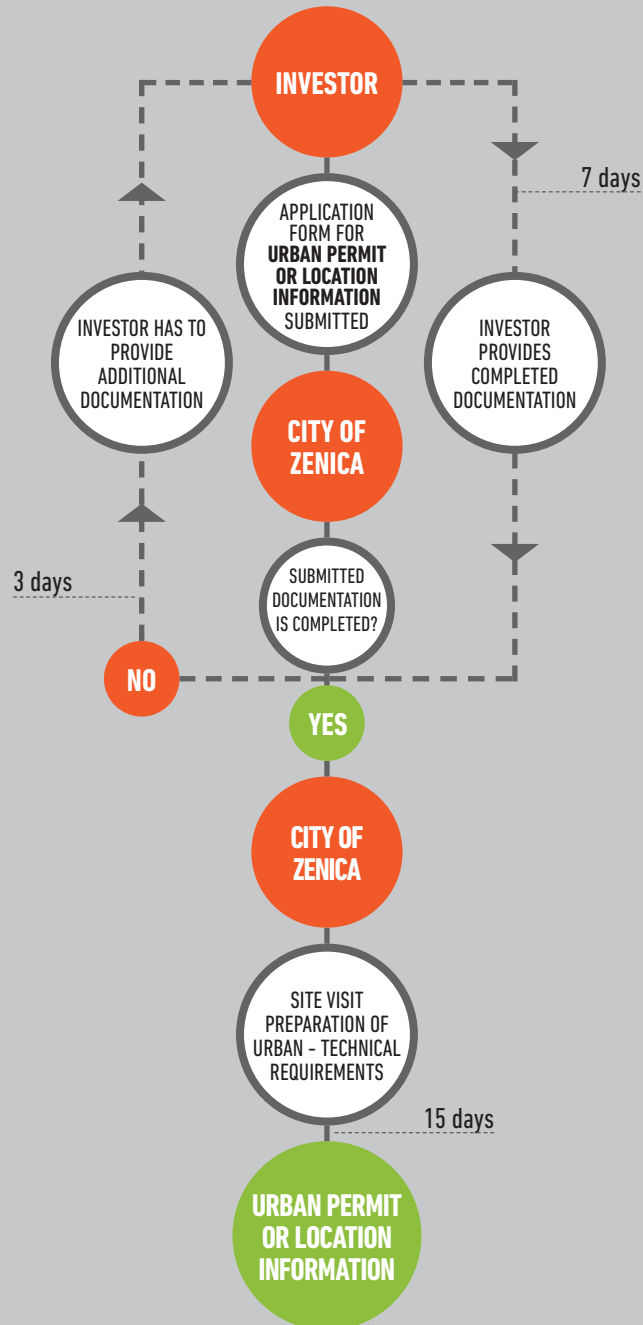


STEP BY STEP PROCEDURE FOR URBAN PERMIT OR LOCATION INFORMATION



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CITY OF ZENICA

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

Tel: +387 32 401 019

+387 32 401 860

Fax: +387 32 241 025

e-mail: urbanizam@zenica.ba

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

CITY of ZENICA



Guide to the issuance of

URBAN PERMIT



1b

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URBAN PERMIT

Urban permit is administrative act issued by Department of urban planning, property rights and legal affairs, geodetic works and real estate cadastre of City of Zenica, which defines prerequisites for projecting and approval of future changes in space, when detailed spatial plan for that area does not exist.

The basis for defining prerequisites for urban permit are: spatial plan, cantonal and spatial plan of City of Zenica, Urban plan and parceling plan.

PROCEDURE TO OBTAIN URBAN PERMIT

A request for issuance of urban permit submitted to Department of urban planning, property rights and legal affairs, geodetic works and real estate cadastre of City of Zenica must contain the following documents:

- **Copy of the cadastre plan** with data on the specific land plot and neighboring plots (not older than 6 months)
- **Design project** with nature and description of the construction or basic technical specifications
- **Description of planned technology**, in case of manufacturing facility
- **Proof of payment** of administrative fee

All documents attached to the request for issuance of urban permit have to be in original form or verified copy.

VALIDATION PERIOD OF URBAN PERMIT

Urban permit is valid for one year from the date the permit decision was issued and request for issuance of construction permit must be submitted within that year. In some cases validity of urban permit can be extended for one more year.

URBAN PERMIT FOR STARTED AND BUILT OBJECTS

Urban permit for started and built objects is issued exclusively, if object is started/built in accordance with plan documents and conditions prescribed with appropriate law.

INTERVENTIONS BASED

ON URBAN PERMIT

(for which construction permit is not necessary)

Residential homes and residential-commercial buildings whose gross developed area is not bigger than 200 m² and building for exclusive agricultural activities whose gross area is not bigger than 400 m² and whose activity has no impact on environment,

- Ancillary buildings intended for regular use of residential building that is built on the land which had been granted construction permit (garage for cars, storage sheds, eaves gross are of 20 m², up to 3m, fences, retaining walls towards neighbours height above 1 m up to 3 m from the ground level, water tanks and septic tanks with capacity up to 10 m³),
- Prefabricated buildings and kiosks with gross area up to 10 m²,
- Planthouse with area up to 30 m²,
- Children's playgrounds and courts with stable children's playrooms,
- Eaves for people using public transport,
- Billboards up to area of 12 m²,
- Cable and air connectors for low-voltage PTT and CATV network and connectors of buildings with a valid approval for the construction of the utility facilities,
- Sports fields without fan stands which lean on land with entire surface,
- Interventions on the stairwells, hallways and likely changes in access to the building and within the building to allow unhindered access and movement for people with reduced physical abilities,
- Works on replacing and supplementing equipment, if is in accordance with the purpose of the building,
- Memorial monuments.

Interventions are done based on urban permit and previously resolved property and legal issues and paid liabilities to the City of Zenica. Investor or interested party has to have a detailed design with the record of

building stake out. These works are subject to review of competent authorities, based on which a certificate of completion of construction is issued.

Upon reception of urban permit investor cannot start immediately with building construction. Investor is obligated, within period of validity of urban permit, to submit request to Department of urban planning, property rights and legal affairs, geodetic works and real estate cadastre of City of Zenica for issuance of construction permit.

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

