



REPUBLIC OF SRPSKA
NOVI GRAD MUNICIPALITY
MAYOR OF THE MUNICIPALITY



Petra Kočića. 2, 79220 Novi Grad

• Telephone: +387 52 720 900 • Fax: +387 52 720 901

HOW TO OBTAIN AN OCCUPANCY PERMIT

WHAT IS AN OCCUPANCY PERMIT?

The constructed object cannot be used or put into operation before the competent authority issues an occupancy permit based on a previously conducted technical inspection of the object.

An occupancy permit can be issued for the entire object or for a part of the object that represents a separate technical and functional entity when it can be brought into its intended use before the completion of the entire construction and in cases where it is necessary for the continuation and completion of construction.

The technical inspection of the object is carried out upon completion of the construction, i.e., all works specified in the building permit. It is conducted by a professional commission formed by the authority that issued the building permit within three days from the date of receiving the complete application.

SUBMISSION OF REQUEST

Alongside the request for a technical inspection and the issuance of an occupancy permit, the following documents must be submitted::

1. Building permit (copy),
2. Project, technical documentation (original),
3. Water permit (copy),
4. Geodetic survey of the facility/report on conducted underground installations survey (original),
5. Approval for the as-built condition (copy),
6. Contractor's statement on completed works and conditions for facility maintenance (original),
7. Supervisory authority report (original),
8. Energy certificate (original),
9. Tax card (original),
10. Proof of payment of a 100 KM fee (original),
11. Proof of payment of charges (copy).

TECHNICAL INSPECTION

A record is made of the completed technical inspection, including the opinions of each commission member regarding whether the constructed object can be used, whether identified deficiencies must be rectified beforehand, or if the occupancy permit cannot be issued.

After the technical inspection is completed, the technical inspection commission is obligated to prepare a written report within eight days, detailing the results of the technical inspection of the constructed object or performed works. This report, which is an integral part of the record, becomes an essential component of the occupancy permit for the object. The occupancy permit is permanently held by the administrative authority that issued the building permit and the owner of the object. The investor or owner of the object bears the costs associated with the technical inspection.

1. Payment of costs for conducting a technical inspection of a family residential building is 120.00 KM.
2. Payment of costs for conducting a technical inspection of an independent business space is 220.00 KM.
3. Payment of costs for conducting a technical inspection of a family residential building with a business space is 300.00 KM.
4. Payment of costs for conducting a technical inspection of business residential buildings, industrial facilities, and structures is 850.00 KM.

ISSUANCE OF OCCUPANCY PERMIT

If, based on the record, it is determined that there are no deficiencies or that identified deficiencies have been rectified, the competent authority issues the occupancy permit.

If the identified deficiencies are not rectified even within the additional period provided, the competent authority issues a decision rejecting the request for the issuance of the occupancy permit and informs the relevant urban planning and construction inspection.

IMPORTANT TO KNOW...

The deadline for resolving the complete case is 18 days.

After obtaining the occupancy permit and affixing the validity clause, conditions for using the facility have been fulfilled. Subsequently, upon settling all rent obligations and arranging the registration of the facility in the cadastral operation and land registry, the conditions are met.

Department for Spatial Planning and Housing-Communal Affairs

Address: Petra Kočića 2, 79220 Novi Grad

Phone: +387 52 720-467

Email: urbanizam@opstina-novigrad.com