



INVEST IN PANČEVO
INVESTIRAJTE U PANČEVO



BUILDING PERMIT GUIDE

CITY OF PANČEVO
Local Economic Development Office

June 2014





**City Administration of the City of Pančevo
Secretariat for Economy and Economic Development
Local Economic Development Office**

BUILDING PERMIT GUIDE

May 2014

Introductory



Dear Sir or Madam,

I am pleased to see you showed interest in investing in the City of Pančevo – the city whose rich industrial and cultural heritage is inspiring; the city is offering nowadays exquisite opportunities for doing business, making success and profit; also, the city offers a vast selection of recreation and entertainment opportunities. As a local government, we are committed to providing efficient and quality services, securing timely and precise pieces of information, facilitating procedures that are under our jurisdiction; in general, creating a truthful partner relation with the business community. The guide you are reading has been drafted with the goal to help you when making plans and support realisation of an investment, by presenting steps necessary to take when building a structure; it also provides a list of all relevant contacts in competent city services.

I wish you much success, and I hope you will find a reliable partner in our city.

Pavle Radanov
Pančevo Mayor

STEPS IN BUILDING CONSTRUCTION

1	Information on the Location
2	Purchase, long-term lease
3	Registration
	Re-allotment or allotment project* Urban plan **
4	Building location permit application
5	Application for decision about the need for environmental impact assessment
6	Building permit application
7	Notice of commencement of the work
8	Notice of finalisation of foundation construction
9	Operational permit

* Re-allotment or allotment project is being drafted when there is a need to form a plot(s) prior to issuing location permit.

** Urban plan is being drafted if the master plan prescribes it prior to location permit issuance.

1

Information on the Location

Deadline: 10 days

Required documents

Fees

1. Copy of the plan from cadastre, original, not older than 6 months

1. Republic administrative fee information on the location – 1,050.00 dinars, gyro account No. 840-742221843-57, Mod No. 97, reference number 02-226, purpose of payment: republic administrative fee, payee: Republic of Serbia

2. Advance payment of fee for location info application – 6,309.96 dinars, gyro account No. 840-742341843-24, Mod No. 97, reference number 76-226-74234102, purpose of payment: Advance payment of fee for location info, payee: income generated by bodies and organization of cities

3. Administrative fee for: copy of cadastral plot plan, 290.00 dinars, gyro account No.: 840-742221843-57, Mod. No. 97, payee: Republic of Serbia

4. Fee for copy of cadastral plot plan – one plot = 700.00 dinars, for every next plot + 300.00 dinars each, gyro account No.: 840-742323843-92 Mod. No. 97, payee: Republic Geodetic Authority, SKN Pančevo (Cadastre Service Pančevo)

2

Purchase, long-term lease

3

Registration



Re- allotment or allotment project approval application

Re-allotment or allotment project is being drafted when there is a need to form plot(s) prior to issuing a location permit.

Issuance deadline: 10 days

Required documents:

1. Re-allotment project or allotment project
2. Geodetic surveying project
3. Copy of the plan from cadastre, not older than 6 months
4. Proof of proprietary right (copy of deed)
5. Topographic-cadastral plan stamped by Republic Geodetic Authority

Fees:

- 1. City administrative fee** – 1,503.00 dinars, gyro account No. 840-742241843-03, Mod No. 97, reference number 02-226, purpose of payment: city administrative fee, payee: City of Pančevo
- 2. City administrative fee** – 107.00 dinars, gyro account No. 840-742241843-03, Mod No. 97, reference number 02-226, purpose of payment: city administrative fee, payee: Budget of the City of Pančevo
- 3. Administrative fee for: copy of cadastral plot plan, title deed, notarization of topographic-cadastral plan** – 290.000 dinars, gyro account: 840-742221843-57, Mod No. 97, payee: Republic of Serbia
- 4. Fee for copy of cadastral plot plan** – one plot = 700.00 dinars, for each next plot + 300,00 dinars each, gyro account: 840-742323843-92 Mod No. 97, payee: Republic Geodetic Authority, SKN Pančevo (Cadastre Service Pančevo)
- 5. Fee for title deed copy** up to five pages 850.000 dinars, for each next page + 65 dinars each, gyro account: 840-742323843-92, Mod No. 97, payee: Republic Geodetic Authority, SKN Pančevo (Cadastre Service Pančevo)
- 6. Fee for notarization of topographic-cadastral mapping** – 4,000.00 dinars, gyro account: 840-742323843-92 Mod No. 97, payee: Republic Geodetic Authority, SKN Pančevo (Cadastre Service Pančevo)

Urban plan approval application

Urban plan is being drafted if the general plan prescribes it, for the needs of urban architectural redesign and urban-architectural location development, prior to issuing building location permit

Required documents:

1. 3 copies of the urban plan

2. Copy of the plan from cadastre, not older than 6 months

3. Topographic-cadastral plan notarized by Republic Geodetic Authority

Fees:

1. Republic administrative fee – 1,050.00 dinars, gyro account 840-742221843-57, Mod. No. 97, reference number 02-226, purpose of payment: republic administrative fee, payee: Republic of Serbia

2. City administrative fee – for confirmation of General Plan:

- Multi-family habitation 17,664.00 dinars
- Commercial activities 20,607.00 dinars
- Production activities 10,599.00 dinars
- Other purposes 12,953.00 dinars

Gyro account No. 840-742241843-03 Mod No. 97 reference number 02-226, purpose of payment: city administrative fee, payee: City of Pančevo

3. Advance payment of costs for General Plan approval procedure– 8,371.00 dinars, gyro account No. 840-742341843-24, Mod No. 97, reference number 76-226-74234102, purpose of payment: advance payment for portion of costs in General Plan approval procedure, payee: income generated by bodies and organization of cities

4. Administrative fee for: copy of cadastral plot plan, notarization of topographic-cadastral plan - 290,00 dinars, gyro account: 840-742221843-57, Mod No. 97, payee: Republic of Serbia

5. Fee for copy of cadastral plot plan– one plot = 700.00 dinars, for each next plot + 300.00 dinars each, gyro account: 840-742323843-92 Mod No. 97, payee: Republic Geodetic Authority, SKN Pančevo (Cadastre Service Pančevo)

6. Fee for notarization of topographic-cadastral plan – 4000.00 dinars, gyro account: 840-742323843-92 Mod No. 97, payee: Republic Geodetic Authority, SKN Pančevo (Cadastre Service Pančevo)

Location permit application

Issuance deadline: 15 days from the day of submitting the valid application, i.e. collection of technical requirements and records by authorized bodies, i.e. organizations.

Required documents	Fees
<p>1. Copy of the plan from cadastre, original, not older than 6 months</p> <p>2. Copy from underground installation cadastre, from cadastre, original, not older than 6 months</p> <p>3. Layout containing planned disposition, height, over-all, purpose of the structure, technical characteristics</p> <p>4. Proof of proprietary right, i.e. right to lease building plot, i.e. proof of proprietary right in the building, if the works on addition to the building are performed</p> <p>*transfer of ownership, in original, not older than 6 months, with executed plot conversion and modification of the purpose from agricultural to building plot</p> <p>* for execution of works on building plot or structure owned by several persons, stamped authorization of these persons is to be submitted</p> <p>* when adding extension on an apartment building, contract has to be signed in accordance with the Law on Housing and Maintenance of Residential Buildings</p> <p>* For construction of public infrastructure facilities, contract on establishing rights of authorization with the owner of the used facility, i.e. authorization of the owner of the plot in question</p>	<p>1. Republic administrative fee for building location issuance – 1,050.00 dinars gyro account No.840-742221843-57, Mod No. 97, reference number 02-226, purpose of payment: republic administrative fee, payee: Republic of Serbia</p> <p>2. Advance payment of fees for obtaining technical terms of competent bodies, i.e. organizations in charge of approval of these terms – 13,394.00 dinars, gyro account No. 840-742341843-24, Mod No. 97, reference number 76-226-74234102, purpose of payment: advance payment for technical terms drafting, payee: income generated by bodies and organization of cities</p> <p>3. Fee for modification of the purpose of agricultural land into construction one</p> <p>- The fee is paid to Republic Geodetic Authority (RGZ) – SKN Pančevo for all cadastral plots included in a Decree on the Scope of Building Site in Pančevo city territory</p> <p>- Procedure for modification of the purpose of cadastral plot not included in the Decree on the Scope of Building Sites in Pančevo city territory is being conducted by the Secretariat for Agriculture, Country and Rural Development.</p> <p>4. Administrative fee for: copy of the plan of cadastral plot, title deed, stamped topographic-cadastral plan – 290.00 dinars, gyro account: 840- 742221843-57, Mod. No. 97, payee: Republic of Serbia</p> <p>5. Fee for copy of the plan of cadastral plot – One plot = 700,00 dinars, for each next plot + 300,00 dinars each, gyro account: 840-742323843-92 Mod No. 97, payee: Republic Geodetic Authority, SKN Pančevo (Cadastre Service Pančevo)</p> <p>6. Fee for title deed copy of up to five pages - 850,00 dinars, each next page + 65 dinars, gyro account: 840-742323843-92 Mod No. 97, payee: Republic Geodetic Authority, SKN Pančevo (Cadastre Service Pančevo)</p>

**** Decision on location permit ceases to be valid if the real estate developer does not submit a building permit application within a span of two years from the day of legal validity of the location permit decision**

a. Application for decision about the need for environmental impact assessment *

5.0

b. Application for decision about the need environmental impact assessment of the existing situation*

Required documents

Fees

5.0.a:

1. Location permit (for structures for which the building permit will be issued) or information on location (for structures that do not require building permit)
2. Preliminary or conceptual design, i.e. copy of the conceptual design
3. Micro and macro site draft
4. Terms and approval of other competent bodies and organizations, obtained in accordance with a special law

1. Republic administrative fee of 1,850.00 dinars, gyro account 840 -742221843-57, Mod No. 97, reference number 02-226, purpose of payment republic administrative fee, payee: Republic of Serbia

2. Costs of advertisement in Pančevac local weekly

5.0.b:

1. Copy of the report of the facility constructed without building approval and information about options of harmonizing the building in accordance with master plan i.e. terms for construction approval issuance
2. Copy of the constructed facility design
3. Report of authorized organization, along with data on emissions, and report on results of measurements and analyses of environmental factors impacted by the design, not older than 6 months
4. Micro and macro site draft

If the competent authority determines environmental impact assessment is needed, required are:

- 5.1** a. Application for setting the volume and content of the environmental impact assessment *
- b. Application for setting the volume and content of the environmental impact assessment of the existing situation*

Required documents

Fees

5.1.a:

1. Location permit
2. Decision of the competent authority on the need to conduct an environmental impact assessment
3. Conceptual design, copy of the conceptual design
4. Micro and macro site draft
5. Terms and approval of other competent bodies and organizations, obtained in accordance with a special law

1. Republic administrative fee of 1,850.00 dinars, gyro account 840 -742221843-57, Mod No. 97, reference number 02-226, purpose of payment republic administrative fee, payee: Republic of Serbia

2. Costs of advertisement in Pančevac local weekly

5.1.b:

1. Decision of the competent authority on the need to conduct an environmental impact assessment
2. Copy of the report of the facility constructed without building approval and information about options of harmonizing the building in accordance with master plan, i.e. terms for construction approval issuance
3. Copy of the constructed facility design
4. Report of authorized organization, along with data on emissions, and report on results of measurements and analyses of environmental factors impacted by the design, not older than 6 months
5. Micro and macro site draft

5.2

a. Application for approval of environmental impact assessment*

b. Application for approval of environmental impact assessment of existing situation*

Required documents

Fees

1. Three hard copies of the assessment, and one soft copy

2. Decision of competent authority from the previous stage of the process

Fees:

1. Republic administrative fee set depending on the size, pursuant to the Law in Republic Administrative Fees (gyro account 840-742221843-57, Mod No. 97, reference number 02-226, purpose of payment republic administrative fee, payee: Republic of Serbia

- Up to 100 m2 37,220.00 dinars
- 100 - 1000 m2 72,550.00 dinars
- over 1000 m2 119,060.00 dinars

2. Costs of advertisement of public review in Pančevac local weekly

3. Costs of the work of technical committee for review of environmental impact assessment in accordance with the city decision on expenses amount in environmental impact assessment procedure



Required documents	Fees
<p>1. Location permit decision with a clause on legal validity, not older than 2 years</p> <p>2. Main design drafted in accordance with the location permit, in 3 copies, with the report on conducted technical control, in three copies, and energy efficiency survey, in three copies</p> <ul style="list-style-type: none"> * statements of responsible designer and technical control officers are mandatory; they confirm that the main design was implemented in accordance with location permit and rules of the industry, as well as statement that all copies of the main design are identical and coordinated * technical documentation can be drafted by a company, i.e. another legal entity, which is registered in a registry for technical documentation drafting. * technical control can be conducted by a company, another legal entity or entrepreneur, registered in a registry for technical documentation drafting, and which have employees with responsible designer license <p>3. Proof of proprietary right, i.e. right to lease on building plot, i.e. proof of proprietary right on the building if the works on addition to the building are performed</p> <ul style="list-style-type: none"> * copy of title deed, original, not older than 6 months, with conducted plot conversion and modification of the purpose from agricultural into a building plot * for construction or conducting works on the building plot or building owned by several persons, stamped authorization of these persons is to be submitted * when adding extension on a residential building, contract has to be signed in accordance with the Law on Housing and Maintenance of Residential Buildings * for construction of public infrastructure facility, a decision on expropriation and proof that the end user of expropriation has secured finances that match the market value of the real estate is to be submitted; easement agreement with the owner of the servient estate, i.e. approval of the owner of the plot in question <p>4. Proof of regulating relation in terms of payment of impact fee (certificate issued by Public Enterprise "Directorate for Construction and Development of Pančevo" Pančevo), approval of competent bodies, i.e. organizations concerning technical documentation, when it is prescribed in terms of competent bodies, i.e. organizations</p>	<p>1. Republic administrative fee for building permit approval – 1,050.00 dinars gyro account No. 840-742221843-57, Mod No. 97, reference number 02-226, purpose of payment: republic administrative fee, payee: Republic of Serbia</p> <p>*Building permit ceases to be valid if construction of the structure, i.e. execution of works does not start within a span of two years</p> <p>** Building permit ceases to be valid if operational permit is not issued within a span of five years from the day of legal validity of the decision on building permit issuance, except for family residential buildings that the real estate developer is constructing for resolving own housing needs</p>

Notice of commencement of the work

Real estate developer must submit a notice of commencement of the work to the institution that issued building permit or competent building inspector 8 days prior to commencement of works.

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The notice shall include the date of the commencement and the deadline for construction, i.e. execution of works. If the building permit has been issued based on conceptual design, a copy of the report on conducted technical control of the main design shall be submitted. No certificate shall be issued by the competent body following the submission of the notice of commencement.

Notice of finalisation of foundation construction

Contractor must submit notice of finalisation of foundation construction to the body that issued building permit.

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Deadline for issuance of written certificate is three days from the day of reception of complete documents.

Required documents

Fees

1. Main design for inspection

2. Geodetic survey of constructed foundation, in accordance with rules that regulate execution of geodetic works.

1. Republic administrative fee for certificate issuance – 1,050.00 dinars gyro account No.840-742221843-57, Mod No. 97, reference number 02-226, purpose of payment: republic administrative fee, payee: Republic of Serbia

Operational permit application

Deadline for operational permit issuance is 7 days from the day of receiving building inspection's report

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Building inspection establishes operational use of the structure, and the issued operational permit is the basis for registration of the structure in a real estate cadastre.

Required documents

Fees

1. Geodetic survey of the structure

2. Building permit (certificate on construction approval)

3. Notice of commencement of the work

4. Main designed, approved and stamped by real estate developer, responsible contractor and supervisory authority that the constructed building is in accordance with the designed one, or main design or the constructed building

5. Certificate of competent bodies (approval of all competent bodies on as built structure: sanitary, fire protection, work safety, environment protection, water-industrial, veterinary, etc.)

1. Republic administrative fee for operational permit issuance– 1,050.00 dinars, gyro account No. 840-742221843-57, Mod No. 97, reference number 02-226, purpose of payment: republic administrative fee, payee: Republic of Serbia

2. Expenses for building inspector's work are calculated in accordance with a Decree on Expenses of Technical Inspection; after a decision to form building inspection commission of the structure, the fees are paid in account No. 840-742341843-24, Mod No. 97,reference number 76-226-74234102, purpose of payment: expenses for building inspection, payee: income generated by bodies and organization of cities

3. After submitting the proof of the payment, the work of building inspection commission may start

Application forms can be downloaded from Pančevo's website www.pancevo.rs,
Or at City Service Centre, Trg kralja Petra I 2-4.

*****NOTE:**

For structures defined in Article 133 of the Law on Planning and Construction (Official Gazette of the Republic of Serbia No. 72/2009 and 81/2009-corrected, 64/2010 US and 24/2011) located in its entirety in territory of Autonomous Province of Vojvodina (APV), building permit approval is entrusted to Autonomous Province of Vojvodina (Article 134, Paragraph 1)

City Administration of the City of Pančevo

Secretariat for Town Planning, Construction and Utility Affairs

Trg kralja Petra I 2-4, 6th floor
tel: 013/308-840

Secretariat for Environment Protection

Trg kralja Petra I 2-4, 6th floor
tel: 013/308-784

'Directorate for Construction and Development of Pančevo' Public Enterprise
Zmaj Jovina 6 Pančevo
tel: 013/348-722

Building site development fee
(Official Gazette of City of Pančevo No. 2/2014)

Zone I

Habitation: 7,175.06
Commercial activity: 10,762.58
Production: 5,022.54
Facilities of other purposes: 7,175.06

Zone IV

Habitation: 1,808.06
Commercial activity: 2,712.09
Production: 1,265.68

Zone II

Habitation: 5,022.54
Commercial activity: 7,534.28
Production: 2,605.85

Zone V

Habitation: 928.40
Commercial activity: 1,392.60
Production: 649.88

Zone III

Habitation: 3,031.50
Commercial activity: 4,520.25
Production: 1,678.51

*****Note:**

- For structures between 350 m² and 500 m² growth coefficient stands at 1.5
- For structures between above 500 m² growth coefficient stands at 3

Building site development fee is one-off fee, and is charged prior to being granted building permit according to the Law on Planning and Construction ((Official Gazette of the Republic of Serbia No. 72/2009 and 81/2009-corrected, 64/2010 US and 24/2011).



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Local Economic Development Office
Trg kralja Petra I 2-4
+381 (0)13 355 480
ler@pancevo.rs
www.pancevo.rs