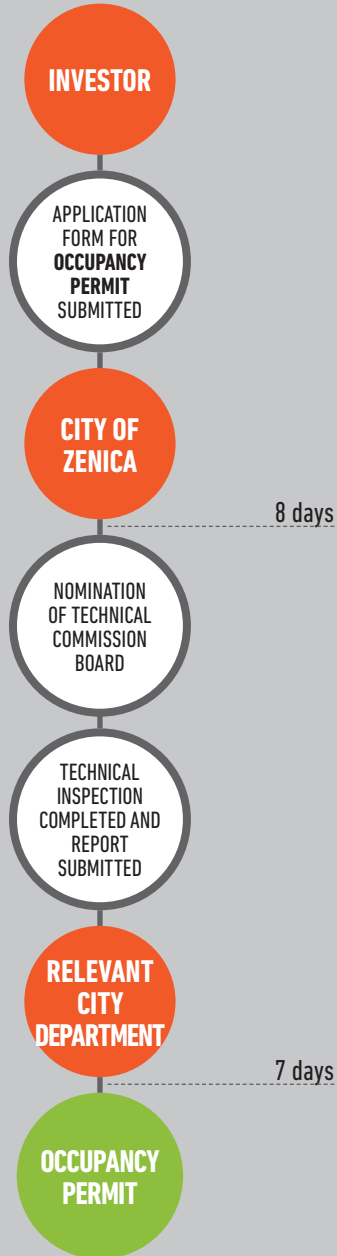


STEP BY STEP PROCEDURE FOR OCCUPANCY PERMIT



www.zenica.ba



CITY OF ZENICA

Department for urban planning, property and legal affairs, geodetic works and real estate cadastre

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All information regarding permits and current status of each request can be acquired in office 406 (4th floor) or by email.

Contact person:

Bisera Isović,

Working hours with clients:

10:00 - 12:00 i 13:00 - 15:00



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CATHOLIC RELIEF SERVICES

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CITY of ZENICA



Guide for

OCCUPANCY PERMIT



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OCCUPANCY PERMIT GUIDE

Department of urban planning, property rights and legal affairs, geodetic works and real estate cadastre issues the occupancy permit upon completion of the technical inspection. The building can be used after the occupancy permit has been issued.

Individual residential homes and residential-commerce buildings, whose construction does not require issuance of construction permit, upon completion of technical inspection and construction inspection receive certificate of final completion of works.

OCCUPANCY PERMIT APPLICATION FORM

Occupancy permit application form is submitted to protocol of City of Zenica with the following documents:

1. Copy of construction permit including possible modifications or amendments, and for buildings constructed solely on urban permit a report of technical inspection prior to start of works / construction.
2. Geodetic survey of building and plot built on cadastral base in analog or digital form by the authorized person, registered for performing professional geodetic works.
3. Written statement of constructor on completed works.
4. Written report from construction supervisors.
5. Proof of payment of administrative fee.

TECHNICAL INSPECTION

- Technical inspection determines whether the object has been built in accordance with project documentation, based on which construction permit was issued - with technical regulations and norms, as well conditions defined by special regulations.
- Technical inspection is done upon completion of construction works, after all works planned in construction permit and detailed design are completed.
- Technical inspection must be completed within 20 days of completed request form for occupancy permit or no longer than 8 days of forming a professional inspection board

- Professional commission board prepares report stating opinion of each member, whether the constructed building can be put in use or there are some discrepancies to be resolved or that occupancy permit cannot be approved

DUTIES OF INVESTOR IN TECHNICAL INSPECTION

- During technical inspection the investor is obliged to ensure presence of all participants involved in the construction, to enable working conditions with free and unhindered access to all parts of the building with necessary technical assistance of construction supervisors and contractors.
- The investor is required to prepare all documentation based on which building was constructed, including detailed design and all other documents defined by regulations for different types of buildings and submit it to technical committee for review no later than 8 days before the day of technical inspection.
- The investor bears the cost of the technical inspection which is determined for each individual case and based on the criteria defined in a special decision of the City Mayor

ISSUANCE OF OCCUPANCY PERMIT

- The occupancy permit is issued no later than 7 days of the day of the technical inspection, based on the positive report.
- If report identifies any discrepancies in the building, Department of urban planning, property rights and legal affairs, geodetic works and real estate cadastre will, in written form, inform investor and set a deadline for elimination of discrepancies which cannot be longer than 90 days.

ISSUANCE OF CERTIFICATE OF FINAL COMPLETION OF WORKS

Issuance of certificate of final completion of works, for buildings whose construction was based on urban permit, is completed within 7 days of reception

of positive report prepared by Department for urban planning, property and legal affairs, geodetic works and real estate cadastre.

REGISTRATION OF THE BUILDING

After acquiring occupancy permit the investor is obliged to submit a request to register building in the land registry books in City of Zenica in Department for urban planning, property and legal affairs, geodetic works and real estate cadastre, as well as at authorized Court of City of Zenica.

CONSTRUCTION REGULATIONS

If investor intends to build an object, undertake reconstruction, upgrade existing object, change a use of existing objects – the first thing to do is to submit a request to Department of urban planning, property rights and legal affairs, geodetic works and real estate cadastre of City of Zenica for issuance of the following administrative acts:

1. Location status information, urban permit
2. Construction permit
3. Use permit

