



ACQUISITION OF PERMITS FOR CONSTRUCTION OF BUSINESS PREMISES

PRECONDITION FOR REQUESTING THE CONSENTS AND PERMITS BELOW: REGULATED PROPERTY AND LEGAL RELATIONS (LAND IN 1/1 OWNERSHIP)

***1. Urban Planning Consent – Duration of issuance of the permit: legislated deadline of 60 days (executed in 30 days)**

Necessary documents	Estimated costs (level of fees)
1.1. Form: Application for Urban Planning Consent of the Municipality of Žepče (may be taken from the Info Desk or electronically from the website of the Municipality)	Not charged
1.2. Administrative charge for housing facilities, housing and business facilities, business facilities	BAM 50–200.00 depending on gross developed area of the business facility
1.3. Original of the cadastral plan with the indication of the users of the subject and neighboring parcels, possession sheet or land registry excerpt / cadaster of the Municipality / not older than 6 months	BAM 20,00
1.4. Concept project design for the construction, description of the envisaged technology of works, if the facility in question is a production facility or a specific intervention in physical space, 2x analog form and 1x digital form	Market price of the service range from BAM 3 to BAM 5.00/m ²
1.5. Excerpt from physical planning documentation / Services for Construction and Physical Space Planning, payment slip for Extract from planning documentation	BAM 20,00
1.6. Other data or consents that, in accordance with applicable regulations, the competent municipal determined by the service as relevant for the preparation and drafting of urban planning approval	n/a

*Information taken from the Department for Construction and Spatial Planning of the Municipality of Žepče

***2. Construction permit – Duration of issuance of the permit: legislated deadline of 30 days (executed in 5 days)**

Necessary documents	Estimated costs (level of fees)
2.1. Original of the Urban Planning Consent or location information / where the detailed plan of the Municipality exists /	The document acquired for consent referred to in the preceding process is attached
2.2. Form: Application for Construction Permit of the Municipality of Žepče (may be taken from the Info Desk or electronically from the website of the Municipality)	Not charged
2.3. Administrative charge – Evidence of having paid the administrative charge	The service provides information on the amount of the fee



2.4. Excerpt from the cadaster for the parcel on which the facility is being built, issued in the name of the investor, possession sheet or excerpt from the land registry	The document from the preceding process is attached (see 1.3)
2.5. Two copies of the main project design in analogous form and one copy in digital form	Market price for the preparation of main project design: BAM 12-17.00/m ²
2.6. Written report on the execution of the main project design audit. The audit is not necessary if the construction requires the urban planning consent only, and if it concerns housing and simple agricultural facilities with gross developed area of up to 400 m ²	Market price for audit: BAM 500.00 – BAM 1,000.00
2.7. Consents acquired in the procedure of issuance of the urban planning consent for the building. PTT consent: HT Mostar PJ Žepče/BH Telecom Žepče, J.P. Elektro distribucije and J.P. Komunalno	The prices depend on the types of consents, procedure, and facility. See contact pages
2.9. Studies on investigative works, if the data from them were used to create the main project (report on occupational safety, report on fire protection, report on energy characteristics of the building)	n/a
2.10. Evidence on regulating the lease and regulation for city owned construction land	It depends on the construction zone and useful surface of the object
Other attachments stipulated under special laws and terms from urban planning consent	n/a

*Information taken from the Department for Construction and Spatial Planning of the Municipality of Žepče

***3. Utilization Permit – Duration of issuance of the permit: legislated deadline of 30 days (executed in 15 days)**

Necessary documents	Estimated costs (level of fees)
3.1. Certified copy of the construction permit, including potential amendments and addenda	Estimated cost is BAM 2.00 – 6.00
3.2. Form for issuance of utilization permit	Not charged
3.3. Extract from the cadastre for the plot on which the object is being built, which is in the name of the investor, title deed or extract from the land register	Attached is the document from the previous one process (see 1.3)
3.4. Geodetic survey of the construction and the parcel, prepared on the cadastral base, in analog or digital form, by an authorized person registered for the provision of geodetic activities	Market price of this service provided by a geodetic surveyor ranges from BAM 300.00 to BAM 500.00 / m ²
3.5. Written statement of the contractor of works on the works performed	Not charged
3.6. Written report of supervision over construction, including a confirmation of completeness of works	Not charged
3.7. Energy certificate	Not charged
3.8. Extract from the court register	Not charged
3.9. Proof of settled obligations in accordance with the Construction Land Act (rent and development of construction land – payment slip or confirmation from the competent authority)	Not charged
3.10. Receipt of the fee paid	BAM 50-200.00 depending on gross on the surface of the business building
3.11. Committee for technical admission	BAM 300.00 – BAM 4,000.00



4. Entry into Cadaster and Land Registry - Duration of the process: 7 days

Entry of the facility into Cadaster	Entry of business facility into the plan – BAM 357.00
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OPĆINA ŽEPČE

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