



TEŠANJ MUNICIPALITY



A GUIDE TO THE ISSUANCE OF URBAN PERMIT, BUILDING PERMIT AND CERTIFICATE OF OCCUPANCY

The competent authority for the issuance of the urban permit, building permit and certificate of occupancy of a structure is the Department of Cadastre, Town Planning and Property Matters of the Tešanj Municipality.

Issuance of the urban permit

Necessary documents	<ul style="list-style-type: none"> ➔ Copy of cadastral plan (photocopy) ➔ Preliminary design (original) ➔ Proof of paid administrative fee (original) 	<ul style="list-style-type: none"> ➔ Copy of the title deed (photocopy) ➔ Geodetic survey ➔ Other documents, as required
Procedure	<ul style="list-style-type: none"> ➔ Receipt of application form ➔ Site visit to determine urban-planning and technical approval ➔ Delivery of the administrative decision to the party 	<ul style="list-style-type: none"> ➔ Supplementing documents ➔ Obtaining necessary permits ➔ Drafting and printing the administrative decision ➔ Monitoring deadlines
Appeal procedure	<p>In case of an appeal against the administrative decision, the expert advisor for administrative procedure in the field of town planning and housing shall, if it be justified, filed within the deadline and by an authorised person, prepare the case file and forward it to the competent Cantonal Ministry for further procedure. If the appeal is not justified, filed within the deadline and by an authorised person it shall be decided upon by the expert advisor, whereof an administrative decision shall be drafted and signed by assistant major.</p>	
Detailed information	http://www.opcina-tesanj.ba/images/OT_UP_05-01_Uputstvo_-_Urbanisti%C4%8Dka_saglasnost.pdf	

Issuance of the building permit

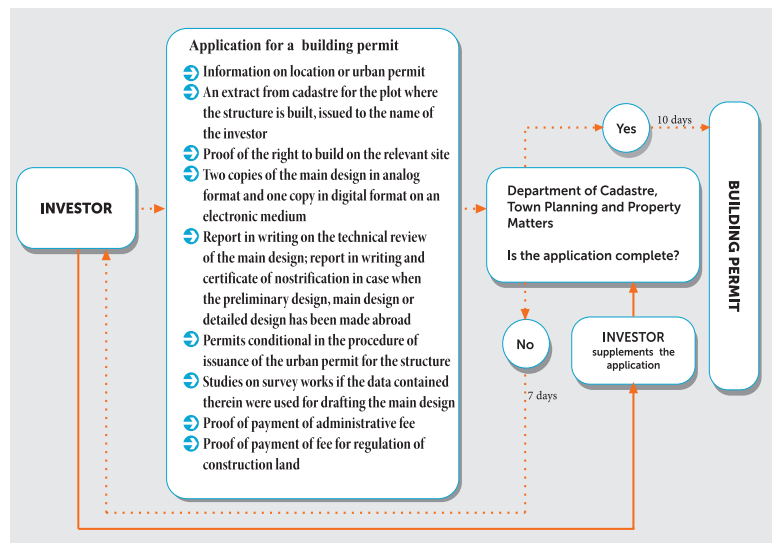
Necessary documents	<ul style="list-style-type: none"> ➔ Information on location or urban permit ➔ An extract from cadastre for the plot where the structure is built, issued to the name of the investor ➔ Two copies of the main design in analog format and one copy in digital format on an electronic medium ➔ Report in writing on the technical review of the main design ➔ Report in writing and certificate of nostrification in case when the preliminary design, main design or detailed design has been made abroad ➔ Permits obtained in the procedure for issuance of urban permits ➔ Studies on survey works if the data contained therein were used for drafting the main design, as well as technology study, if required ➔ Proof of payment of administrative fee ➔ Other attachments as determined by special laws 	
Procedure	<ul style="list-style-type: none"> ➔ Receipt of application form ➔ Site visit, as required, to determine situation in the field ➔ Drafting and printing of administrative decision ➔ Delivery of the administrative decision to the party 	<ul style="list-style-type: none"> ➔ Supplementing documents ➔ Certification of project documents ➔ Monitoring deadlines
Appeal procedure	<p>In case of an appeal against the administrative decision, the expert advisor for administrative procedure in the field of town planning and housing shall, if it be justified, filed within the deadline and by an authorised person, prepare the case file and forward it to the competent Cantonal Ministry for further procedure. If the appeal is not justified, filed within the deadline and by an authorised person it shall be decided upon by the expert advisor, whereof an administrative decision shall be drafted and signed by assistant major.</p>	
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Investor may start building a new structure only on the basis of the building permit, except in cases referred to in Article 111 of the Law for which only urban permit shall suffice.

Structures not requiring the building permit: auxiliary structures, intended for regular use of a family housing structure, built on the plot for which the building permit was issued; greenhouse for herbs with gross surface area up to 30 m²; prefabricated structures and kiosks with gross surface area up to 20 m²; billboards with surface area up to 12 m²; cable and air connections to low-voltage, PTT and CATV networks, as well as connections of structures with valid building permits to utility installations (water supply, sewerage, gas).



Issuance of the certificate of occupancy

Necessary documents	<ul style="list-style-type: none"> ➔ Administrative decision on urban permit (photocopy) ➔ Building permit (photocopy) ➔ A copy of title deed (photocopy) ➔ Land registry sheet (original) ➔ A copy of cadastral plan with the plotted position of the structure (original) ➔ Electric power approval ➔ Earth resistance attestation ➔ Contractor's written statement on works performed and conditions for maintenance of the structure (original) ➔ Report in writing on supervising the construction (original) ➔ Payment slip on fee paid for the performed technical inspection of the structure (original)
Procedure	<ul style="list-style-type: none"> ➔ Receipt of application form ➔ Supplementing documents ➔ Drafting an administrative decision on appointing the technical inspection panel ➔ Site visit and drafting the minutes ➔ Drafting and printing of administrative decision ➔ Delivery of the administrative decision to the party ➔ Monitoring deadlines
Appeal procedure	<p>In case of an appeal against the administrative decision, the expert advisor for administrative procedure in the field of town planning shall, if it be justified, filed within the deadline and by an authorised person, prepare the case file and forward it to the competent Cantonal Ministry for further procedure. If the appeal is not justified, filed within the deadline and by an authorised person it shall be decided upon by the expert advisor, whereof an administrative decision shall be drafted and signed by assistant major.</p>
Detailed information	<p>http://www.opcina-tesanj.ba/images/OT_UP_05-03_Uputstvo_-</p>



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Implemented by



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