

1. Issuing of information on location

(Act 53. of the Law)

Necessary documentation:

-Copy of the lot plan-original
(not to be older than 6 months)

Competent authority and contact person:

Section for Urbanism-Resad Prusevic 020 313-644

Fees:

To the account of the City Budget of Novi Pazar in the amount of 500.00 dinars to the account No. 840-742241843-03, call on No. 97 67-075
Republic tax in the amount of 200.00 dinars to the account No. 840-742221843-57. Call on No. 97-67-075.
Rate No. 1 of the Law on Republic Administrative taxes.
Purpose of payment: tax for information on the location
Time necessary: 7 days.

2. Issuing location permit

(Act 54. of the Law)

Necessary documentation:

-Copy of the lot plan-original (not older than 6 months)
-Extract from the cadastre of underground installations
-Proof of property right, or right on rent of the construction land.
-For construction of line infrastructure projects, final solution on expropriation and the proof that the final owner of the expropriation has provided financial assets in the value of the market value of the real estate, that is contract on establishing of the right of official with the owner of the service real estate is being used.
-For the construction or performing of the works For construction and performing of works on construction land or facility that is owned by more than one person, with request, notarized authorization of these individuals is also enclosed, and if the works are done on annexing or converting of shared space into the residential facility or office space in residential buildings, or constructing additional floor on residential building, a contract signed in accordance with appropriate law is also enclosed.
-For the construction of energy facilities, an energy licence is enclosed in accordance with the appropriate law.
-Request for issuing location permit must necessary contain data on the facility that would be built, especially about: planned disposition, type and purpose of the facility, technical characteristics and similar.

Competent authority and contact person:

Section for Urbanism-Maida Corovic 020 313-644

Fees:

To the account of the City Budget of Novi Pazar in the amount of 700.00 dinars to the account No. 840-742241843-03, call on No. 97 67-075
Republic tax in the amount of 520.00 dinars to the account No. 840-742221843-57. Call on No. 97-67-075.
Rate No. 3 of the Law on Republic Administrative taxes.

Purpose of payment: tax for location permit

Time necessary: 15 days after obtaining conditions from Public Enterprises.

3. Issuing CONSTRUCTION PERMIT

(Act 135. of the Law)

Necessary documentation:

-location permit
-construction design in three copies with report on performed technical control
-proof of property right or right on rent of the construction land.
-For construction of line infrastructure projects, final solution on expropriation and the proof that the final owner of the expropriation has provided financial assets in the value of the market value of the real estate, that is contract on establishing of the right of official with the owner of the service real estate is being used.
-For the construction or performing of the works For construction and performing of works on construction land or facility that is owned by more than one person, with request, notarized authorization of these individuals is also enclosed, and if the works are done on annexing or converting of shared space into the residential facility or office space in residential buildings, or constructing additional floor on residential building, a contract signed in accordance with appropriate law is also enclosed.
-For the construction of energy facilities, an energy licence is enclosed in accordance with the appropriate law.
- Proof on establishing relationship in terms of payment of the fee for landscaping the construction land
-Proof of payment of administration tax.
-Time necessary: 8 days if the documentation is complete and there is no dispute.

Competent authority and contact person:

Section for Urbanism-Enis Zekovic 020 313-644

Time necessary: 8 days if the documentation is complete and there is no dispute.

4. Issuing of USAGE PERMIT

Necessary documentation:

-Project documentation
-Copy of the lot plan-original (not older than 6 months)
-Construction permit
-Quality test proof from measuring electrical installations of low voltage (grounding)

Competent authority and contact person:

Section for Urbanism-Enis Zekovic 020 313-644

Fees:

To the account of the City Budget of Novi Pazar in the amount of 500.00 dinars to the account No. 840-742241843-03.
Purpose of payment : Tax for issuing the Usage permit (Off. Gaz. Novi Pazar municipality No. 7/06, act 2, rate No. 2, p.8).
Republic tax in the amount of 520.00 dinars to the account No. 840-742221843-57. Call on No. 97-67-075, rate No. 3 of the Law on Republic Administrative taxes. For adaptation, reconstruction and upgrading of the existing facility the tax is 50% lower-260.00 dinars.

Purpose of payment: Tax for issuing the USAGE LICENCE.

Time necessary: 15 days after obtaining conditions from Public Enterprises.



PROCEDURE OF ISSUING OF CONSTRUCTION LICENCE

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