

MUNICIPALITY OF STANARI



DEPARTMENT FOR SPATIAL DEVELOPMENT  
HOSUING AND PUNBLIC UTILITY AFFAIRS AND ECOLOGY

# BUILDING PERMIT

-guide-

from location to certificate of  
occupancy

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The decision to issue a building permit is an administrative act based on which construction, extension, retrofit, reconstruction or rehabilitation of the facility may be started.

The basis for issuing a building permit are the provisions of the Law on Spatial Planning and Construction ("Official Gazette of the Republic of Srpska", No. 40/13, 106/15, 3/16 and 84/19) and design documentation.

Issuing location requirements precedes the building permit, except for the facilities regulated otherwise by Article 125 of the Law.

Before submitting the request for issuing a building permit, the employer is obligated to create design documentation, i.e. the final design, audit of the design documentation for the facilities regulated by the Law (all facilities except for residential and residential and business facilities whose gross building area is fewer than 200m<sup>2</sup>) as well as design of exterior decoration and the survey on geotechnical and geomechanical properties of the land for the facilities bigger than 400m<sup>2</sup>.

Design documentation is created by a chosen designing office that meets the requirements for creating the said documentation according to their pricelist.

A person who participated in the creation of the design documentation may not audit it.

In addition to the request for issuing a building permit submitted at the protocol counter of the municipal administration, the employer is obligated to submit the following:

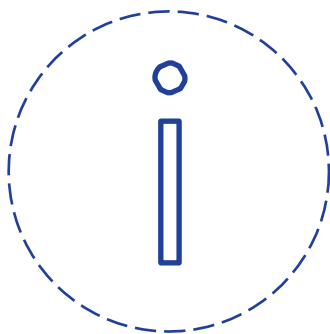
1. location requirements
2. Evidence on resolved property relations
3. Final design in three counterparts
4. Audit of the final design referring to the facilities regulated by the Law
5. Environmental permit if those are facilities that may impact the environment and which is issued by this department or the Ministry of Spatial Planning, Civil Engineering and Ecology
6. Fire protection permit and survey on fire protection
7. Survey on geotechnical and geomechanical properties of the land for the facilities regulated by the Law
8. Design of exterior decoration for the facilities regulated by the Law
9. Agricultural consent for turning the land into a construction site issued by the Department for Economy and Finance of the Municipality of Stanari
10. Consents of public utility companies to the design documentation (electrical permit, consent to road connection, consent to water service and other consents stipulated by special requirements)
11. Evidence of payment of a fee for the Republic Administration for Geodetic and Property Affairs (0.3% of the estimated contract value of the construction works)
12. Evidence of payment of rent
13. Evidence of payment of a municipal administrative fee
14. Other evidence regulated by special requirements

The deadline for responding to the entire request (attached complete and technically correct documentation) is 7 days

Total expenses referring to the issuing of the building permit are not fixed, depend on the working conditions and cover:

- the expenses of the creation of technical documentation determined by the pricelist of the chosen design office
- the expenses of the audit of the design documentation determined by the pricelist of the chosen auditor
- the expenses of issuing permits provided by the public utility companies determined by the pricelists of the competent public utility companies
- the expenses of transforming the land into building land (the expenses vary depending on the land culture, category and floor area)
- the expenses referring to the issuing of the environmental permit (regulated by the Law on Environmental Protection and Decision on municipal administrative fees)
- expenses referring to the fee for the Republic Administration for Geodetic and Property Affairs that make up 0.3% of the estimated contract value of the construction works
- expenses referring to the fee for one-time rental and a separate Decision is issued about that. The following is used as the calculation basis: 0.5%, 1% or 1.5% (depending on the zone where the facility is located) of the average construction cost per square meter of the floor area of residential and business facilities which in 2021 was BAM 587.47 which is multiplied with the coefficient of development of local self-government unit (which is 1 for the municipality of Stanari) and floor area of the facility
- expenses referring to the municipal administrative fee depending on the estimated contract value of the facility and are the following:
  - for the facilities whose estimated contracted value is under BAM 50 000: BAM 20
  - for the facilities whose estimated contracted value is between BAM 50 000 and 100 000: BAM 30
  - for the facilities whose estimated contracted value is greater than BAM 100 000: 0.05% of the estimated contracted value and no more than BAM 1 000

The building permit is valid for 3 years from the day of the enforceability of the Decision



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It is possible to obtain all the information about the procedure of issuing the building permit at the office, on the phone or by e-mail:

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