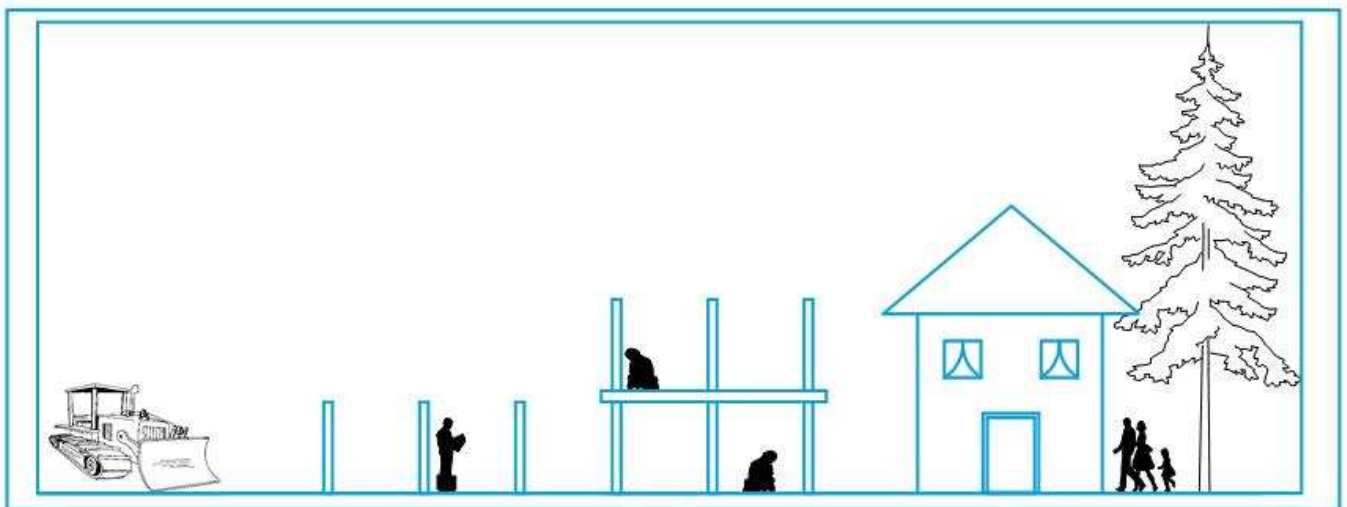




City of Novi Sad

LOCAL ECONOMIC DEVELOPMENT OFFICE

# BUILDING PERMIT ACQUISITION GUIDE

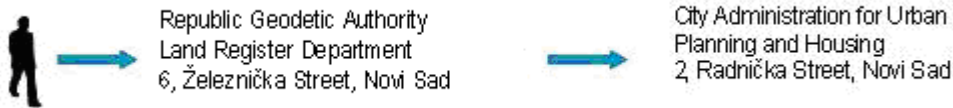


City of Novi Sad

LOCAL ECONOMIC DEVELOPMENT OFFICE

## STEP 1

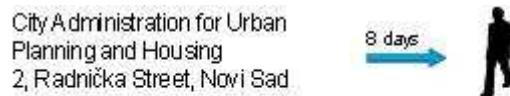
### REQUEST FOR ISSUANCE OF INFORMATION ON LOCATION



The following should be enclosed with the request:

- Copy of the plan for the subject lot;
- Proof of payment of appropriate fees.

The subject file is sent to Public Company "City Planning", Novi Sad Urban Planning Institute, in order for the information on location to be prepared. Information on location contains data about possibilities and restrictions of construction on the cadastral lot based on the planning document. Information on location is issued by City Administration for Urban Planning and Housing within 8 days of submission of proper request and acquisition of the necessary information on location from Public Company "City Planning".



| НАЛОГ ЗА УПЛАТУ   |                                    |                          |              |
|---|------------------------------------|--------------------------|--------------|
| уплатилац<br>Име и презиме<br>Улица, број и место становања | шифра<br>плаћања                   | валута                   | износ        |
|   |                                    |                          | 300.00       |
| сврха уплате<br>уплата Градске административне таксе        | рачун прималца<br>840-742241843-03 |                          |              |
| прималац<br>Градска административна такса                   | број<br>модела                     | лозив на број (одобрење) |              |
|   | 97                                 | 20-511                   |              |
| печат и потпис уплатиоца                                    | место и датум пријема              |                          | датум валуте |

| НАЛОГ ЗА УПЛАТУ   |                                    |                          |              |
|---|------------------------------------|--------------------------|--------------|
| уплатилац<br>Име и презиме<br>Улица, број и место становања | шифра<br>плаћања                   | валута                   | износ        |
|   |                                    |                          | 2000.00      |
| сврха уплате<br>Приходи Градских органа управе              | рачун прималца<br>840-742341843-24 |                          |              |
| прималац<br>Приходи Градских органа управе                  | број<br>модела                     | лозив на број (одобрење) |              |
|   | 97                                 | 20-511                   |              |
| печат и потпис уплатиоца                                    | место и датум пријема              |                          | датум валуте |

## STEP 2

### REQUEST FOR ISSUANCE OF SITE PERMIT



Republic Geodetic Authority  
Land Register Department  
6, Železnička Street, Novi Sad



City Administration for Urban  
Planning and Housing  
2, Radnička Street, Novi Sad

The following should be enclosed with the request:

- Copy of the plan for the subject lot;
- Proof of ownership, or right of lease on the construction land (the applicant must be registered);
- Land registry certificate for underground installations - *kat-kom* (if the request includes an infrastructural construction);
- Proof of payment of appropriate fees.

When the file is complete, it is sent to Public Company "City Planning", Novi Sad Urban Planning Institute, for the purpose of creating urban development conditions for site permit. Upon the creation of these conditions, Public Company "City Planning" forwards the file to City Administration for Urban Planning and Housing, which, on the basis of its legal authority, obtains the prior conditions and approvals from responsible public companies, public utility companies, institutions or services, depending on the purpose of the construction and site, in order for the construction to be connected to the infrastructural network.

When all the necessary approvals are obtained, within 15 days City Administration for Urban Planning and Housing issues a site permit.

If it is necessary, due to the type of works and constructions that are the subject of the site permit, investors are conditioned to contact other institutions for the purpose of obtaining approval on project documentation for construction etc. prior to the issuance of site permit (Ministry of Internal Affairs, City Administration for Environmental Protection, Institute for Protection of Cultural Monuments of the City of Novi Sad, City Administration for Economy Rumenačka Street 110a, etc.).

City Administration for Urban  
Planning and Housing  
2, Radnička Street, Novi Sad

8 days

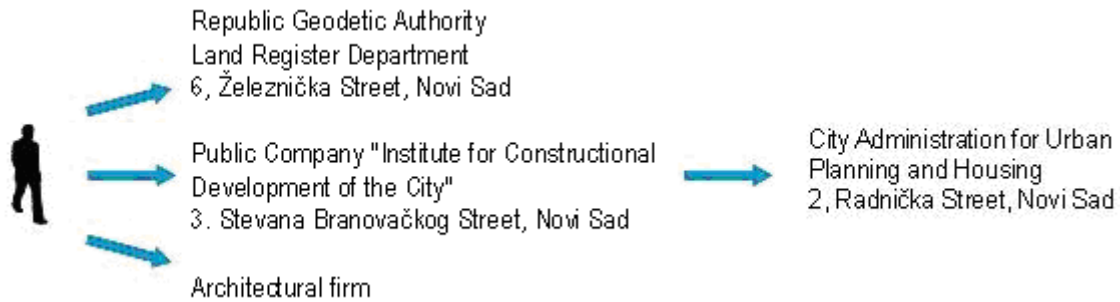


| НАЛОГ ЗА УПЛАТУ                                      |                       |   |
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| Име и презиме<br>Улица, број и место становања       | шифра<br>плаћања      | валута<br>износ<br>300.00   |
| сврха уплате<br>уплата Градске административне таксе | број<br>модела<br>97  | рачуни примаоца<br>840-742241843-03<br>позив на број (одобрење)<br>20-511 |
| прималац<br>Градска административна такса            |                       |   |
| печат и потпис уплатиоца                             | место и датум пријема | датум валуте  |

| НАЛОГ ЗА УПЛАТУ                                |                       |   |
|--|-----------------------|---|
| Име и презиме<br>Улица, број и место становања | шифра<br>плаћања      | валута<br>износ<br>3000.00  |
| сврха уплате<br>Приходи Градских органа управе | број<br>модела<br>97  | рачуни примаоца<br>840-742341843-24<br>позив на број (одобрење)<br>20-511 |
| прималац<br>Приходи Градских органа управе     |                       |   |
| печат и потпис уплатиоца                       | место и датум пријема | датум валуте  |

### STEP 3

## REQUEST FOR BUILDING PERMIT ISSUANCE



The following should be enclosed with the request:

- Valid site permit;
- Proof of ownership, or right of lease on the construction land (the applicant must be registered);
- Main Project in compliance with site permit (3 copies) with technical control completed;
- Proof of regulated modality regarding payment of land development fee (contract with Public Company "Institute for Constructional Development of the City");
- Approval of the Main Project if it was conditioned by the prior conditions and approvals of public companies, public utility companies, institutions and services that issued prior conditions and approvals for site permit issuance, or if it is implied by actual planning acts. For important areas of the city (boulevards, access and exit roads, city center, etc.), the approval of the Novi Sad City Assembly Planning Committee should also be obtained;
- Proof of payment of appropriate fees.

When City Administration for Urban Planning and Housing determines that the request is complete, building permit is issued within 8 days.

City Administration for Urban Planning and Housing  
2, Radnička Street, Novi Sad

8 days



| НАЛОГ ЗА УПЛАТУ   |  |
|---|--|
| уплатилац<br>Име и презиме<br>Улица, број и место становања | шифра плаћања<br>валута<br>износ<br>720,00                 |
| сврха уплате<br>уплата Републичке<br>административне таксе  | рачун приматоца<br>840-742221843-57                        |
| прималац<br>Републичка административна такса                | број<br>модела<br>97<br>позив на број (одобрење)<br>11-223 |
| печат и потпис уплатиоца<br>место и датум пријема           | датум валуте   |

| НАЛОГ ЗА УПЛАТУ   |  |
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| уплатилац<br>Име и презиме<br>Улица, број и место становања | шифра плаћања<br>валута<br>износ<br>1000,00                |
| сврха уплате<br>Приходи Градских органа управе              | рачун приматоца<br>840-742341843-24                        |
| прималац<br>Приходи Градских органа управе                  | број<br>модела<br>97<br>позив на број (одобрење)<br>20-511 |
| печат и потпис уплатиоца<br>место и датум пријема           | датум валуте   |

## STEP 4

### REQUEST FOR USE PERMIT ISSUANCE



The following should be enclosed with the request:

- Building permit;
- Project of the completed construction, if during the construction some inconsistency appeared with the Main Projects, based on which the building permit was issued;
- Copy of the plan containing the constructed facility;
- Statement of investors and contractors that the work was carried out in accordance with approved technical documentation;
- As the request for use permit issuance lists organizations that the City authorized for technical inspection of constructions, investors should mark the organization they choose to be responsible for technical inspection of the construction;
- Official opinions of public companies or other institutions and services about the completed construction works, which issued prior conditions and approvals for the construction of the subject facility; and
- Proof of payment of appropriate fees.

City Administration for Urban Planning and Housing submits a request for technical inspection of a building to the organization marked in the request. When City Administration for Urban Planning and Housing receives the Report on Technical Inspection with a positive opinion of the organization which performed the technical inspection of the constructed building and when it receives approvals from public companies, bodies and services that issued prior conditions and approvals in the process of site and building permit issuance, the Administration issues a use permit, within 7 days from reception of the abovementioned documentation.

If during the construction investors depart from the approved project and technical documentation, they should submit three copies of the project of the constructed building with technical control. If the inconsistencies are determined to be such that a use permit can be issued without changes to the previously issued building permit, the file is sent to Public Company "Institute for Constructional Development of the City" for further calculations.

City Administration for Urban Planning and Housing  
2, Radnička Street, Novi Sad

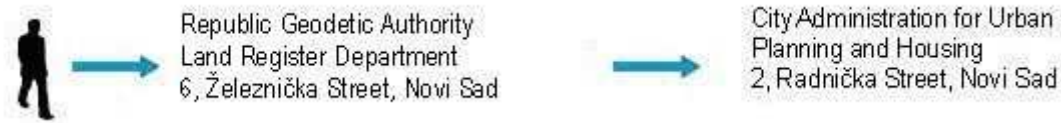
7 days



| НАЛОГ ЗА УПЛАТУ   |                       |                                  |              |
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| уплатилац<br>Име и презиме<br>Улица, број и место становања | шифра<br>плаћања      | валута                           | износ        |
| сврха уплате<br>уплата Републичке<br>административне таксе  | број<br>модела        | број<br>позив на број (одобрење) | 720,00       |
| прималац<br>Републичка административна такса                | 97                    | 11-223                           |              |
| печат и потпис уплатиоца                                    | место и датум пријема |                                  | датум валуте |

| НАЛОГ ЗА УПЛАТУ   |                       |                                  |              |
|---|-----------------------|----------------------------------|--------------|
| уплатилац<br>Име и презиме<br>Улица, број и место становања | шифра<br>плаћања      | валута                           | износ        |
| сврха уплате<br>Приходи Градских органа управе              | број<br>модела        | број<br>позив на број (одобрење) | 1000,00      |
| прималац<br>Приходи Градских органа управе                  | 97                    | 20-511                           |              |
| печат и потпис уплатиоца                                    | место и датум пријема |                                  | датум валуте |

## **REQUEST FOR ISSUANCE OF DECISION FOR APPROVAL OF CONSTRUCTION WORKS FOR WHICH BUILDING PERMITS ARE NOT ISSUED**



In the request it is necessary to specify the type of construction works:

- 1) Construction of an auxiliary facility (pantries, garages, cesspits, wells, water cisterns);
- 2) Construction of an independent auxiliary facility (with separate installations);
- 3) Construction of specific types of facilities that do not require a building permit (hail protection structures, standard base station cabinets, antenna carriers, containers for storage of telecommunication equipment and devices, standard cabinets for internal and external installation and for storage of telecommunication equipment, micro-rollers for optical and other cables, individual electric distribution and transmission pillars, part of low-voltage electric distribution network which includes an underground line of 10 kV or 20 KV and part of electric distribution network from power transformation station 10/04 kV or 20/04 kV to the connection point on the buyer's facility (1 kV), connections to the constructed gas distribution network, standard heating system connections, installation of internal installations (gas, electric power, heat energy, etc.) in the existing facility, constructed hail protection fences, etc.)
- 4) Investment maintenance of property (construction and craft works such as repair or replacement of old installations in the facility and other similar works related to improving the state of the construction or part of the construction during exploitation);
- 5) Removal of barriers for disabled persons;
- 6) Adaptation;
- 7) Rehabilitation;
- 8) Reconstruction of the existing facility within the dimensions and volume of the facility;
- 9) Changing the purpose of the facility, or its sections, without construction works,
- 10) Changing the purpose of the facility, or its sections, with construction works,
- 11) Works on separating or merging residential or business premises.

The following should be enclosed with the request:

For all the listed works, proof of ownership of facility, i.e. land, i.e. right of lease on the construction land, should be submitted, as well as a copy of the plan of the subject lot and a photocopy of identity card.

For works stated under 1, 2, 3, 4, 5 and 9, besides the proofs mentioned in the preceding paragraph, the conceptual design should be submitted, and for the works stated under 6, 7, 8, 10 and 11 Main Project with technical control should be submitted.

Moreover, the request should also be enclosed with:

- Information on location for construction of auxiliary buildings, garages, independent auxiliary buildings, power transformation stations 10/04 kV and 20 kV, constructed fences;
- Certificate about facts included in the urban planning and technical documentation should be acquired for works stated under 9, 10 and 11.
- Proof of regulated modality regarding payment of land development fee for garages, pantries and other similar facilities, as well as for the change of a building purpose, from residential to business without performing works;

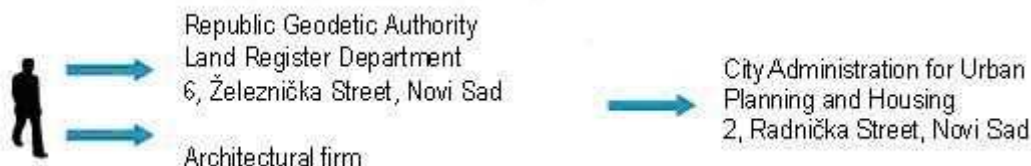
- For works on facilities of cultural and historical importance and facilities which have to undergo conservation works prior to renovation or reconstruction, a request for approval of concept design or main project should be submitted to the Novi Sad Institute for Protection of Cultural Monuments.

Along with the request, proof of payment of appropriate fees should be submitted.

| НАЛОГ ЗА УПЛАТУ   |                                    |                           |
|---|------------------------------------|---------------------------|
| уплатилац<br>Име и презиме<br>Улица, број и место становања | шифра<br>плаћања                   | валута<br>износ<br>400,00 |
| сврха уплате<br>уплата Републичке<br>административне таксе  | рачун примаоца<br>840-742221843-57 | број<br>модела<br>97      |
| прималац<br>Републичка административна такса                | лозив на број (одобрење)<br>11-223 |                           |
| печат и потпис уплатиоца                                    | место и датум пријема              | датум валуте              |

| НАЛОГ ЗА УПЛАТУ   |                                    |                            |
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| уплатилац<br>Име и презиме<br>Улица, број и место становања | шифра<br>плаћања                   | валута<br>износ<br>1000,00 |
| сврха уплате<br>Приходи Градских органа управе              | рачун примаоца<br>840-742341843-24 | број<br>модела<br>97       |
| прималац<br>Приходи Градских органа управе                  | лозив на број (одобрење)<br>20-511 |                            |
| печат и потпис уплатиоца                                    | место и датум пријема              | датум валуте               |

## REQUEST FOR ISSUANCE OF THE DECISION FOR REMOVAL OF FACILITY



The following should be enclosed with the request:

- Proof of ownership of the facility or part of the facility which should be removed (land registry certificate issued by the Municipal Court of Novi Sad, No. 21 Jevrejska Street, or a copy of the registry sheet issued by the Republic Geodetic Authority - Property Registry Service, No. 6 Železnička Street);
- Copy of the plan;
- Main Project for the removal of facility with technical control (three copies);
- Traffic regulation scheme for the surrounding area of the facility that is being removed;
- Other special conditions, if the removal of that facility compromises public interest (protection of the existing utilities and other infrastructure, protection of cultural property, environmental protection, etc.);
- Information on location or site permit that indicates that the planned demolition of the subject facility is for the purpose of realizing the intended purpose of the land in accordance with the urban development plan;
- Proof of payment of appropriate fees.

City Administration for Urban  
Planning and Housing  
2, Radnička Street, Novi Sad

15 days



| НАЛОГ ЗА УПЛАТУ   |                                    |                                    |
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| уплатилац<br>Име и презиме<br>Улица, број и место становања | шифра<br>плаћања                   | валута<br>износ<br>550,00          |
| сврха уплате<br>уплата Републичке<br>административне таксе  | рачун примаоца<br>840-742221843-57 |                                    |
| прималац<br>Републичка административна такса                | број<br>модела<br>97               | позив на број (одобрење)<br>11-223 |
| печат и потпис уплатиоца                                    | место и датум пријема              | датум валуте                       |

| НАЛОГ ЗА УПЛАТУ   |                                    |                                    |
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| уплатилац<br>Име и презиме<br>Улица, број и место становања | шифра<br>плаћања                   | валута<br>износ<br>1000,00         |
| сврха уплате<br>Приходи Градских органа управе              | рачун примаоца<br>840-742341843-24 |                                    |
| прималац<br>Приходи Градских органа управе                  | број<br>модела<br>97               | позив на број (одобрење)<br>20-511 |
| печат и потпис уплатиоца                                    | место и датум пријема              | датум валуте                       |



## **REQUESTS FOR APPROVALS AND OPINIONS CAN BE SUBMITTED IN THE FOLLOWING INSTITUTIONS:**

1. Public Company "Institute for Constructional Development of the City" Novi Sad,  
3, Stevana Branovačkog Street, telephone: +381 21 4889 100, [www.zigns.rs](http://www.zigns.rs);
2. Public Company "City Planning" Novi Sad City Planning Institute,  
3, Cara Lazara Boulevard, telephone: +381 21 4802 199, [www.nsurbanizam.rs](http://www.nsurbanizam.rs);
3. Public Utility Company "Waterworks and Sewerage" Novi Sad  
17, Masarikova Street, telephone: +381 21 488 3333, [www.vikns.rs](http://www.vikns.rs);
4. Public Company "Novi Sad District Heating"  
1, Vladimira Nikolića Street, telephone: +381 21 4881 101, [www.nstoplana.rs](http://www.nstoplana.rs);
5. Social Enterprise "Novi Sad - Gas"  
21, Teodora Mandića, telephone: +381 21 64 131 35, [www.gasns.com](http://www.gasns.com);
6. Economic Association for Electric Power Distribution "Elektrovojvodina" PLC Novi Sad -  
"Elektrodistribucija Novi Sad"  
100, Oslobodjenja Boulevard, telephone: +381 21 4821 222;
7. "Institute for Protection of Cultural Monuments"  
22, Mihajla Pupina Boulevard, telephone: +381 21 557 060;
8. City Administration for Environmental Protection  
110a, Rumenačka Street, telephone: +381 21 529 236, [www.environovisad.org.rs](http://www.environovisad.org.rs);
9. Novi Sad Architects Association  
20, Svetozara Miletića Street, telephone: +381 21 423 485, [www.dans.org.rs](http://www.dans.org.rs);
10. Ministry of Interior, Protection and Rescue Sector  
Corner of Papa Pavla Street and Oslobodjenja Boulevard

Note: Forms can be downloaded at the website of Public Utility Company "Informatics"  
[www.nsinfo.co.rs](http://www.nsinfo.co.rs) => **online servisi (online services)** => **Gradska uprava za urbanizam i stambene poslove (City Administration for Urban Planning and Housing)**