

Building construction procedure guide

UNIFIED PROCEDURE

MUNICIPAL ADMINISTRATION OF
ĆUPRIJA

DECEMBER 2025

UNIFIED PROCEDURE - "ONE COUNTER SYSTEM" FOR INVESTORS

The meaning of the so-called of "one-stop systems" is to transfer part of the burden of complex administrative procedures with a large number of participants to public administration (state administration, local self-government and organizations with public powers). One-stop systems are mechanisms that achieve a more functional distribution of obligations in the implementation of administrative procedures between citizens and administration. What is the Unified Procedure?

In its essence, the unified procedure is the exchange of documents in the possession of holders of public authority without mediation by citizens, that is, investors. The one-stop system is not a counter in the usual sense of the word, with a hatch through which the counter clerk communicates with the party, but a "communication hub", through which the authority responsible for issuing building permits obtains and distributes acts of competence of holders of public authority, in the name and on behalf of investors. Competent authorities, as well as all other holders of public authority, in case of any doubt regarding the norms applied in the unified procedure, are obliged to apply those norms in a way that is the fastest, cheapest and most efficient for the party, resorting to the objective interpretation of the provisions governing the unified procedure.

What is not covered by the unified procedure?

- Issuing information to the location;
- Issuing conditions for designing and connecting to the distribution, or transmission system of electricity, as well as to the distribution, or natural gas transport system, for individual facilities, in accordance with the law regulating energy.

What is covered by the unified procedure?

- Obtaining conditions for designing, ie connecting buildings to the infrastructure network;
- Issuance of location conditions;
- Issuing a building permit;
- Changes to location conditions and building permits;
- Submission of works;
- Obtaining consent to the project for implementation in terms of fire protection measures;
- Notification of the completion of the foundation and completion of the building in a constructive sense;
- Distributing information and documents;
- Connection to the infrastructure network;
- Issuance of a use permit;
- Registration of property rights on the built object.

[Law on Planning and Construction \('Official Gazette of the RS', no. 72/2009, 81/2009 - amended, 64/2010 - US decision, 24/2011, 121/2012, 42/2013 - US decision, 50/2013 - US decision, 98/2013 - US decision, 132/2014, 145/2014, 83/2018, 31/2019, 37/2019 - other laws, 9/2020, 52/2021, 62/2023 and 91/2025\) & Rulebook on the procedure for implementing the unified procedure by electronic means \('Official Gazette of RS' \)](#)

CONTENTS

1. LOCATION INFORMATION	4
2. LOCATION CONDITIONS	5
2.1. Conceptual design.....	5
2.2. Facility design and connecting conditions	6
3. BUILDING PERMIT	10
3.1 The procedure for issuing a building permit.....	10
3.2. Extract from the project for the building permit	12
3.3. Project for building permit	13
3.3.1. Elaborate on geotechnical construction conditions.....	13
3.3.2. Elaboration of energy efficiency	13
3.3.3. Environmental Impact Assessment Study	14
3.3.4. Fire protection study	15
3.4. Property legal relations and realization of the right to construction	15
3.5. Agreement between the investor and the holder of public authority.....	15
3.6. Contribution to the development of construction land.....	16
4. DECISION ON APPROVAL OF PERFORMANCE OF WORKS (ART. 145 ZPI)	17
4.1. The procedure for issuing a decision on the execution of works	17
4.2. Preliminary design.....	19
5. CONSTRUCTION	21
5.1. Submission of works.....	21
5.2. Notification of the completion of the construction of the foundation/completion of the building in a constructive sense.....	22
5.3. Connecting the object to the infrastructure.....	23
6. USE PERMIT	23
6.1. Procedure for issuing a use permit.....	24
6.2. Projekat za izvođenje sa potvrdom i overom investitora.....	26
6.3. Komisija za tehnički pregled objekta	26
6.4. Certificate on the building's energy properties	27

6.5. Elaboration of geodetic works for the completed building and special parts	27
6.6. Elaboration of geodetic works for underground installations.....	27
6.7. Registration of ownership rights to the object.....	27

ОПШТИНА ЂУПРИЈА



1. LOCATION INFORMATION

Location information is an informative document that an interested person can obtain for the purpose of prior insight into the data on the possibilities and limitations of construction on a cadastral plot, that is, several cadastral plots.

Location information is issued by the authority responsible for issuing location conditions within 8 days from the date of submission of the request, with compensation for the actual costs of issuing that information.

The request for issuing information about the location is submitted to the Department for Urban Planning, Property Legal Affairs and Environmental Protection, through the urban planning counter at the Service Center of the Municipal Administration of the Municipality of Čuprija, ul. On October 13, no. 7, every working day from 07:30 to 15:30. With the request for issuing location information, it is necessary to attach:

- A copy of the plot plan;
- Proof of payment of the administrative fee and fee.

A copy of the plot plan is issued by RGZ-Služba za real estate cadastre Čuprija, ul. On October 13, no. 7, Čuprija, and can be obtained through authorized geodetic offices.

Fees and charges for issuing location information:

Opština Čuprija		
Municipal administrative fee upon request	100,00 RSD	840-742351843-94
Naknada za izdavanje informacije o lokaciji:		
Type of object	amount	Destination account
houses	1.500,00 RSD	840-742351843-94
apartment building	4.000,00 RSD	840-742351843-94
Business building	4.000,00 RSD	840-742351843-94
Business-residential building	5.000,00 RSD	840-742351843-94
Multi apartment-business building	5.000,00 RSD	840-742351843-94
Public buildings	4.000,00 RSD	840-742351843-94
Economic, agricultural, – poljoprivredni, auxiliary etc	1.000,00 RSD	840-742351843-94
Other auxiliary	1.000,00 RSD	840-742351843-94
Power stations and line infrastructure	1.000,00 RSD	840-742351843-94

2. LOCATION CONDITIONS

Location conditions are a public document that contains data on the possibilities and limitations of construction on a cadastral plot that meets the requirements for a building plot, and contains all the conditions for the preparation of technical documentation.

The deadline for issuing location conditions is 5 working days from the date of obtaining all necessary conditions and other data from the holder of public authority.

The location conditions are valid for 24 months from the date of issue, and if a building permit or a decision to approve the execution of works was issued on the basis of those location conditions within 24 months, they are valid until the expiration of those decisions.

Location conditions can be issued to any interested natural or legal person who has submitted a request and submitted the prescribed documentation and paid the prescribed fees and charges. That person does not have to be the owner of the plot, or the plot for which the application is submitted, nor must he have any contract with the owner of the plot regarding the use, ownership or any other right on the plot.

The request for issuance of location conditions is submitted exclusively through the portal for electronic submission of construction requests (the website can be accessed by clicking on the image below).



The following is attached to the request for issuance of location conditions:

- conceptual solution, prepared in accordance with the rulebook regulating the content of technical documentation;
- proof of payment of the administrative fee for submitting the request and fee for the Central Records.
- Along with the request for the issuance of location conditions for the construction of communal infrastructure in the regulation of the existing road, a geodetic survey of the existing situation on the cadastral basis, made by an authorized person entered in the appropriate register in accordance with the law, is submitted.

The request can be submitted in person or through an attorney.

The department ex officio acquires through the CIS (Central Information System):

- a copy of the plot plan with real estate list;
- conditions for designing and connecting the facility.

2.1. Conceptual design

The conceptual design is a document that shows the planned concept of the object, with the display and listing of all the data necessary for determining the location conditions, depending on the class and purpose of the object. The conceptual solution is created on the basis of data obtained from information on the location, the acquisition

of which is not mandatory, or on the basis of an insight into the planning document and separate, where it exists.

The conceptual design is created:

- For the purposes of obtaining location conditions (Article 53a. ZPI);
- As part of the urban planning project for the needs of urban-architectural development of the location (Article 117a. ZPI).

The conceptual design is prepared by a business company or an entrepreneur, who are registered in the appropriate register for the preparation of technical documentation, in accordance with the provisions [Rulebook on the content, method and procedure of preparation and control of technical documentation according to the class and purpose of the object](#) ("Official Gazette of RS", no. 96/2023).

2.2. Facility design and connecting conditions

The Department for Urban Planning, Property Legal Affairs and Environmental Protection ex officio obtains the conditions for designing and connecting the facility from the holders of public authority on behalf and for the account of the applicant, with compensation for the actual costs of issuing those conditions

Facility connecting conditions fees (assortment):

Uslov	Imalac javnih ovlašćenja	Iznos naknade
Power grid connection	EPS distribution - Jagodina branch ¹	Residential buildings with one apartment (over 2000 m ² or P+4+Pk) - RSD 4,935.19
		Residential buildings with two apartments (over 2000 m ² or P+4+Pk) - RSD 4,935.19
		Residential buildings with three apartments (over 2000 m ² or P+4+Pk) - RSD 4,935.19
		Residential buildings with more than three apartments (over 2000 m ² or P+4+Pk) - RSD 17,496.69
		Restaurants, bars and similar catering buildings (over 400 m ² or P+2) - RSD 31,432.19
		Business buildings (over 400 m ² or P+2) - RSD 31,432.19
		Buildings for wholesale and retail trade (over 400 m ² or P+2) - RSD 31,432.19
		Industrial buildings over 400 m ² - RSD 31,432.19
		Facilities and plants in heavy industry, not elsewhere classified - RSD 54,828.19
		Other buildings (except buildings) not classified elsewhere - RSD 17,496.69
Connection to the water supply grid	JKP "RAVNO 2014"	Individuals - 3,682.00 (with VAT)
		Legal entities - 9,205.00 (with VAT)
Connection to the road	JKP "RAVNO 2014"	30.000,00 (with VAT)
Excavation and road access	JKP "RAVNO 2014"	12.000,00 (with VAT)

¹ The complete price list is available at the link:

https://elektro distribucija.rs/regulativa/dokumenta/cenovnik_nestandardnih_usluga_novo.pdf

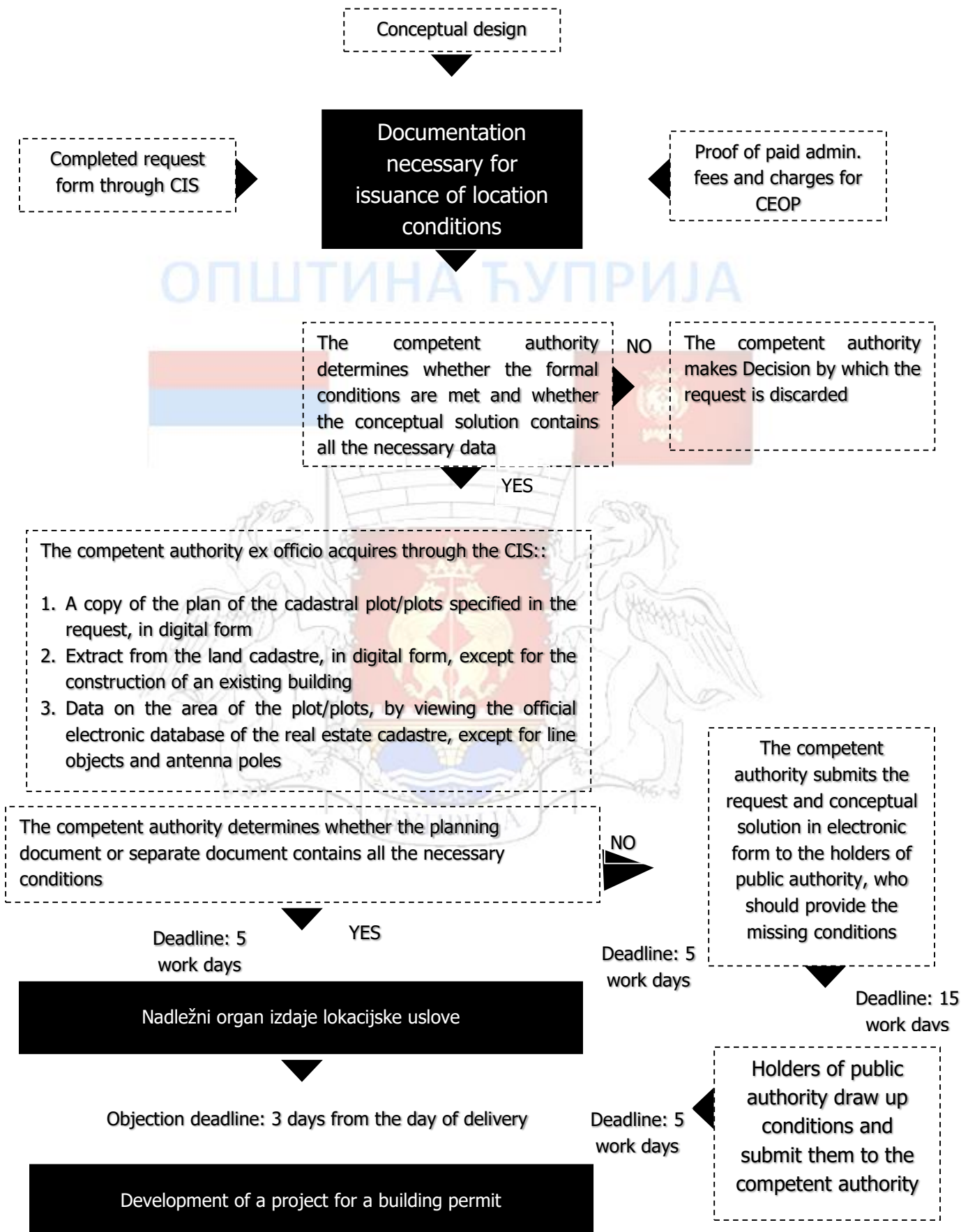
Some Design condition parrameters

Javni objekat	Imalac javnih ovlašćenja	Uslovi za projektovanje
State road safety zone	JP "Putevi Srbije"	Prohibition of construction of facilities Class I A road - Highway - 40 meters; Class II A road - except for the highway - 20 meters; Class II A road - 10 meters.
Municipality road safety zone	JKP "RAVNO 2014"	Prohibition of construction of facilities 5 metara
Railway infrastructure belt - consent (in the form of a decision)	JP „Železnice Srbije"	If the building is built in the railway infrastructure zone, (zone on both sides of the railway, with a width of 25 m, counting from the axis of the end tracks)

If the applicant, in the request for the issuance of location conditions, stated that he wants to declare beforehand whether he accepts the costs of issuing conditions for design and connection, about which he is notified, the competent authority will stop the procedure after sending that notification and continue the same after the applicant declares that he accepts the amount of the costs of issuing location conditions.



LOCATION CONDITIONS ISSUANCE PROCEDURE



Location conditions issuance fees

Fee	amount	Account
Republic administrative fee for the request	420,00	840-742221843-57
Republic administrative fee for location conditions issuance		
A category objects	1.800,00	840-742221843-57
B category objects	2.700,00	840-742221843-57
V category objects	3.600,00	840-742221843-57
G category objects	3.600,00	840-742221843-57
Naknada za CEOP		
Undemanding and less demanding objects A & B	1.040,00	840-29770845-52
Demanding and engineering objects V & G	2.090,00	840-29770845-52
Municipal fees		
Municipal request fee	100,00	840-742351843-94
Municipal fee for issuing location conditions		
Houses	1.000,00	840-742351843-94
residential buildings with multiple residential units	5.000,00	840-742351843-94
Business building	5.000,00	840-742351843-94
Business-residential building	6.000,00	840-742351843-94
Multi apartment-business building	7.000,00	840-742351843-94
economic - agricultural building	4.000,00	840-742351843-94
public building	5.000,00	840-742351843-94
line infrastructure facilities	10.000,00	840-742351843-94
auxiliary and other building	1.000,00	840-742351843-94
building extension	1.000,00	840-742351843-94

Fees for documents RGZ - Service for Real Estate Cadastre Čuprija

Republic Geodetic Authority		
Extract from the cadastre database (former real estate certificate)	Amount	Account
Per one real estate	690,00	840-742221843-57
Copy of the plan		
For one plot	980,00	840-742221843-57
For each subsequent adjacent plot	420,00	840-742221843-57
Extract from the utility cadastre		
line sheet - for one line	1.160,00	840-742221843-57
list of water lines - for the holder of water rights	990,00	840-742221843-57
a copy of the cadastral plan of the lines, per dm ²	1.270,00	840-742221843-57

3. BUILDING PERMIT

A building permit is a document based on which, with a confirmed work report, the investor starts the construction of the building. The building permit is issued by the competent authority within 5 working days from the date of receipt of the request

3.1 The procedure for issuing a building permit

The request for issuing a building permit is submitted to the Department of Urban Planning, Property Legal Affairs and Environmental Protection through the portal for electronic submission of requests:



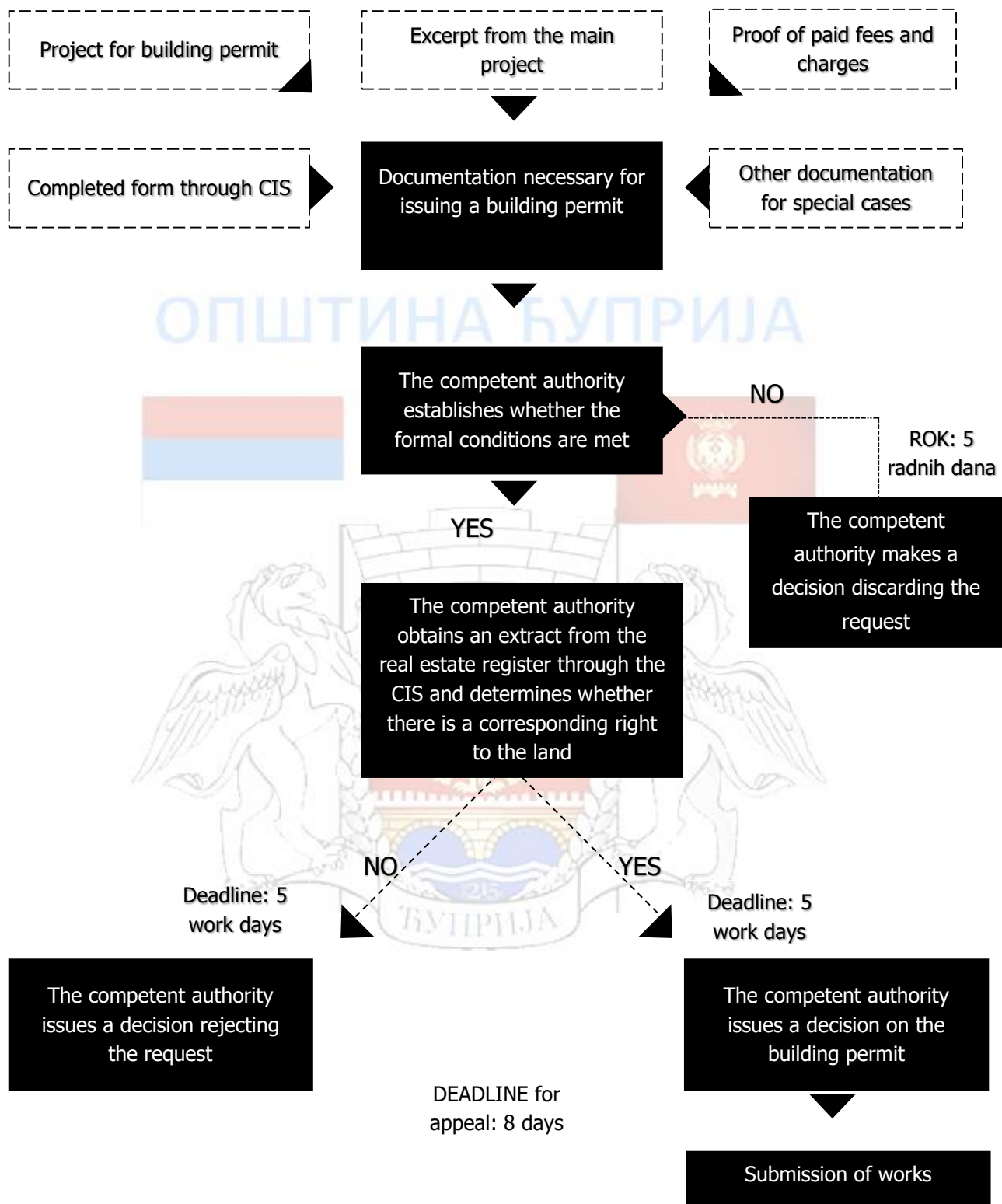
The application for issuing a building permit is accompanied by:

- location conditions;
- extract from the project for the building permit;
- project for building permit, which contains (depending on the type of building):
 - study on geotechnical construction conditions,
 - energy efficiency study ,
 - environmental impact assessment study,
 - fire protection study;
- contract between investor and financier (if concluded);
- a statement on the method of payment of the contribution for the development of construction land;
- energy permit - for buildings for which it is prescribed [By the Law on Energy \('Official Gazette of RS', no. 145/2014, 95/2018 - other laws, 40/2021, 35/2023 - other laws, 62/2023 and 94/2024\)](#);
- co-owner's consent certified by the Notary Public (if the building is built on land that is co-owned by several persons);
- Decision on giving consent to the waste management plan (objects B, V and G)
- proof of payment of the administrative fee and fee.

The department ex officio procures through CIS:

- proof of the appropriate title to the land;
- conditions for connection to the electricity distribution/transmission system and natural gas distribution/transportation system, if they are not included in the location conditions;
- an agreement on the method of financing the construction of the missing infrastructure, concluded between the investor and the holder of public authority, if this construction is specified as a condition for issuing a building permit in the location conditions.

BUILDING PERMIT ISSUANCE PROCEDURE



Building permit issuance fees:

Fee	Amount	Account
Republic administrative fee for the request	420,00	840-742221843-57
Republic administrative fee for issuing a building permit		
A category objects	600,00	840-742221843-57
B category objects	4.880,00	840-742221843-57
V category objects	7.310,00	840-742221843-57
G category objects	7,310,00	840-742221843-57
CEOP Fee		
Undemanding and less demanding objects A & B	3.130,00	840-29770845-52
Demanding and engineering objects V & G	5.210,00	840-29770845-52
Municipal fees		
Municipal request fee	100,00	840-742351843-94
Municipal fee for issuing Building permit		
Porodično – stambeni objekti	1.000,00	840-742351843-94
Stambeni objekti sa više stambenih jedinica	10.000,00	840-742351843-94
Poslovni objekti	10.000,00	840-742351843-94
Poslovno – stambeni objekti	3.000,00	840-742351843-94
Poslovno – stambeni objekti sa više poslovnih jedinica	15.000,00	840-742351843-94
Ekonomsko – poljoprivredni objekti	2.000,00	840-742351843-94
Objekti javne namene	5.000,00	840-742351843-94
Linijski infrastrukturni objekti	5.000,00	840-742351843-94
Restoration, conservation and revitalization of cultural assets	2.000,00	840-742351843-94

Fees for documents RGZ - Service for Real Estate Cadastre Čuprija

Republic Geodetic Authority		
Extract from the cadastre database (former real estate certificate)	Amount	Account
Per one real estate	690,00	840-742221843-57
Copy of the plan		
For one plot	980,00	840-742221843-57
For each subsequent adjacent plot	420,00	840-742221843-57
Extract from the utility cadastre		
line sheet - for one line	1.160,00	840-742221843-57
list of water lines - for the holder of water rights	990,00	840-742221843-57
a copy of the cadastral plan of the lines, per dm ²	1.270,00	840-742221843-57

3.2. Extract from the project for the building permit

The extract from the project contains basic data about the building and participants in the construction, location data and other documents from which the compliance of the designed building with the issued location conditions can be seen. An excerpt from the project is prepared by a business company or an entrepreneur who is registered in the appropriate register for the preparation of technical documentation, in accordance with the provisions

[Rulebook on the content, method and procedure of preparation and control of technical documentation according to the class and purpose of the object \("Official Gazette of RS", no. 96/2023\).](#)

3.3. Project for building permit

A project for a building permit is a set of mutually agreed projects defining:

- Location and capacity of the facility on the location
- Functionality from the point of view of technological and other requirements;
- Spatial design;
- Selection of the construction system and dimensioning of the main construction elements;
- Basic selection of building materials, installations and equipment;
- Other elements of importance for determining compliance with location conditions and fulfillment of basic requirements for the facility.

The project for the building permit is prepared by a company or an entrepreneur who is registered in the appropriate register for the preparation of technical documentation in accordance with the provisions [Rulebook on the content, method and procedure of preparation and control of technical documentation according to the class and purpose of the object \("Official Gazette of RS", no. 96/2023\).](#)

The content of the project depends on the type and class of the object being built, in accordance with the provisions [Rulebook on Classification of Objects \("Official Gazette of RS", No. 22/2015\).](#) Depending on the complexity of the object, the project may include a study on geotechnical construction conditions, an energy efficiency study, an environmental impact assessment study, and a fire safety study.

3.3.1. Elaborate on geotechnical construction conditions

The study on geotechnical construction conditions is prepared according to the Rulebook on the content of geological research projects and contains a statement from the authorized person who prepares the study on the geomechanical characteristics of the soil on which the facility is being built.

The report is prepared by a company that is registered in the appropriate register, in accordance with [Rulebook on conditions, criteria and content of projects for all types of geological research \("Official Gazette of RS" no. 45/2019 and 72/2021\).](#)

3.3.2. Elaboration of energy efficiency

The energy efficiency report is an integral part of the building permit project and is prepared according to the Rulebook on the Energy Efficiency of Buildings ("Official Gazette of the RS", No. 61/2011) and contains a statement by the responsible engineer for the energy efficiency of the building who prepares the energy efficiency report on the measures envisaged to achieve the prescribed energy properties.

The report is prepared by an Engineer for the energy efficiency of buildings who has the appropriate license from the Chamber of Engineers of Serbia.

3.3.3. Environmental Impact Assessment Study

An environmental impact assessment study is required if the subject of construction is on the list of projects for which an impact assessment is mandatory or on the list of projects for which an impact assessment can be requested, which is decided by the competent authority, i.e. the Department of Urban Planning, Property Legal Affairs and Environmental Protection of the Municipal Administration of the Municipality of Čuprija. An environmental impact assessment study is prepared by an entrepreneur or a legal entity registered in the appropriate register. Before making the study, it is necessary for the investor to apply to the Department for a decision on the necessity of making the study. [Law on Environmental Protection \("Official Gazette of the RS", no. 135/2004, 36/2009, 36/2009 - other laws, 72/2009 - other laws, 43/2011 - US decision and 14/201676/2018, 95/2018 - other laws, 95/2018 - other laws and 94/2024 - other law\)](#) and the [Law on Environmental Impact Assessment \("Official Gazette of RS", No. 94/2024\)](#) prescribe the method of preparation of the environmental impact assessment study, as well as the types of facilities for which the preparation of the study is mandatory.

All requests regarding the environmental impact assessment are submitted through the urban planning counter at the Service Center of the Municipal Administration of the Municipality of Čuprija.

Fees for consenting to the environmental impact assessment study:

Fees			
Type of fee	Republic	Municipal	
Request for deciding on the need to create a study	2.710,00	2.500,00	
Request to determine the scope and content of the study	2.710,00	2.500,00	
Request for approval of the study according to the report of the technical commission, for objects:			
- up to 100 m ²	54.700,00	6.000,00	
- from 100-1,000 m ²	106.670,00	10.500,00	
- over 1,000 m ²	175.060,00	17.500,00	
Request for consent to the study according to the report on the condition found, for facilities:			
- up to 100 m ²	47.220,00	2.800,00	
- from 100-1,000 m ²	92.140,00	5.600,00	
- over 1,000 m ²	151.210,00	8.950,00	
Request to update the impact assessment study	2.710,00	2.400,00	
Request for consent to the environmental impact assessment study for facilities:			
- up to 100 m ²	13.710,00	1.400,00	
- from 100-1,000 m ²	27.330,00	2.800,00	
- over 1,000 m ²	54.700,00	5.600,00	

3.3.4. Fire protection study

The fire protection report is an integral part of the building permit project and contains the statement of the authorized person on the anticipated fire protection measures. The report on fire protection is prepared by a person with an appropriate license issued in accordance with [The Law on Fire Protection \("Official Gazette of the RS", no. 111/2009 and 20/201587/2018 and 87/2018 - other laws\)](#).

The main fire protection project is made for public buildings (cinemas, schools, hotels, fueling stations for motor vehicles, sports halls, galleries, museums, etc.) as well as for residential and commercial buildings with a height of more than 30m, block-type buildings, production and storage facilities and power plants with a nominal voltage of 110 kV and above.

Consent to the Elaborate/Main Fire Protection Project is given by the Ministry of Internal Affairs of the RS - Department for Emergency Situations in Jagodina. This consent is obtained in the Unified Procedure.

3.4. Property legal relations and realization of the right to construction

[ZPI](#) in Article 135 prescribes the appropriate rights on the land and the building for the issuance of construction permits and decisions on the execution of works.

The corresponding land rights are:

- property right on construction land;
- the right to lease on construction land.

The corresponding right to an object is a property right.

If there is co-ownership right on the land or building that is the subject of construction, the written consent of all co-owners must be submitted along with proof of the corresponding right.

In special cases of construction (lineage, communal and other facilities), evidence of the corresponding right from Article 69 of the [ZPI](#) can be attached.

3.5. Agreement between the investor and the holder of public authority

If the application for the issuance of a building permit envisages the connection of the building to the communal infrastructure that was not completed at the time of issuing the location conditions, which is determined by the location conditions, a contract between the investor and the corresponding holder of public authority on the construction of the missing infrastructure shall be submitted with the application for the issuance of the building permit. The contract must provide for the construction of that infrastructure no later than the deadline for the completion of the works.

The draft of the Contract on the execution of the missing infrastructure is obtained by the Department of Urban Planning, Property Legal Affairs and Environmental Protection from the holder of public authority through the CIS, when issuing location conditions.

3.6. Contribution to the development of construction land

The contribution for the arrangement of the construction land is the fee that the investor pays for the communal preparation and equipping of the construction land on which the issuance of a building permit is requested. The contribution is also paid when the object's purpose is changed, if the coefficient for the new purpose is greater than the coefficient for the existing object's purpose.

The contribution for the development of construction land is calculated by the Department of Local Tax Administration of the Municipal Administration of the Municipality of Čuprija, ul. On October 13, no. 7.

Amount of contribution for the development of the construction land (in RSD per m2 of usable area) ²				
zone	residential buildings	business buildings	other buildings (warehouses, markets, economic, auxiliary)	open facilities (open parking lots, loggias, etc.)
IA	2.779,21	4.168,81	1.389,60	694,8
I	1.905,74	2.858,61	952,87	476,43
II	1.429,30	2.143,95	714,65	357,32
III	952,87	1.429,30	476,43	238,21
IV	794,06	1.191,09	397,03	198,51
V	555,84	833,76	277,92	138,96
Account for payment of editorial contributions: 840-741538843-29				

The amount of the contribution for the development of construction land calculated in this way can be additionally reduced if the construction plot on which the building is being built is not fully equipped with utilities. The contribution is reduced on this basis:

missing communal infrastructure	percentage reduction
access road	5%
sewer network	5%
water supply network	5%
sidewalk	1%
public lighting	1%

The contribution is not paid for public-purpose buildings in public ownership, communal and other infrastructure facilities, production and storage facilities, underground floors of high-rise buildings (space intended for vehicle garages, substations, transformer stations, storerooms, laundry rooms, etc.), except for parts of the underground floor used for commercial activities, open children's playgrounds, open sports fields and athletic tracks.

² Amounts for 2025

4. DECISION ON APPROVAL OF PERFORMANCE OF WORKS (ART. 145 ZPI)

The decision on the approval of the execution of works is an act that approves the construction and execution of works that are included in Article 145 of the Law on Planning and Construction and the Rulebook on special types of buildings and special types of works for which it is not necessary to obtain an act of the competent authority, as well as the type of buildings that are built, that is, the type of works that are performed, based on the decision on approval for the execution of works, as well as the scope, content and control of the technical documentation that is attached to the request and the procedure carried out by the competent authority ("Official Gazette of the RS", no. 87/2023 and 16/2024), and refers to the construction of auxiliary and economic buildings, brick fences, adaptations, reconstruction, additions, etc. The decision on the execution of works is issued on the basis of the conceptual design, and its issuance is preceded by location conditions only if for the works/objects whose construction it is requested, it is necessary to request conditions for design and connection from the holder of public authorities.

4.1. The procedure for issuing a decision on the execution of works

The procedure for issuing this decision begins with a request to the Department for Urban Planning, Property Legal Affairs and Environmental Protection of the Municipal Administration of the Municipality of Čuprija via the portal for electronic submission of applications:



The request for issuing a decision on the execution of works is attached:

- Concept project, prepared in accordance with the Rulebook on the content, method and procedure of preparation and the method of control of technical documentation according to the class and purpose of the object ("Official Gazette of the RS", no. 96/2023), in electronic form, i.e. technical description and list of works for the execution of works on investment maintenance, i.e. removal of obstacles to the movement of persons with disabilities;
- Proof of the paid administrative fee for submitting a request and making a decision and compensation for CEOP;
- Proof of the corresponding right to the land or building in terms of the ZPI, unless that right is registered in a public book or established by law, that is, if according to the ZPI it is prescribed that this evidence is not to be submitted.

Depending on the object/work, the request is also submitted:

- The contract between the investor and the financier, if concluded;
- The contract between the investor and the holder of public authority, that is, other proof of the provision of the missing infrastructure, if this is a condition stipulated in the location conditions;
- Consent of co-owners, certified in accordance with the law, if construction or works are carried out on construction land or a building that is co-owned by several persons;
- Proof of the arrangement of mutual relations with the owner of the building, that is, the owners of special parts of the building, in accordance with the law regulating the maintenance of residential buildings, when converting or merging common rooms into residential or business premises;
- Conditions for designing and connecting facilities to the distribution, or transmission system of electricity, as well as to the distribution, or natural gas transport system, which were obtained in accordance with the law governing energy, and are not included in the location conditions;
- Conditions for crossing and parallel routing, if in accordance with Article 2, paragraph 3 of the Regulation on location conditions ("Official Gazette of the RS", No. 87/2023) obtained outside the unified procedure, directly from the manager of the installation of lines on the route of the object in question;
- Conditions for crossing and parallel running obtained from the manager of the installation of lines that are on the route of the new facility in question, if they are the subject of the project, as well as proof of the alignment of the route with other holders of public authority who would be competent to issue the conditions for design and connection, in the case of the construction or extension of the secondary, i.e. distribution network and communal and other infrastructure in the regulation of the existing road, as well as in the case of the construction of connections to that infrastructure;
- Conditions regarding fire and explosion protection measures, if in accordance with Article 2, paragraph 4 of the UL, they are obtained outside of the unified procedure, directly from the authority responsible for fire protection, in accordance with Article 16 of that regulation (reconstruction of the existing infrastructure network with flammable and combustible liquids, as well as with flammable gases, i.e. construction of connections to these networks for which an approval decision is issued);
- Decision on giving consent to the waste management plan (objects B, V and G);
- The applicant's statement on the method of payment of the contribution for the development of construction land, as well as the means of security in the case of payment in installments, which will be submitted when applying for the works.

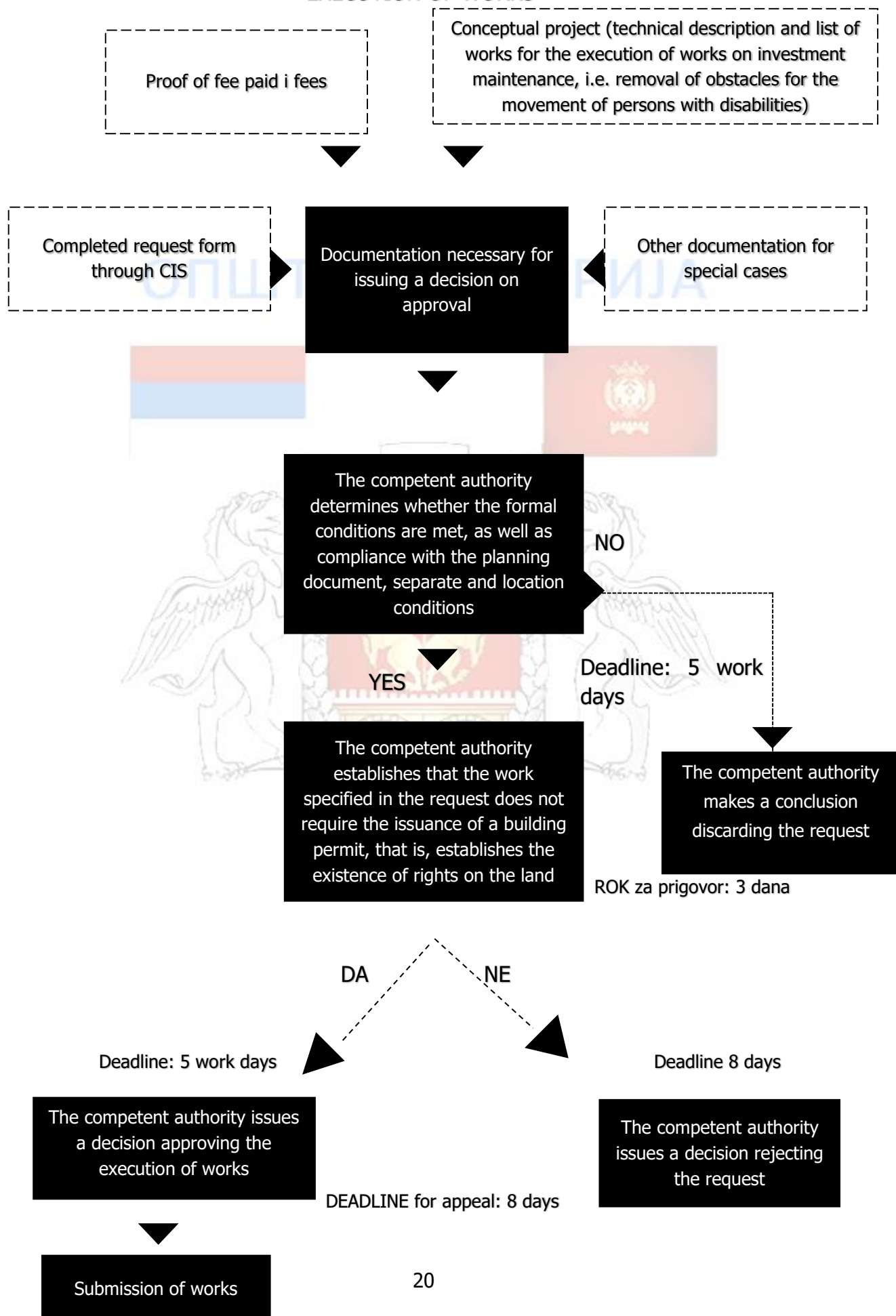
Issuance fees

Fee	Amount	Account
Republic administrative fee for the request	420,00	840-742221843-57
Republic administrative fee for the request for issuing a decision from Article 145 of the ZPI		
A category objects	600,00	840-742221843-57
B category objects	4.880,00	840-742221843-57
V category objects	7.310,00	840-742221843-57
G category objects	7,310,00	840-742221843-57
CEOP Fee		
All buildings	2.090,00	840-29770845-52
Municipal fee		
Municipal request fee	100,00	840-742351843-94
Opštinska naknada za rešenje		
extension, reconstruction, rehabilitation, adaptation and investment. maintenance	1.500,00	840-742351843-94
changing the purpose of the object without carrying out works	700,00	840-742351843-94
change of purpose of the building with the execution of works	500,00	840-742351843-94
separation or merger of a commercial/residential building	1.000,00	840-742351843-94
construction of masonry fences	1.000,00	840-742351843-94
connection to the constructed V/K network, gas network	2.000,00	840-742351843-94
installation of internal installations	1.000,00	840-742351843-94
construction of auxiliary buildings (garages, storage rooms, etc.)	1.000,00	840-742351843-94

4.2. Preliminary design

Conceptual project is a set of mutually agreed projects that determine: purpose, location, shape, capacity, technical-technological and functional characteristics and appearance of the object and tentatively proves the fulfillment of the basic requirements for the object. The conceptual project is prepared by a business company or an entrepreneur who is registered in the appropriate register for the preparation of technical documentation in accordance with [Rulebook on the content, method and procedure of preparation and the method of control of technical documentation according to the class and purpose of the object \("Official Gazette of RS", no. 96/2023\)](#).

PROCEDURE FOR ISSUING A DECISION ON APPROVAL EXECUTION OF WORKS



5. CONSTRUCTION

5.1. Submission of works

The application for works is made through CEOP, and is submitted no later than 8 days before the start of the works. The application for works is submitted on the basis of the issued construction permit or the issued decision from Art. 145 ZPI. Applications for works are submitted through the portal for electronic submission of applications:



The following is attached to the works application:

- proof of settlement of obligations in terms of contribution for development of construction land, that is, proof of payment of the first installment and means of security;
- standard contract for the construction of the connection to the electricity distribution system, which the operator of the electricity distribution system delivered to the investor with the conditions for design and connection, as part of the location conditions that preceded the issuance of the building permit, on the basis of which the works are registered;
- consent to the environmental impact assessment study, ie confirmation that an impact assessment study is not required, if it is a facility for which such a study can be requested;
- proof of payment of fees and fees for CEOP.

Fees:

Fee	Amount	Account
Republic administrative fee for the request	420,00	840-742221843-57
Republic administrative fee for confirmation of work registration		
A category objects	1.240,00	840-742221843-57
B category objects	6.090,00	840-742221843-57
V category objects	7.310,00	840-742221843-57
G category objects	7.310,00	840-742221843-57
CEOP Fee		
All buildings	520,00	840-29770845-52
Municipal fee		
Municipal fee on request	100,00	840-742351843-94
Municipal fee for confirmation of work registration	500,00	840-742351843-94

5.2. Notification of the completion of the construction of the foundation/completion of the building in a constructive sense

The contractor submits a statement on the completion of foundation construction immediately upon completion of their construction. The statement is submitted through the portal for electronic submission of applications.

With the report of the completion of the construction of the foundation, the investor shall attach:

- geodetic survey of built foundations;
- proof of fee payment

The department confirms without delay the receipt of the statement on the completion of the foundation statement, unless the data in the application is not in accordance with the data from the building permit, i.e. the decision from Art. 145 ZPI. In that case, the Department orders the investor to submit a proper notification of the completion of foundation construction without delay, with a warning that, in case of non-compliance with this order, it will be considered that no proper notification has been made.

The department notifies the competent construction inspection within 3 days from the day of receipt of the foundation application, regardless of whether the declaration of completion of the foundation declaration is in order or not. The inspection, within three days from the day of receiving the notification, performs an inspection inspection of the built foundations, and informs the Department about the results of the inspection.

A geodetic survey of built foundations is made by an authorized surveyor.

The statement on the completion of the building in the constructive sense is submitted immediately after the completion of that construction phase. The procedure for submitting this declaration is the same as for the declaration of the completion of foundation construction.

Fees for reporting the completion of the foundation and completion of the building in a constructive sense:

Fee	Amount	Account
Republic administrative fee for the request	420,00	840-742221843-57
Republic administrative fee for confirmation of work registration		
A category objects	1.830,00	840-742221843-57
B category objects	3.660,00	840-742221843-57
V category objects	4.880,00	840-742221843-57
G category objects	4.880,00	840-742221843-57
CEOP Fee		
All buildings	500,00	840-29770845-52
Municipal fee		
Municipal fee on request	100,00	840-742351843-94

Municipal fee all objects	3.000,00	840-742351843-94
---------------------------	----------	------------------

5.3. Connecting the object to the infrastructure

The procedure for connecting the facility to communal and other infrastructure is initiated by a request through CIS



The request for connection of the facility to the infrastructure shall be accompanied by proof of payment of the fee for connection of the facility to the infrastructure, if the amount of the fee is specified in the location conditions, unless the investor wants to pay the fee only after receiving the final calculation in accordance with the detailed description of the constructed facility, which is stated in the request.

Within 3 working days from the date of receipt of the request, the department sends the request to the holder of public authority to connect the facility.

If the facility is built in accordance with the building permit and construction project, the holder of public authorization is obliged to make the connection within 15 days from the date of receipt of the request, and to inform the Department about it, along with the delivery of an invoice with the final calculation of the connection fee. If the amount of the connection fee was not stated in the conditions for design and connection, the connection is made within the same period, regardless of whether the final fee calculation has been delivered to the investor in the meantime and whether the fee has been paid. However, if the investor stated in the request that the payment of the fee will be made only after the submission of the calculation, the 15-day period for connection begins to run only after the submission of proof of payment of the fee through CIS.

6. USE PERMIT

The use permit is an act that confirms that the object is suitable for use. Objects that are built on the basis of a building permit can only be used after obtaining a use permit. At the request of the investor, a use permit can also be issued for buildings/works, the execution of which is carried out on the basis of the decision from Article 145 of the ZPI. The use permit can be issued for a part of the building, provided that it represents a technical-technological unit, and can be used independently.

6.1. Procedure for issuing a use permit

The request for issuing a use permit is submitted through the portal for electronic submission of requests:



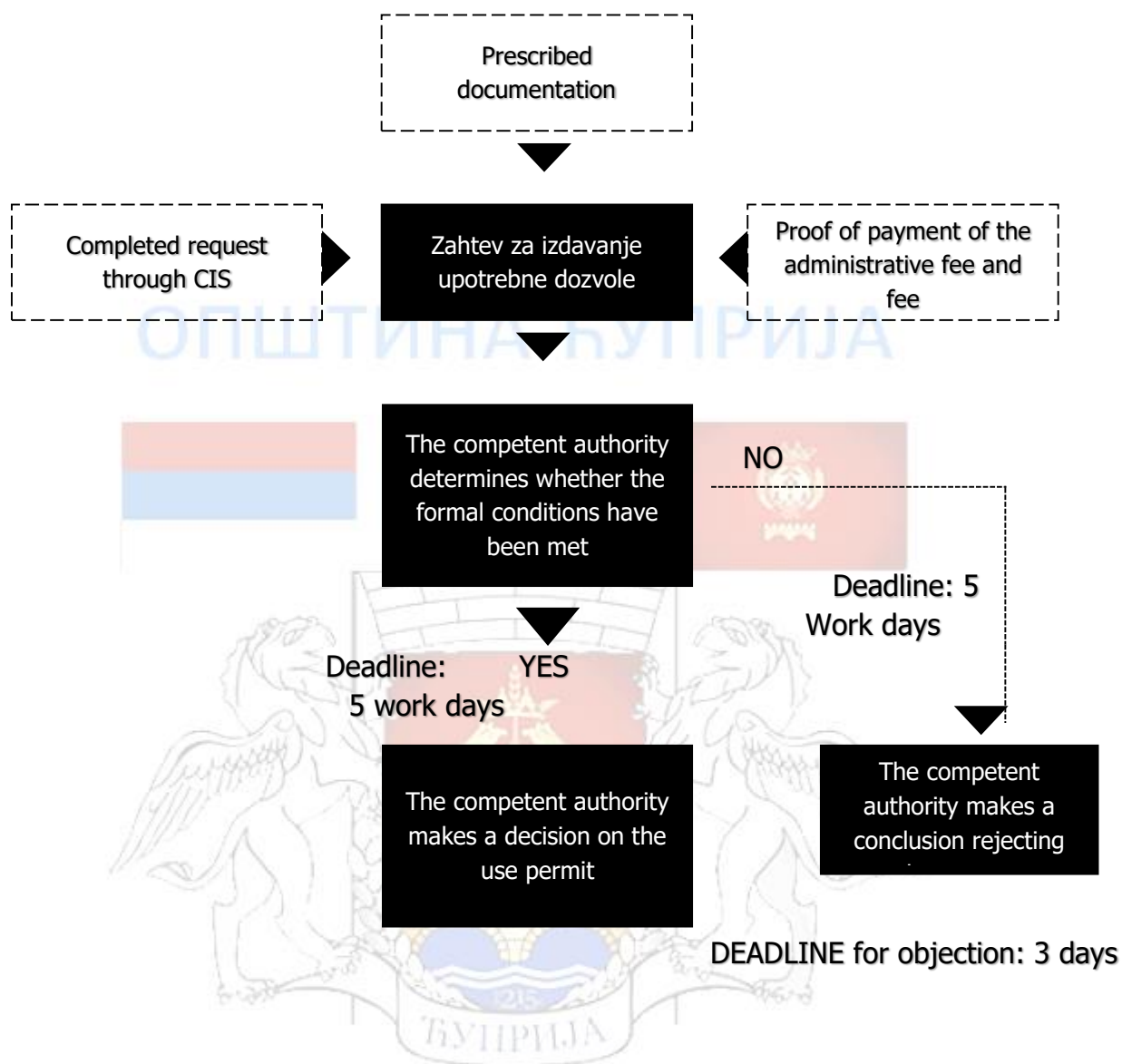
Along with the application for the issuance of a use permit, the investor also submits:

- project for execution with confirmation and attestation of the investor, the person performing professional supervision and the responsible contractor if during construction there was no deviation from the project for execution, or the project of the constructed object prepared in accordance with the [Rulebook on the content, method and procedure of construction and the method of control of technical documentation according to the class and purpose of the object](#) ("Official Gazette of RS", No. 96/2023);
- the report of the commission for technical inspection, which determines that the facility is suitable for use with a proposal for issuing a use permit;
- proof of payment of the administrative fee and fee;
- a certificate on the energy properties of the object, if the obligation to obtain that certificate is prescribed for the object;
- Elaboration of geodetic works for the completed building and special parts;
- Document on waste management;
- Elaboration of geodetic works for underground installations.

If a building permit has been issued for several building plots, with the obligation of the investor to merge those plots before issuing a use permit, the Department checks ex officio whether this change has been made at the RGZ, SKN Čuprija. The department makes a decision on the use permit within 5 working days from the day of receipt of the request. The decision is delivered to the applicant, and for information purposes, also:

- the financier, if the construction permit also applies to him;
- competent construction inspection;
- holders of public authority.

PROCEDURE FOR ISSUING A USE PERMIT



Use permit fees:

Fee	Amount	Account
Republic administrative fee for the request	420,00	840-742221843-57
Republic administrative fee for issuing a use permit		
A category objects	2.430,00	840-742221843-57
B category objects	12.210,00	840-742221843-57
V category objects	24.410,00	840-742221843-57
G category objects	24.410,00	840-742221843-57
CEOP Fee		
Undemanding and less demanding objects A & B	1.040,00	840-29770845-52
Demanding and engineering objects V & G	2.090,00	840-29770845-52
Municipal fee		
Municipal fee on request	100,00	840-742351843-94
Municipal fee for issuing a use permit		
Porodično – stambeni objekti	1.000,00	840-742351843-94
Stambeni objekti sa više stambenih jedinica	10.000,00	840-742351843-94
Poslovni objekti	10.000,00	840-742351843-94
Poslovno – stambeni objekti	3.000,00	840-742351843-94
Poslovno – stambeni objekti sa više poslovnih jedinica	15.000,00	840-742351843-94
Ekonomsko – poljoprivredni objekti	1.000,00	840-742351843-94
Objekti javne namene	5.000,00	840-742351843-94
Linijski infrastrukturni objekti	5.000,00	840-742351843-94
Removing obstacles for people with disabilities	No fee required	

6.2. Projekat za izvođenje sa potvrdom i overom investitora

Project for execution with confirmation and attestation of the investor, the person performing professional supervision and the contractor that the executed condition is equal to the designed one, if during construction there were no deviations from the execution project and if the project of the executed object was made in accordance with the rulebook regulating the content of technical documentation. In the event that no deviations from the construction project were made during the construction, a project of the completed building prepared in accordance with the rulebook regulating the content of technical documentation is attached

6.3. Komisija za tehnički pregled objekta

The technical inspection of the building determines the suitability of the building for use, i.e. it determines the compliance of the performed works with the construction permit and technical documentation on the basis of which the building was built, i.e. the works were performed, as well as with technical regulations and standards related to certain types of works, i.e. materials, equipment and installations.

The technical inspection of the building is carried out by a commission or a commercial company, that is, another legal entity that is registered in the appropriate register for the performance of such works, and which is determined by the investor. The

composition of the commission for technical inspection is determined so that its members are persons who have licenses corresponding to the areas of parts of the technical documentation on the basis of which the works were performed.

6.4. Certificate on the building's energy properties

A certificate on the building's energy properties is required for buildings for which it is intended [Rulebook on classification of buildings \("Official Gazette of RS", no. 22/2015\)](#). This certificate - Energy permit is issued by the Ministry of Mining and Energy in the form of a decision, within 30 days from the date of submission of the request, in accordance with [Rulebook on energy permit \("Official Gazette of the RS", no. 15/2015, 44/2018 - other laws and 99/2024\)](#).

6.5. Elaboration of geodetic works for the completed building and special parts

Elaboration of geodetic works is prepared by the authorized geodetic bureau, in order to register the changes resulting from the construction of the building and special parts in the real estate cadastre..

6.6. Elaboration of geodetic works for underground installations

Fees for registration of the object and special parts in the cadastre of underground lines

6.7. Registration of ownership rights to the object

Upon the finality of the decision on the use permit, the Department, within 5 working days, ex officio submits to the RGZ - Real Estate Cadastre Service of Ćuprije:

- usage permit;
- Elaboration of geodetic works for the constructed building and special parts of the building;
- Elaboration of geodetic works for underground installations.
- Real Estate Cadastre Service within 7 days of submitting the use permit:
- makes a decision on the house number;
- makes a decision on the registration of property rights on the building, that is, on special parts of the building, in accordance with the submitted use permit.

These decisions are submitted by the Real Estate Cadastre Service to the investor without delay, and to the Department for Urban Planning, Property Legal Affairs and Environmental Protection for information purposes. The Real Estate Cadastre Service of Ćuprija makes the appropriate entry in the land cadastre within 30 days from the delivery of the use permit.

Fee	Amount	Account
Republic administrative fee for the request	420,00	840-742221843-57
Fee for implementing changes		
Registration of the object and the rights holder	7.460,00	840-742221843-57
A special part of the building,	6.090,00	840-742221843-57
Each following in the same procedure	2.030,00	
Separate part created by merging, garage space	2.690,00	840-742221843-57

ОПШТИНА ЂУПРИЈА

