

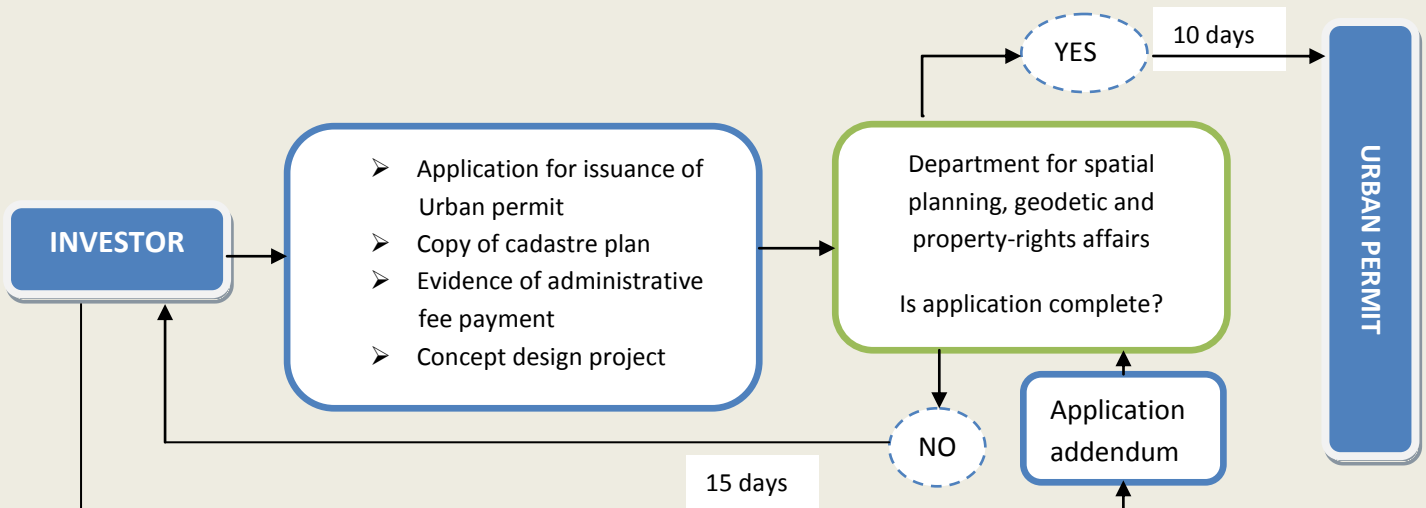


MANUAL FOR OBTAINEMENT OF URBAN, CONSTRUCTION AND UTILIZATION PERMITS

Procedure for issuance of Urban permit and Location requirement

Urban permit and location requirement are regulated by Articles 61. to 69. of the Law for spatial planning and construction ("Official Gazette of Tuzla Canton", No. 6/11,4/13,15/13 i 2/16)

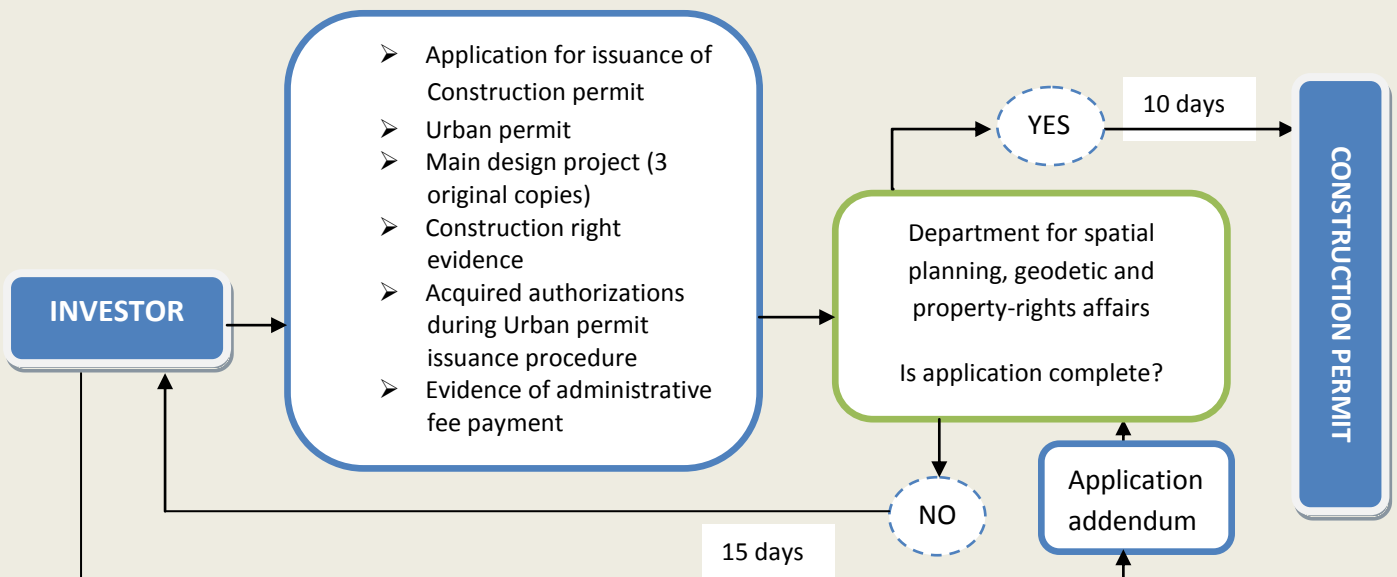
Required documentation	<ul style="list-style-type: none"> ➤ Copy of cadastre plan ➤ Evidence of administrative fee payment ➤ Concept design project (for location requirement)
Procedure	<ul style="list-style-type: none"> ➤ Application submitting ➤ Application documents eligibility check ➤ Application documents addendum if needed ➤ Field audit and issuance of expert opinion ➤ Gathering of required documents from other institutions ➤ Urban permit drafting ➤ Delivering Urban permit
Complaint	<p>In case of filed complaint related to Urban permit and if mentioned complaint is reasonable, filed within required timeframe and by authorized person, complete official file is sent to competent Cantonal Ministry for further revision and procedure</p> <p>If complaint is not filed within required timeframe and/or by unauthorized person, local administration is authorized to make a decision and issue a permit</p>
For more info	<p>Head of Municipal Department for spatial planning, geodetic and property-rights affairs Tel: 035/ 700-807, e-mail: a.hodzic@opcina-gracanica.ba</p>



Procedures for issuance of Construction permit

Construction permit is regulated by Articles 123. to 180. of the Law for spatial planning and construction ("Official Gazette of Tuzla Canton", No. 6/11,4/13,15/13 i 2/16)

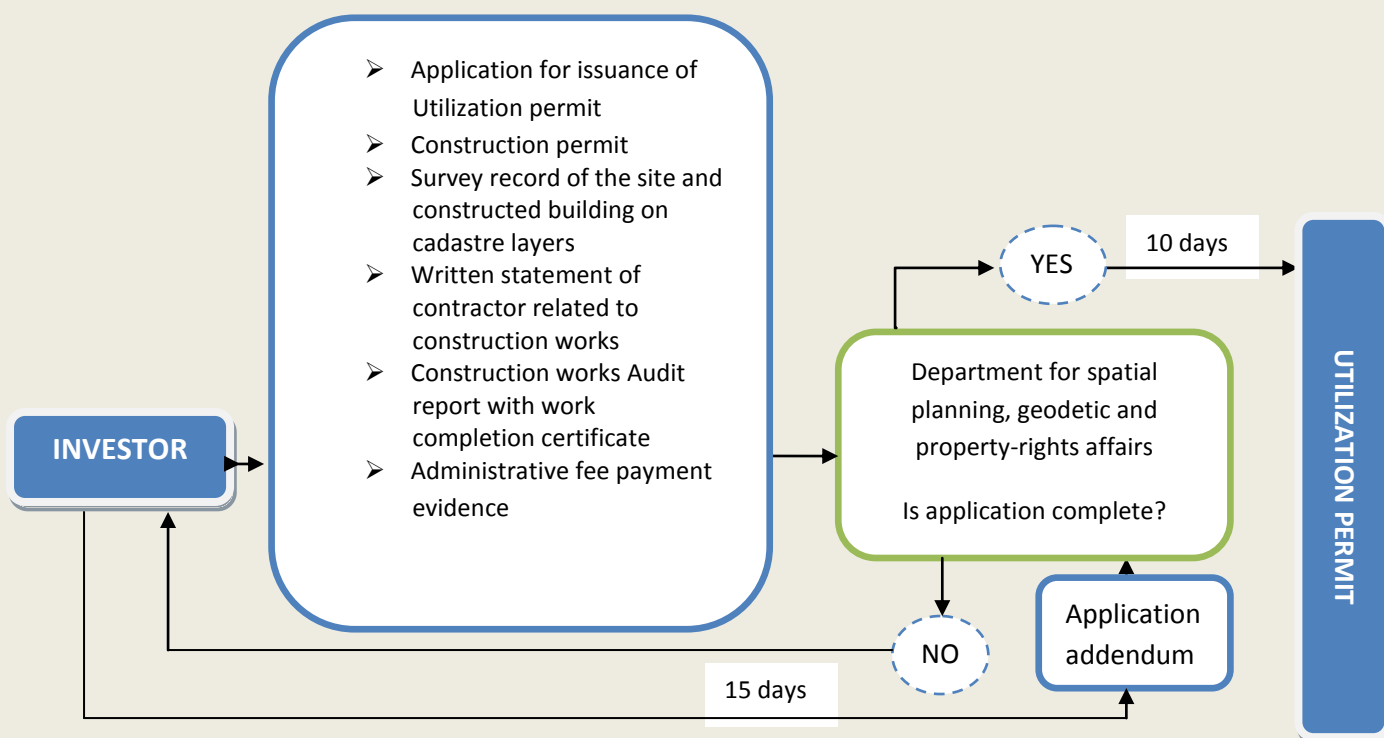
Required documentation	<ul style="list-style-type: none"> ➤ Urban permit ➤ Main design project (3 original copies) ➤ Construction right evidence ➤ Acquired authorizations during Urban permit issuance procedure ➤ Evidence of administrative fee payment
Procedure	<ul style="list-style-type: none"> ➤ Application submitting ➤ Application documents eligibility check ➤ Application documents addendum if needed ➤ Review of the project documentation and fees calculation ➤ Drafting of Construction permit ➤ Evidence of above calculated fees payment ➤ Delivering Construction permit
Fees	Communal tax, Construction land regulation fee, Urban construction land benefit fee-urban rent
Complaint	In case of filed complaint related to Construction permit and if mentioned complaint is reasonable, filed within required timeframe and by authorized person, complete official file is sent to competent Cantonal Ministry for further revision and procedure If complaint is not filed within required timeframe and/or by unauthorized person, local administration is authorized to make a decision and issue a permit
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Procedures for issuance of Utilization permit

Utilization permit is regulated by Articles 128. to 138. of the Law for spatial planning and construction ("Official Gazette of Tuzla Canton", No. 6/11,4/13,15/13 i 2/16)

Required documentation	<ul style="list-style-type: none"> ➤ Construction permit ➤ Survey record of the site and constructed building on cadastre layers ➤ Written statement of contractor related to construction works ➤ Construction works Audit report with work completion certificate ➤ Administrative fee payment evidence
Procedure	<ul style="list-style-type: none"> ➤ Application submitting ➤ Application documents eligibility check ➤ Application documents addendum if needed ➤ Creation of Committee for technical approval and admission ➤ Inspection of completed works and drafting of technical approval and admission report ➤ Drafting of Utilization permit (if all legal requirements are fulfilled) ➤ Delivering utilization permit
Complaint	<p>In case of filed complaint related to Utilization permit and if mentioned complaint is reasonable, filed within required timeframe and by authorized person, complete official file is sent to competent Cantonal Ministry for further revision and procedure</p> <p>If complaint is not filed within required timeframe and/or by unauthorized person, local administration is authorized to make a decision and issue a permit</p>
For more info	<p>Head of Municipal Department for spatial planning, geodetic and property-rights affairs Tel: 035/ 700-807, e-mail: a.hodzic@opcina-gracanica.ba</p>



All formulas related to above-mentioned procedures you can download [here](#).