A Short Guide to the Unified Procedure for Issuing a Building Permit

Leskovac 2024.

PROCEDURE
For issuing location conditions

Documentation required for issuing location conditions

Completed application form through CIS

Conceptual design

Proof of paid Administrative Fee and Fee for Central Registry

The competent authority determines whether the formal requirements are met and whether the conceptual design contains all the necessary information

NO

The competent authority issues a Decision on rejecting the request

Deadline for complaints:: 3 days from the date of delivery

YES

The competent authority, ex officio, obtains through CIS :

1. A copy of the cadastral plot(s) listed in the application in digital form.
2. An excerpt from the real estate Cadastre in digital form, except for the extension of an existing building.
3. Data on the area of the plot(s), by assessing the official electronic database of the real estate Cadastre, except for linear structures and antenna masts.

The competent authority determines whether the location conditions can be issued by reviewing the planning document or separate.

NO

The competent authority submits the request and the conceptual design in electronic form to the holders of public authorizations who are required to provide the missing conditions.

YES

Deadline: 5 working days

Deadline: 15 days

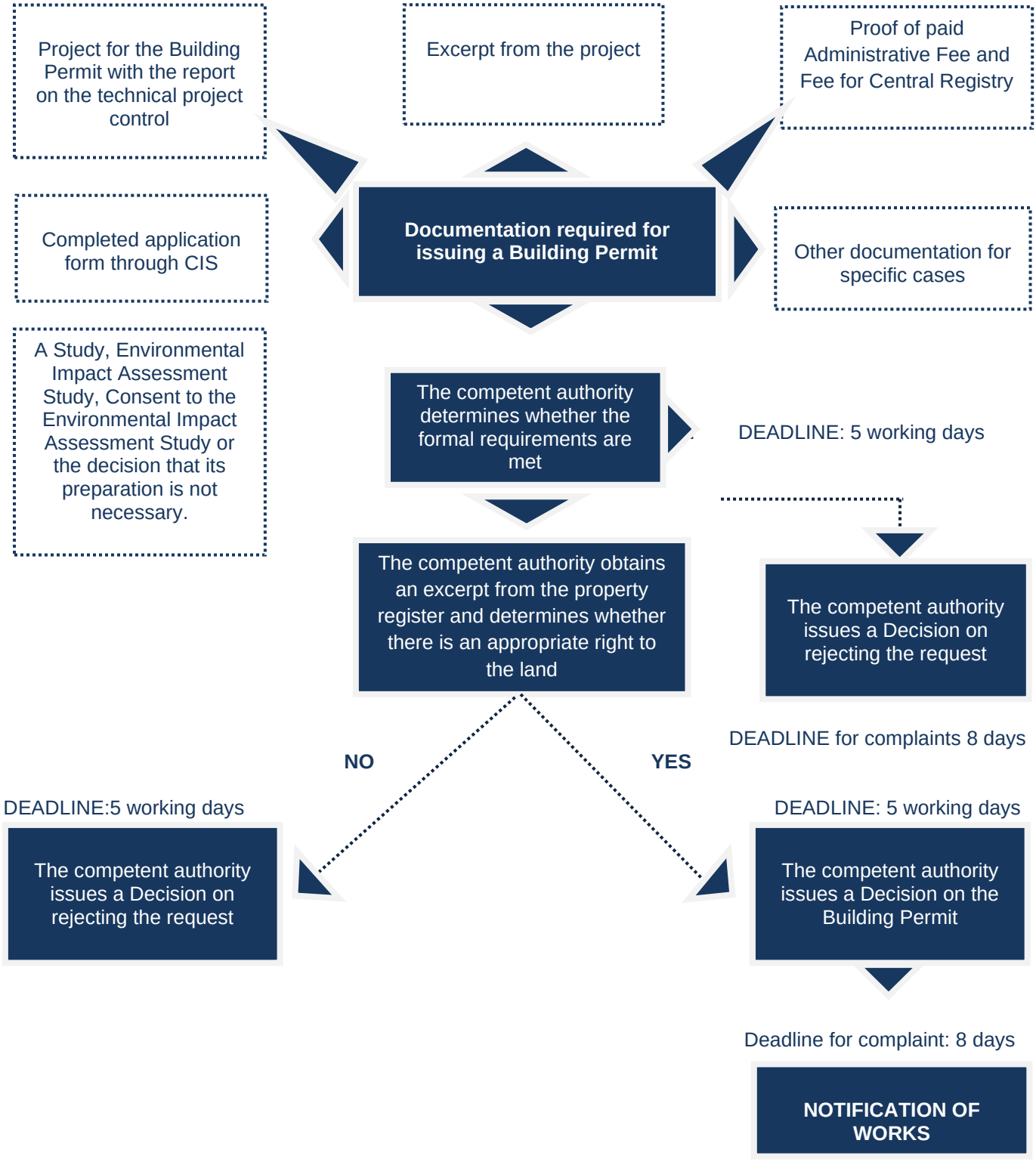
The competent authority issues the Location conditions

Holders of public authorizations issue the conditions and submit them to the competent authority.

Deadline for complaints: 3 days from the date of delivery

LESKOVAC CITY ADMINISTRATION
DEPARTMENT OF URBAN PLANNING

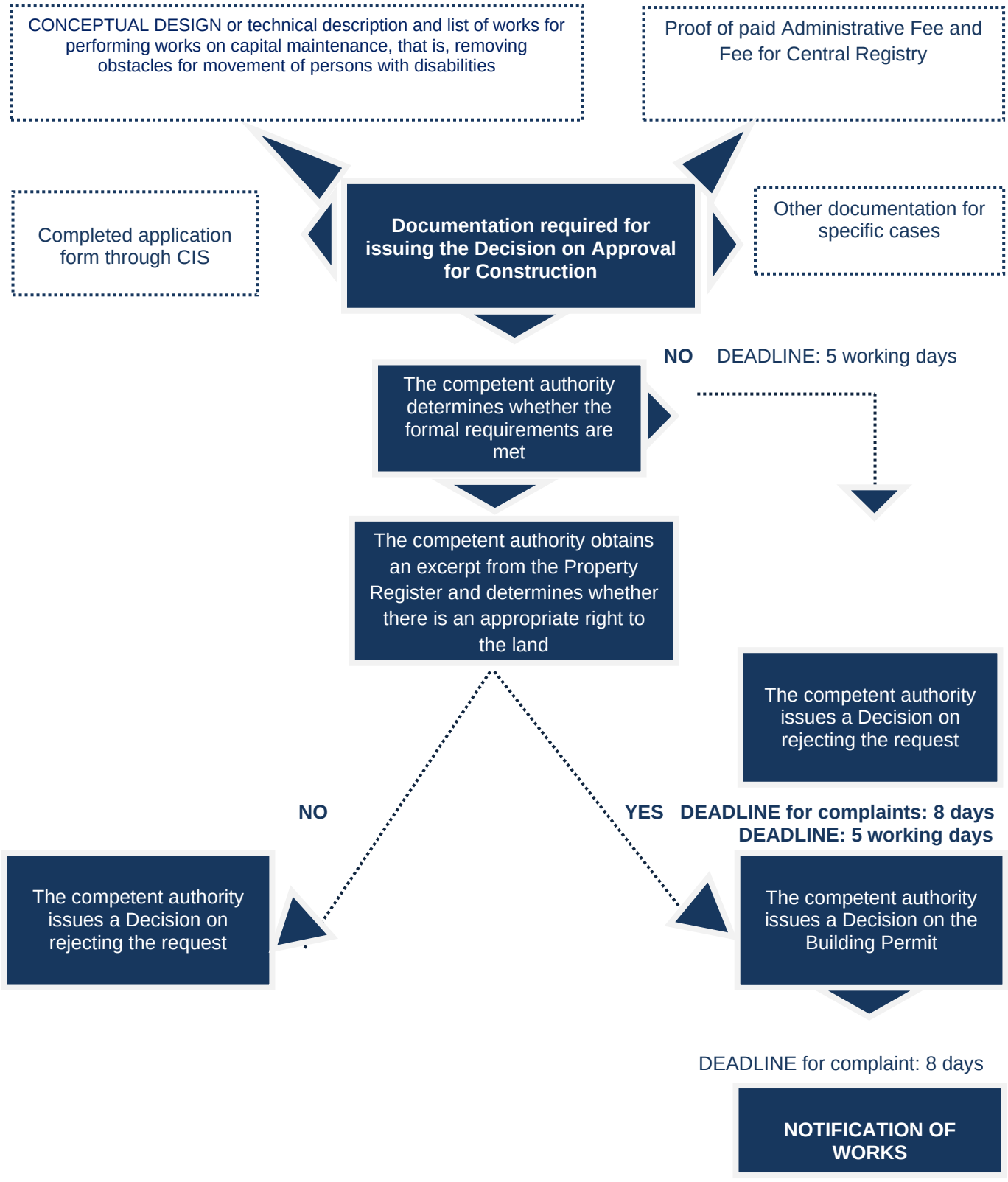
PROCEDURE
For issuing a Building Permit



LESKOVAC CITY ADMINISTRATION
DEPARTMENT OF URBAN PLANNING

PROCEDURE

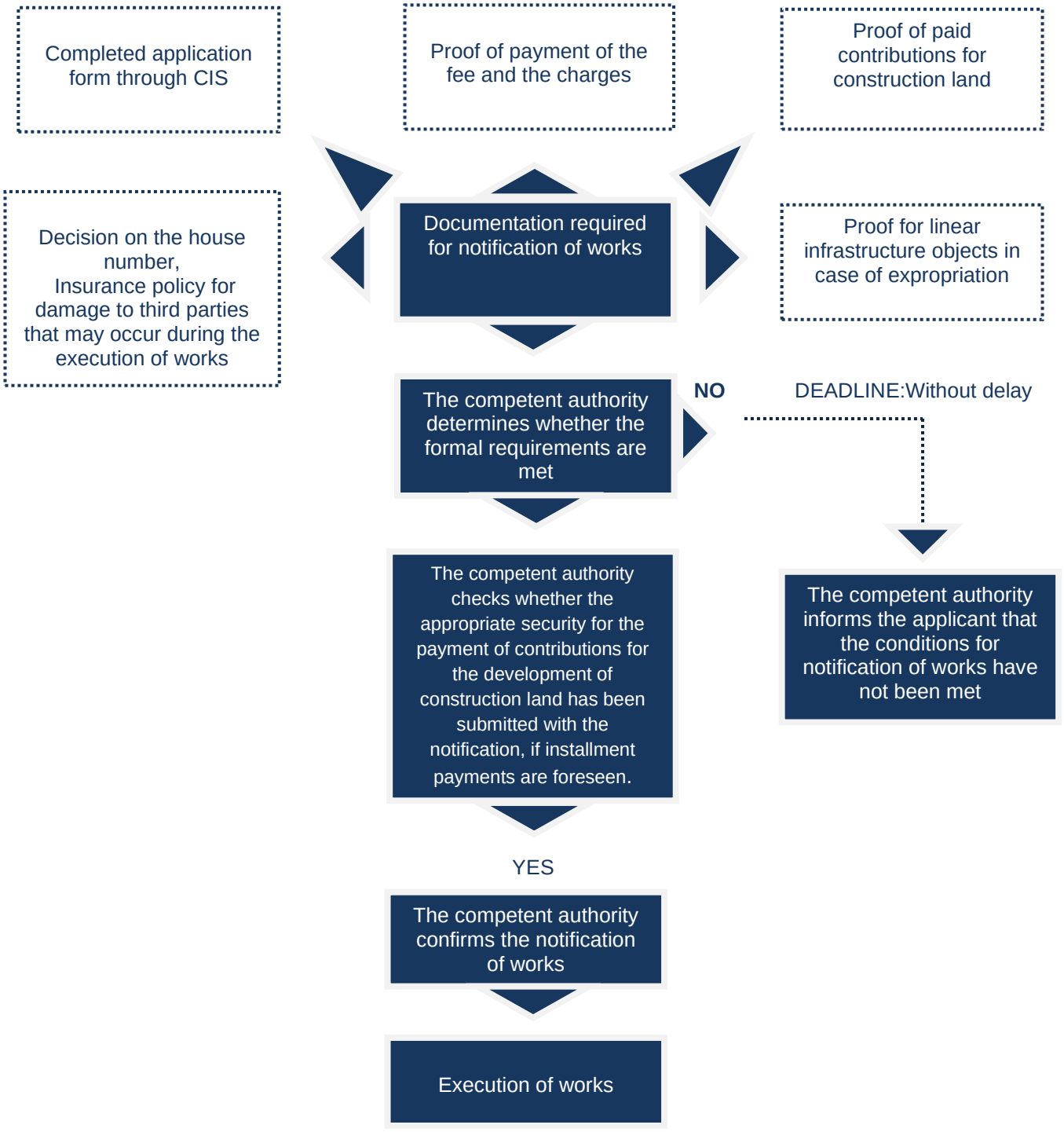
For specific types of buildings being constructed, or types of works being carried out pursuant to the Decision on Approval for the Execution of Works



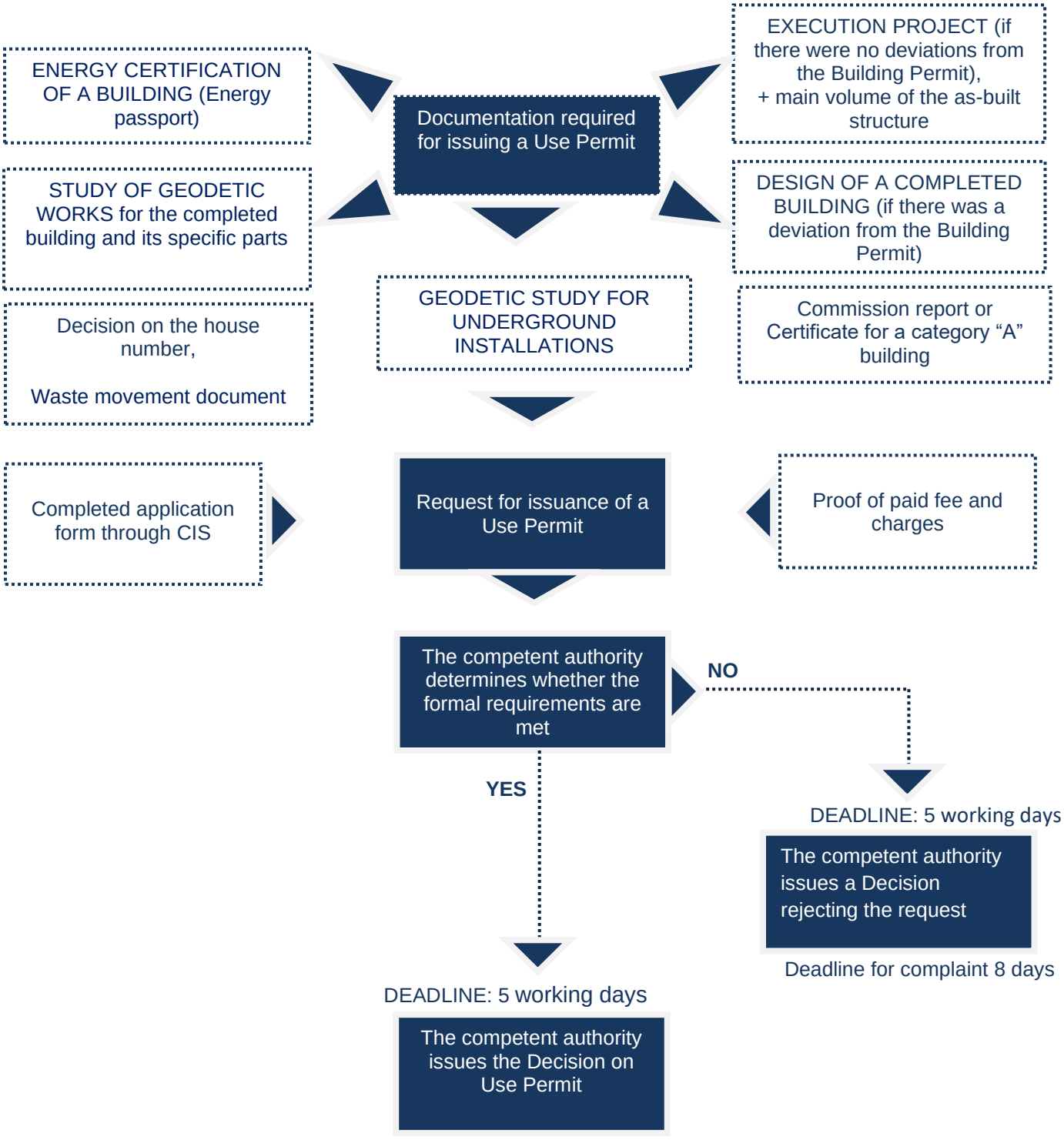
LESKOVAC CITY ADMINISTRATION
DEPARTMENT OF URBAN PLANNING

PROCEDURE

FOR NOTIFICATION OF WORKS



PROCEDURE
FOR ISSUING A USE PERMIT



LESKOVAC CITY ADMINISTRATION
DEPARTMENT OF URBAN PLANNING

PROCEDURE
For Registering Property Ownership after Issuance of the Use Permit

The competent authority delivers Ex Officio

The Use Permit is delivered to:
-Investor,
-Financier,
-Construction inspection,
-Public authorization holders.

Deadline for submission to the Cadastre: 5 days from the day of legal validity

The Cadastre is submitted by::
-Use Permit,
-Geodetic Study for the building,
-Geodetic Study for Underground Installations.

DEADLINE: 7 days from the day of submission of Use Permit

The Cadastre issues, Ex Officio:
• Decision on the Registration of Property Ownership for the building or its specific parts

DEADLINE: without delay

The Cadastre registers in the real estate Cadastre

Deadline:30 days from the submission of the Use permit.

The Cadastre delivers the issued Decisions to:
• Investor,
• The competent authority

LESKOVAC CITY ADMINISTRATION
DEPARTMENT OF URBAN PLANNING

CITY OF LESKOVAC
CITY ADMINISTRATION
Department of Urban Planning
Trg Revolucije 45, Leskovac 16000
phone/fax +381 16 212774; +381 16 251964