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# APPLYING FOR A CONSTRUCTION PERMIT IN SERBIA



## WHAT YOU NEED TO KNOW BEFORE BREAKING GROUND

*This brochure is brought to you by the Development of Financial System in Rural Areas in Serbia (SRFP) program, which is being implemented by Business and Finance Consulting (BFC) in partnership with the Serbian Ministry of Agriculture, Forestry, and Water Management.*

## Are you looking to build?

If you are thinking of starting to build without a construction permit, think again, you will likely run into a legal wall, with local authorities halting your work or forcing the tear down of the structure.

Before you begin building in Serbia, a construction permit is required. In this case, **two applications are required: permit to build on a location and a construction permit**, both are submitted to your local authorities responsible for construction activities.

For two types of construction, a construction permit is required, first for construction of an entirely new facility and, second, for adapting of an existing building counting as conversion of a facility, extension, expansion, upgrade or building a garage.

You will not be required to apply for a construction permit for normal upkeep and repair of a structure, this would include the building of a fence at the property line. Exception to this rule would be if a masonry fence is built.

Nonetheless, if you are uncertain and not clear of local building regulations, it is strongly suggested you request advice at the offices of the responsible local government dealing with construction permits, particularly if the work is being carried out on plumbing, sewerage, heating/cooling systems, and outdoor/indoor installations.

## Where do I find more information or apply?

The procedure for applying for a construction permit is standard across all municipalities in Serbia, as dictated by law. The place to find out more information and to apply for a permit depends on your municipality. Local municipal help desks can direct you to the right office of construction permits.

For further information on the procedure for carrying out the multi-layered process for obtaining a construction permit, please go to the following link at

<https://www.mgsi.gov.rs/cir/dokumenti-list/7/179>



To apply for a construction permit in Serbia, please review the following steps:



### 1. THE INITIAL CONSTRUCTION PERMIT REQUEST

The construction permit is issued at the request of the investor who intends to build or upgrade the facility, the application requests the following information:

1. Name of the applicant with PIB data and registered address;
2. Data on the facility whose construction or extension is allowed and its purpose;
3. Location where the construction or extension of the facility is planned;
4. Data on technical and other documentation attached to the request.



### 2. REQUEST OF ISSUANCE OF SPECIAL CONSTRUCTION PERMIT AND LOCATION PERMIT

Along with the request for issuance of a special construction permit for preparatory works, the applicant encloses a final decision on the location permit and the main project works, in three copies, with a report on the performed technical control, in accordance with the Law. The construction permit referred to in Section 1 shall contain:

1. Name of the applicant (investor), PIB data and registered address;
2. Data on preparatory works on which execution is approved, such as, demolition, relocation of infrastructure, terrain clearing, manner of deliveries, storage of construction materials and equipment, temporary structures, fences, etc.;
3. Designation of the location where the construction will be performed (noted in the cadastral parcel with the address);
4. Data on technical and other documentation attached to the request.

**Keep in mind.** *The construction permit for building is based on the final decision of the location permit which envisages phases, i.e. stage of construction and contains data on the phases themselves (which refers to the stages to which the construction permit is based on).*

Along with the request for the issuance of a construction permit, the preliminary or main project is submitted in three copies. In addition to the technical documentation referred to in Section 1 of this brochure, the request for approval of the construction permit shall be accompanied by:

1. Final decision on the location permit;
2. Proof ownership, i.e. right of lease on construction land, ownership on the facility, other ownership proof;
3. Proof of regulation of relations in terms of payment of fees for arranging construction land;
4. Proof of payment of the administrative fee.



### 3. BEFORE ISSUING A DECISION ON THE CONSTRUCTION PERMIT

Before issuing a decision on the construction permit, the department issuing the permit conducts the procedures in accordance with the law:

1. If the preliminary design is attached to the request, the issuing authority shall determine whether the design has been done in accordance with the construction rules contained in the location permit.
2. If the main project is attached to the request, the issuing authority shall determine whether the project was done in accordance with the construction rules contained in the location permit.



### 4. ISSUANCE OF THE CONSTRUCTION PERMIT

The construction permit is issued by decision within eight days from the day of submitting a proper request for the issuance of the construction permit, in accordance with the Law.

The decision contains:

1. Business name, i.e. the name of the investor to whom the construction permit is issued with an indication of the legal address;
2. Data on the facility which the construction works are performed, with basic data on its intended end-use (residential, business, industrial, energy, traffic, etc.), size, number of floors and location where it is being built;
3. Name of the company who prepared the preliminary or main design and the name of the responsible designer;
4. Data on the existing facility that is being demolished or reconstructed for construction purposes;
5. Order on removal of the existing facility or its part before the beginning of construction, if it is provided by the location permit;
6. The deadline within which the investor is obliged to start with the construction of the facility, i.e. the execution of works, with the remark that after the expiration of that deadline, the validity of the issued construction permit ceases;
7. A statement that the main project and the location permit are an integral part of the decision on the construction permit;
8. A statement that the investor is obliged to submit the application for the beginning of construction works to the body that issued the construction permit and the competent construction inspector eight days before the start of construction, with data and evidence prescribed by Article 148 of the Law in the Construction Permitting Rulebook.

In the explanation of the decision, in addition to the prescribed data, data on the content and type of technical and other documentation submitted by the investor with the request for issuing a construction permit (projects, drawings, opinions, consents, decisions, etc.) are entered.



### 5. DOCUMENTATION FINALIZATION

On all copies of the preliminary or main project (project cover, drawings, etc.) that are properly completed and sealed in accordance with a special regulation, the competent authority that issued the decision on the building permit, puts the seal of the authority indicating the number of the decision on construction, the date of its adoption and the signature of the authorized person.



### 6. YOU'RE READY TO BUILD!

Building a house or business facility is never easy anywhere in the world. But by following the prescribed steps and working with your local construction permitting office, the process will be much easier.