTURE

Separate document from the executed project (if it has been deviated from the project)

Execution project if the construction process has not been deviated from the execution project, including a technical description and graphic attachments

The procedure for connecting the building to communal and other infrastructure is initiated by submitting a request to the competent authority through CIS.

Along with the request, one must submit a separate document from the executed project if the project has deviated that is from the execution project if there has been no deviation during construction, along with a technical description and graphic attachments, showing the subject connection and the synchronized plan of all connections.

Price list		
Republic administrative fee for the request	400,00	840-742221843-57
Fee for CEOP	520,00	840-29770845-52
CAF for issuing Confirmation of Receipt of Statement on Completion of Foundation	1.500,00	840-742241843-03

Price list	
JKP „Vodovod“	Price for connection to the water supply network
JKP „Toplana“	Price for connection to the heating network
Yugorosgaz	Price for connection to the gas network

NOTE: All necessary information can be obtained on the **Portal for electronic submission of construction requests or by clicking on the image below:**

6. USE PERMIT

The competent authority for issuing the building permit issues the use permit by decision, within 5 (five) working days from the submission of the request for the use permit..

REQUIRED DOCUMENTATION:

REQUEST FOR ISSUANCE OF USE PERMIT
EXECUTION PROJECT (if there has been no deviation from the building permit with the main file of the executed object)
EXECUTED BUILDING PROJECT (if there has been a deviation from the building permit)
REPORT FROM THE TECHNICAL INSPECTION COMMISSION or confirmation for Category A objects DECISION ON DETERMINATION OF HOUSE NUMBER
ENERGY CERTIFICATION OF THE BUILDING (energy passport - registered in CREP))
GEOLOGICAL WORK REPORT FOR THE EXECUTED OBJECT AND SPECIFIC PARTS OF THE OBJECT
GEOLOGICAL WORK REPORT FOR UNDERGROUND INSTALLATIONS
DOCUMENT ABOUT WASTE MOVEMENT DECISION ON IMPLEMENTED FIRE PROTECTION MEASURES
COMPETENT AUTHORITY BY OFFICIAL DUTY THROUGH CIS:
REGISTERS PROPERTY RIGHTS ON THE CONSTRUCTED OBJECT

REQUEST FOR ISSUANCE OF USE PERMIT

Submission of the request is done exclusively through the Portal for Electronic Submission of Construction Requests or by clicking the image below:

Price list	Amount		Account
Republic administrative fee	400,00		840-742221843-57
Fee for CEOP for Category A and B objects	1.040,00		840-742341843-24
Fee for CEOP for Category V and G objects	2.090,00		840-742341843-24
RAF for Category A objects	2.340		840-742221843-57
RAF for Category B objects	11.740		840-742221843-57
RAF for Category V objects	23.470		840-742221843-57
RAF for Category G objects	23.470		840-742221843-57
City administrative fee	5 RSD. / m² residential objects	7 RSD. / m² business objects	840-742241843-03

EXECUTION PROJECT *(if* there has been no deviation from the building permit with the main volume of the executed facility)

The project is prepared based on the construction permit project or the conceptual project for the reconstruction of the building

EXECUTED BUILDING PROJECT *((if there have been deviations from the building permit)*
This is prepared when there were deviations from the building permit and technical documentation on which it was issued..

The project is prepared by a legal entity or a company registered for the preparation of technical documentation.

REPORT OF THE COMMISSION FOR TECHNICAL INSPECTION
This report confirms that the facility is suitable for use, with a recommendation for the issuance of an use permit.
The technical inspection of the facility is conducted by a commission or a business entity, or another legal entity entrusted by the investor to perform these tasks and registered in the appropriate registry for carrying out such activities.
A certification for Category A facilities is issued by a person who meets the legal requirements for a responsible designer or responsible contractor for that type of facility.

Estimated value of the facility (in RSD)	**Technical inspection fee**
From 6.000.000,00	1%
From 8.500.000- to 35.000.000	0,8% - 0,5%
From 35.000.000- to 400.000.000	0,7% - 0,2%
Over 400.000.000	0,1%
When the estimated value cannot be determined	
Area (m^2)	Price
Up to 100 m2	9.000,00
Over 100 m2	15.000,00
Note*: Price is indicative* !	

Technical inspection of the facility

ENERGY CERTIFICATION OF THE BUILDING *(the energy passport- registered in* CREP*)*
The energy passport is issued by a business entity or another legal entity holding a decision on fulfillment of conditions (a license) for issuing energy passports.

GEODETIC SURVEY STUDY FOR THE COMPLETED FACILITY AND ITS SEPARATE UNITS

Geodetic Survey Study for the Completed Facility and Its Separate Units	
Geodetic Office	
Preparation of the study	≈80 RSD/m²

Price is indicative!

GEODETIC SURVEY STUDY FOR UNDERGROUND INSTALLATIONS

Study of geodetic works for underground installations	
Geodetic Office	
Preparation of the study	≈50 RSD/m²

REGISTRATION OF PROPERTY RIGHTS FOR THE COMPLETED FACILITY
Within five working days of the issuance of a legally valid use permit, the competent authority automatically submits the use permit, the geodetic survey report for the completed facility and its separate units, and the geodetic survey report for underground installations to the authority responsible for state surveying and cadastre, i.e., the Republic Geodetic Authority.
The Republic Geodetic Authority issues a decision on the house number and registers property rights for the facility or its separate units. It notifies the investor and the competent administrative authority within seven days of receiving the use permit and updates the cadastral database within 30 days.

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Registration in the Real Estate Cadastre Database	**Fee amount**	**Account**
Registration of the property rights holder	7.170,00	840-742323843-92

Determining the house number and labeling the building	3.520,00	840-742323843-92

NOTE: All necessary information can be found on the **Portal for electronic submission ofconstruction request or by clicking on the image below:**

CITY OF LESKOVAC
CITY ADMINISTRATION
Department of Urban Planning
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