



**CITY OF TREBINJE**

# **INSTRUCTION GUIDE**

**BUILDING PERMIT**

**DEPARTMENT OF SPATIAL  
PLANNING**

## **DESCRIPTION OF THE MANNER OF PROVIDING INFORMATION ON THE STATUS OF THE SPECIFIC REQUEST FOR THE ISSUANCE OF A BUILDING PERMIT**

All information on the status of application for a building permit issuing, as well as on all relevant data on the specific case, the parties to the procedure can obtain:

- In the Department of Spatial Planning, address 13 Vuk Karadžić St, office no. 1, independent senior associate for contact with citizens;
- By sending an e-mail to the following address: [savo.setencic@trebinje.rs.ba](mailto:savo.setencic@trebinje.rs.ba)
- By phone on **059/273-472**

All citizens who wish to apply for a building permit have to complete a form for issuing the building permit.

The form can be obtained at the Citizen Service Center, on the ground floor of the City administration building (2 Vuk Karadžić St.), or at the Center for Entrepreneurship and Building Permits (13 Vuk Karadžić St.), or on the City administration website in the e-form.

The completed form and supporting documents shall be submitted to the Citizen Service Center, located on the ground floor of the City administration building.

Attachments must be in original form or certified copies, and cannot be older than 6 months.

## **Documents necessary to be attached to the application for issuance of the building permit:**

- Location conditions;
- Evidence of resolved property-legal relations;
- Concession or public-private partnership contract if a concession is requested for the required upgrade or a public-private partnership contract is concluded in accordance with the special regulations;
- Main design in three copies;
- Report on the revision of technical documentation in accordance with the regulations of the Law on Spatial planning;
- Report and certificate of nostrification, if required by the Law on Spatial Planning;

- Environmental permit (if necessary) or Decision approving the environmental impact study in accordance with environmental regulations;
- Other evidence specified by special laws.

### **Fees and charges:**

The administrative city fee in the amount of BAM 20.00 for each facility unless 0.3 per mille of the construction and finishing works investment value is higher than BAM 20.00; the investor then pays the difference up to the calculated amount.

### **Deadline for handling the case: 5 days from the day of completing the application**

From the moment of submitting the application, the head of the procedure undertakes the necessary actions regarding the review of the submitted attachments, contacts the party regarding the amendments, prepares a decision determining the rent and development costs of the city building land, collects the necessary infrastructure approvals for revised technical documentation, performs the calculation of the administrative city fee which amounts to 0.3 per mille of the construction and finishing works investment value and of fees for the contribution for financing the survey and establishment of the real estate cadastre amounting to 0.3 percent of the construction and finishing works investment value, undertakes other necessary actions in the building permit process, prepares a decision approving the building (building permit) which is delivered to the applicant, the parties to the proceedings and the competent authorities.

## **Legal framework:**

- The Law on Spatial Planning and Building (“Official Gazette of the RS“ nos: 40/13, 106/15, 3/16, 84/19);
- Decision on Municipal Administrative Fees (“Official Gazette of the Municipality of Trebinje“ nos.1/12, 6/12, 7/12);
- Law on General Administrative Procedure (“Official Gazette of the Municipality of Trebinje“ nos: 13/02, 87/07, 50/10, 66/18).

**CITY OF TREBINJE**  
**CITY ADMINISTRATION**  
**DEPARTMENT OF SPATIAL**  
**PLANNING**  
**13 Vuk Karadžić St.**

**HEAD OF THE**  
**DEPARTMENT**  
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**Information can be found on the WEB site of  
the City administration**

**Website:**  
**[www.trebinje.rs.ba](http://www.trebinje.rs.ba)**