

GUIDEBOOK FOR THE ISSUANCE OF
**CONSTRUCTION,
LOCATION AND
USE PERMITS**



The Office of Planning and Environmental Protection

The jurisdiction of the Office is prescribed by the following regulations

- Law on Administrative Procedure
(“The Official Newspapers of the Federation of B&H”, number: 2/98 and 48/99)
- Law on Spatial Planning
(“National Newspapers of the West Herzegovina Canton; number: 4/99, 15/01, 10/03 and 18/11)
- Law on Construction
(“National Newspapers of the West Herzegovina Canton; number: 4/99, 15/01, 10/023 and 18/11)

CONSTRUCTION PERMIT

A construction permit is issued according to article 28 of the Law on Construction ("National Newspapers of the West Herzegovina Canton", number: 4/99, 15/01, 10/03 and 18/11).

An application for a construction permit is made by the investor and attaches the following:

1. Residential buildings

- application + **2 KM** taxes
- photocopy of location permit
- copy of cadastral plan
- copy of title deed (1/1) or proof of land ownership, or building(s), or a contract or act from the competent administrative body according to which the investor has gained construction rights
- three samples/copies of the main project
- payment receipts for costs of construction land arrangement (receipts/confirmation J.U. URBIKOM Posusje)
- payment receipts of municipal administrative fee in the amount of **150.00 KM** (one hundred and fifty convertible marks) according to tariff number 43. according to the Decision on municipal administrative fees of the municipality of Posusje. ("Official Herald of the municipality of Posusje", number: 10/13 and 4/14). Payment is to be made to the budget of the municipality of Posusje, account number: **3382002261584848**, type of income: **722131**, municipal code: **070**.
- payment receipts on paid rent for convenience of construction, according to article 62. paragraph 2. of the Law on Construction Land ("Official Newspapers of the Federation of B&H", number: 25/03, 16/04 and 67/05) and article 27, 28 and 29 of the Decision on Construction Land ("Official Herald of the municipality of Posusje", number: 3/04, 11/05 and 4/08) an obligation has been issued for payment of rent for convenience of construction. Reimbursement is carried out according to the useable area of the building and zones according to the attached table; payment is to be made to the budget of the municipality of Posusje, account number: **3382002261584848**, type of income: **722435**, municipal code: **070**.

2. Residential and commercial buildings

- application + **2 KM** taxes
- a photocopy of the location permit
- a photocopy of the cadastral plan
- copy of title deed (1/1) or proof of land ownership, or building(s), or a contract or act from the competent administrative body according to which the investor has gained

construction rights

- three samples of the main project
- payment receipts for costs of construction land arrangement (receipts/confirmation J.U. URBIKOM Posusje)
- fire consent/approval (depending on purpose and size of building)
- water management approval (depending on purpose and size of building)
- payment receipts of municipal administrative fee in the amount of **150.00 KM** (one hundred and fifty convertible marks) according to tariff number 43. according to the Decision on municipal administrative fees of the municipality of Posusje. ("Official Herald of the municipality of Posusje", number: 10/13 and 4/14). Payment is to be made to the budget of the municipality of Posusje, account number: **3382002261584848**, type of income: **722131**, municipal code: **070**.
- payment receipts on paid rent for convenience of construction, according to article 62. paragraph 2. of the Law on Construction Land ("Official Newspapers of the Federation of B&H", number: 25/03, 16/04 and 67/05) and article 27, 28 and 29 of the Decision on Construction Land ("Official Herald of the municipality of Posusje", number: 3/04, 11/05 and 4/08) an obligation has been issued for payment of rent for convenience of construction. Reimbursement is carried out according to the useable area of the building and zones according to the attached table; payment is to be made to the budget of the municipality of Posusje, account number: **3382002261584848**, type of income: **722435**, municipal code: **070**.

3. Commercial buildings

- application + **2 KM** taxes
- photocopy of location permit
- a photocopy of the cadastral plan
- copy of title deed (1/1) or proof of land ownership, or building(s), or a contract or act from the competent administrative body according to which the investor has gained construction rights
- three samples of the main project
- payment receipts for costs of construction land arrangement (receipts/confirmation J.U. URBIKOM Posusje)
- fire consent/approval (depending on purpose and size of building)
- water management approval (depending on purpose and size of building)
- a written report on the inspection of the main project
- audit of the main project
- payment receipts of municipal administrative fee in the amount of **150.00 KM** (one hundred and fifty convertible marks) according to tariff number 43. according to the Decision on municipal administrative fees of the municipality of Posusje. ("Official Herald of the municipality of Posusje", number: 10/13 and 4/14). Payment is to be made

to the budget of the municipality of Posusje, account number: **3382002261584848**, type of income: **722131**, municipal code: **070**.

- payment receipts on paid rent for convenience of construction, according to article 62. paragraph 2. of the Law on Construction Land ("Official Newspapers of the Federation of B&H", number: 25/03, 16/04 and 67/05) and article 27, 28 and 29 of the Decision on Construction Land ("Official Herald of the municipality of Posusje", number: 3/04, 11/05 and 4/08) an obligation has been issued for payment of rent for convenience of construction. Reimbursement is carried out according to the useable area of the building and zones according to the attached table; payment is to be made to the budget of the municipality of Posusje, account number: **3382002261584848**, type of income: **722435**, municipal code: **070**.

4. Complex buildings

- application + **2KM** taxes
- photocopy of location permit
- a photocopy of the cadastral plan
- copy of title deed (1/1) or proof of land ownership, or building(s), or a contract or act from the competent administrative body according to which the investor has gained construction rights
- three samples of the main project
- payment receipts for costs of construction land arrangement (receipts/confirmation J.U. URBIKOM Posusje)
- a written report on the inspection of the main project
- audit of the main project
- fire consent/approval (depending on purpose and size of building)
- water management approval (depending on purpose and size of building)
- sanitary approval (depending on purpose and size of building)
- approval for workplace safety (depending on purpose and size of building)
- payment receipts of municipal administrative fee in the amount of **150.00 KM** (one hundred and fifty convertible marks) according to tariff number 43. according to the Decision on municipal administrative fees of the municipality of Posusje. ("Official Herald of the municipality of Posusje", number: 10/13 and 4/14). Payment is to be made to the budget of the municipality of Posusje, account number: **3382002261584848**, type of income: **722131**, municipal code: **070**.
- payment receipts on paid rent for convenience of construction, according to article 62. paragraph 2. of the Law on Construction Land ("Official Newspapers of the Federation of B&H", number: 25/03, 16/04 and 67/05) and article 27, 28 and 29 of the Decision on Construction Land ("Official Herald of the municipality of Posusje", number: 3/04, 11/05 and 4/08) an obligation has been issued for payment of rent for convenience of construction. Reimbursement is carried out according to the useable area of the building and zones according to the attached table; payment is to be made to the

budget of the municipality of Posusje, account number: **3382002261584848**, type of income: **722435**, municipal code: **070**.

5. Economic buildings

- application + **2 KM** taxes
- photocopy of location permit
- a photocopy of the cadastral plan
- copy of title deed (1/1) or proof of land ownership, or building(s), or a contract or act from the competent administrative body according to which the investor has gained construction rights
- three samples of the main project
- payment receipts for costs of construction land arrangement (receipts/confirmation J.U. URBIKOM Posusje)
- a written report on the inspection of the main project
- audit of the main project
- final electric power permit/approval
- fire consent/approval (depending on purpose and size of building)
- water management approval (depending on purpose and size of building)
- sanitary approval (depending on purpose and size of building)
- approval for workplace safety (depending on purpose and size of building)
- payment receipts of municipal administrative fee in the amount of **150.00KM** (one hundred and fifty convertible marks) according to tariff number 43. according to the Decision on municipal administrative fees of the municipality of Posusje. ("Official Herald of the municipality of Posusje", number: 10/13 and 4/14). Payment is to be made to the budget of the municipality of Posusje, account number: **3382002261584848**, type of income: **722131**, municipal code: **070**.
- payment receipts on paid rent for convenience of construction, according to article 62. paragraph 2. of the Law on Construction Land ("Official Newspapers of the Federation of B&H", number: 25/03, 16/04 and 67/05) and article 27, 28 and 29 of the Decision on Construction Land ("Official Herald of the municipality of Posusje", number: 3/04, 11/05 and 4/08) an obligation has been issued for payment of rent for convenience of construction. Reimbursement is carried out according to the useable area of the building and zones according to the attached table; payment is to be made to the budget of the municipality of Posusje, account number: **3382002261584848**, type of income: **722435**, municipal code: **070**

According to article 34. of the Law on Spatial Planning ("National Newspapers of the West Herzegovina Canton; number: 4/99, 15/01, 10/03 and 18/11) for all buildings before issuing a construction permit it is necessary to hand in a written report and confirmation of the validation of project documentation if it has been by an office with headquarters outside of B&H.

When all conditions have been fulfilled according to this- the Law on Spatial Planning ("National Newspapers of the West Herzegovina Canton", number: 4/99, 15/01, 10/03 and 18/11) the competent Office shall issue a construction permit within 30 days from the day of receiving a complete application.

TABLE
OF RENT ACCORDING TO ZONES
(according to 1m² usable area)

URBAN AREA								
	ZONE II. (5 %)		ZONE III (4 %)		ZONE IV (3 %)		ZONE V. (2 %)	
	COMMERCIAL	RESIDENTIAL	COMMERCIAL	RESIDENTIAL	COMMERCIAL	RESIDENTIAL	COMMERCIAL	RESIDENTIAL
RENT	30	15	24	12	18	9	12	6
COMMUNAL COSTS	15	15	15	15	15	15	15	15
TOTAL	45	30	39	27	33	24	27	21

In the urban area, zones I. and VI. are not anticipated according to the Law on Construction Land ("Official Newspapers of the Federation of B&H", number: 25/03, 16/04 and 67/05) and article 27, 28 and 29.

NON-URBAN AREA						
	ZONE IV. (3 %)		ZONE V. (2 %)		ZONE VI. (1 %)	
	COMMERCIAL	RESIDENTIAL	COMMERCIAL	RESIDENTIAL	COMMERCIAL	RESIDENTIAL
RENT	18	9	12	6	6	3
COMMUNAL COSTS	5	5	3	3	0	0
TOTAL	23	14	15	9	6	3

In the non-urban areas zones I., II., and III. are not anticipated according to the Law on Construction Land ("Official Newspapers of the Federation of B&H", number: 25/03, 16/04 and 67/05) and article 27, 28 and 29.

Rent for additional utility space/area (garages, basements, storage space and similar), is 50% from the above mentioned amounts. Rent is calculated on the basis of the average final construction cost for 1m² of usable residential areas which amounts to 600 KM/m².

LOCATION PERMIT

Is issued on the basis of adopted planning documentation and article 36. of the Law on Spatial Planning ("National Newspapers of the West Herzegovina Canton", number: 4/99, 15/01, 10/03 and 18/11).

An application for a location permit is made by the investor and the investor attaches the following:

1. Residential and residential-commercial buildings

- application + **2 KM** taxes
- photocopy of cadastral plan
- copy of title deed (1/1) or proof of land ownership, or building(s), or a contract or act from the competent administrative body according to which the investor has gained construction rights
- a program draft with detailed indicators of building(s)
- all necessary approvals for connection to existing infrastructure (communal, electric and telecommunications)
- approval to connect/use the roads- depending on the range of the road
- obligations in terms of neighbors and rights of other persons (a signed statement or approval)
- a receipt on payment of municipal administrative fees in the amount which depends on the gross construction area, according to the Decision on Municipal Administrative Fees of the Municipality of Posusje ("Official Herald of the municipality of Posusje", number: 10/13 and 4/14), payment is to be made to the budget of the municipality of Posusje, account number: **3382002261584848**, type of income: **722131**, municipal code: **070**.

2. Commercial buildings

- application + **2 KM** taxes
- photocopy of cadastral plan
- copy of title deed (1/1) or proof of land ownership, or building(s), or a contract or act from the competent administrative body according to which the investor has gained construction rights
- a program draft with detailed indicators of building(s)
- all necessary approvals for connection to existing infrastructure (communal, electric and telecommunications)
- approval to connect/use the roads- depending on the range of the road
- obligations in terms of neighbors and rights of other persons (a signed statement or approval)

- environmental permit (depending on type and size of building)
- previous water management approval (depending on type and size of building)
- a receipt on payment of municipal administrative fees in the amount which depends on the gross construction area, according to the Decision on Municipal Administrative Fees of the Municipality of Posusje ("Official Herald of the municipality of Posusje", number: 10/13 and 4/14), payment is to be made to the budget of the municipality of Posusje, account number: **3382002261584848**, type of income: **722131**, municipal code: **070**.

3. Complex buildings

- application + **2 KM** taxes
- photocopy of cadastral plan
- copy of title deed (1/1) or proof of land ownership, or building(s), or a contract or act from the competent administrative body according to which the investor has gained construction rights
- a program draft with detailed indicators of building(s)
- all necessary approvals for connection to existing infrastructure (communal, electric and telecommunications)
- approval to connect/use the roads- depending on the range of the road
- obligations in terms of neighbors and rights of other persons (a signed statement or approval)
- environmental permit (depending on type and size of building)
- previous water management approval (depending on type and size of building)
- a receipt on payment of municipal administrative fees in the amount which depends on the gross construction area, according to the Decision on Municipal Administrative Fees of the Municipality of Posusje ("Official Herald of the municipality of Posusje", number: 10/13 and 4/14), payment is to be made to the budget of the municipality of Posusje, account number: **3382002261584848**, type of income: **722131**, municipal code: **070**

4. Economic buildings

- application + **2 KM** taxes
- photocopy of cadastral plan
- copy of title deed (1/1) or proof of land ownership, or building(s), or a contract or act from the competent administrative body according to which the investor has gained construction rights
- a program draft with detailed indicators of building(s)
- all necessary approvals for connection to existing infrastructure (communal, electric and telecommunications)
- approval to connect/use the roads- depending on the range of the road

- obligations in terms of neighbors and rights of other persons (a signed statement or approval)
- environmental permit (depending on type and size of building)
- previous water management approval (depending on type and size of building)
- a receipt on payment of municipal administrative fees in the amount which depends on the gross construction area, according to the Decision on Municipal Administrative Fees of the Municipality of Posusje ("Official Herald of the municipality of Posusje", number: 10/13 and 4/14), payment is to be made to the budget of the municipality of Posusje, account number: **3382002261584848**, type of income: **722131**, municipal code: **070**.

The competent administrative body must conclude an application for a location permit within 30 days from the day of receiving a complete application.

A location permit is valid for a year from the of finalization and within that time period an application for a construction permit must be made.

USE PERMIT

Is issued on the basis of article 35. and 47. of the Law on Construction ("National Newspapers of the West Herzegovina Canton; number: 4/99, 15/01, 10/03 and 18/11).

An application for issuance of a use permit is made by the investor and attaches the following:

- application + **2 KM** taxes
- photocopy of construction permit
- photocopy of cadastral plan (with marked position of building)
- sketch of the facility/building
- copy of title deed (1/1)
- water management approval (depending on type and area and purpose of facility)

The competent Office must appoint a committee for a technical inspection within 30 days of submitting an application. The technical inspection committee must submit a written report on technical inspection to the Office within 8 days after the committee has been appointed for technical inspection. The investor bears the cost for the technical inspection.

The investor shall pay the municipal administrative fee in the amount of **150.00 KM** (one hundred and fifty convertible marks) according to tariff number 46 according to the Decision on Municipal Administrative Fees of the Municipality of Posusje ("Official Herald of the Municipality of Posusje", number: 10/13 and 4/14)- to the budget of the municipality of Posusje, account number: **3382002261584848**, type of income: **722131**, municipal code: **070**.

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AND USE PERMITS**



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