

DEPARTMENT FOR URBANISM, INVESTMENTS AND COMMUNAL AFFAIRS

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SECTION FOR URBANISM

If you are planning to build...



LAW ON SPATIAL ARRANGEMENT AND CONSTRUCTION (Off.Gazette Tuzla canton nr. 6/11, 4/13 and 15/13) is general legislation regulating principles of planned arrangement of areas, and steps for planned construction.

First step

- If you plan construction of certain object, first step is obtaining information wheatear such construction is allowed or not, or is any type of construction allowed in accordance to plan documents covering desirable land plot of future construction
- Check on authorization of construction is being performed by viewing valid plan documents at: municipality one stop shop (at counter 8), in the office of urbanism referent (cadastre building top floor), and detailed plan documents are found on official web page of municipality.
- The check requires submission of copy of property deed sheet (for internal use), obtained from Section for geodetic affairs, listing the plot user, markings of cadastre unit and cadastre municipality.

Next steps

- If construction is allowed after performed check, request for location information or urbanism approval, depending on the type of plan document (detailed of development) has to be submitted

- Upon obtaining of location information / urbanism approval, construction cannot start because submission of request for issuance of construction approval has to be performed
- After the issuance of construction approval, construction can start, with annotation that start of the works needs to be reported to urbanism-construction inspection, no later than 8 days before the start of works.
- Upon completion of construction of the object which needs to be connected to communal infrastructure, obtaining of usage approval need to take place, and prior to it, technical exam has to be performed by appointed commission.

Final step

- Upon issuance of usage approval, object can be used, placed in the state of operation with previous obtaining of work approval, in accordance to special legal regulation (if it matter of business premises).

Section for urbanism operates with following plan documents, used for issuance of urbanism approvals and location information:

1. Development plan documents
Spatial plan for area of Tuzla canton for period 2005-2025, and
Urbanism plan Gradačac 2020
2. Detailed plan documents
Regulation plan of lakes Hazna and Vidara lakes zones, spa and sport-recreation zone,
Regulation plan “Center”
Regulation plan of free industrial zone II
Regulation plan of business zone Vučkovci
Regulation plan of Porebrice
Urbanism project of Alija Izetbegović square

LOCATION INFORMATION

- Location information is administrative act of short procedure, issued by Ministry or authorized municipal department, given to investor in written form and listing the urbanism-technical conditions for projecting, and other conditions for approvals for future changes on certain location, and all these conditions are determined in accordance to detailed plan documents.
- Request for location information includes:
 1. Copy of cadastre plan with listed user of subject plot
 2. Notional solution of construction with description of use and function or other intervention on the area, with general technical indicators.
 3. Description of planned work technology – if it is matter of production construction
 4. Other data or documents determined as relevant for preparation and creation of location information
 5. Proof of paid administrative tax
- Administrative taxes for location information are regulated by special municipal decision and they are identical to administrative taxes for urbanism approval

URBANISM APPROVAL

- Urbanism approval is administrative act, issued by Ministry or authorized municipal department, defining conditions for projecting and approval of future changes on the area, in absence of detailed plan document for that area.
- Request for urbanism approval includes:
 1. Copy of cadastre plan with listed user of subject plot
 2. Explanation of request with data needed for determination of urbanism-technical and other conditions.
 3. Other data or documents relevant for preparation and creation of urbanism approval
 4. Proof of paid administrative tax
- Administrative taxes for urbanism approval are regulated by decision on municipal administrative taxes and tariffs, (Off.Gazette municipality Gradačac, 4/14) and they are calculated by squares and purpose of the objects being built and they are between 25,00 and 400,00 KM.

APPROVAL FOR CONSTRUCTION

- Construction of building, reconstruction, upgrading, add-ons and change of use of existing building, can be done by investor explicitly based on approval for construction issued by the Ministry or authorized municipal department which issued location information / urbanism approval.
- Request for approval for construction includes:
 1. Location information / urbanism information
 2. Proof of construction right, in accordance to article 114 of the Law
 3. 3 copies of Main project documentation
 4. Written report on performed revision of Main project for objects which are subject of revision by law
 5. Report on research works, if data provided in them served for creation of Main project, and technological report if necessary
 6. Other annexes set by special regulations
 7. Proof of paid administrative tax
- Administrative taxes for urbanism approval are regulated by decision on municipal administrative taxes and tariffs, (Off.Gazette municipality Gradačac, 4/14) and they are calculated by squares and purpose of the objects being built and they are between 25,00 and 400,00 KM

Approval for construction is not required for:

- Auxiliary constructions used for regular use of individual accommodation object, built on the plot with approval for construction being issued (individual garages, storages, wood storages with gross dimensions of 18 m² and height of 3 m, sheds, water wells, water tanks with capacity up to 10 m³, septic tanks with capacity up to 10 m³)
- Green houses with gross surface up to 30 m² and 4 m of height in relation to surrounding terrain
- Mounting construction objects and kiosks with up to 12 m²
- Kids playing courts and foundations of stable kid's toys
- Sheds for public transportation stops

- Billboards with up to 12 m²
- Sport courts without grandstands with complete surface on the ground (tennis courts, football courts, ...)
- Works on stairways, hallways and similar, access roads to buildings and inside of it, for enabling undisturbed access and movement of persons with disabilities
- Works of replacement and upgrade of equipment, in accordance to the use of building
- Memorials and monuments.

Above listed works can be performed under conditions of previously solved property-legal affairs and obtained location information/urbanism approval. For these works, it is needed to obtain Solution on completion of structure, after technical exam performed by Section for urbanism.

Following operations do not require obtaining approval for construction or urbanism approval/location information:

- Works of regular maintenance and fixing of the damages on buildings (continuous maintenance)
- Construction of individual or family tomb, in accordance to regulated standards
- Arrangement around individual accommodation object with obtained approval for construction (construction of the fences, paths or platforms, walls up to height of 0,80 m from the ground, garden pool or fish pool with surface up to 20 m², garden fireplace with surface of 1,5 m² and height up to 3 m)
- Setting up the green houses used especially for agricultural production
- Cable and aerial installation on house-level electricity, telecommunications and CATV networks, and getting buildings with obtained approval for construction connected to communal installations (water, sewage, gas)

APPROVAL FOR USE

- Each constructed building with obtained approval for construction, can be started to be used only when Ministry or authorized municipal department issues approval for use based on previously performed technical check of the building.
- Request for approval for use includes:
 1. Copy of approval for construction, including eventual changes and upgrades
 2. Geodetic drawing of construction created on cadastre overlay
 3. Written statement of implementer, on implemented works
 4. Written report of supervision over construction with certificate on work completion
 5. Location information/urbanism approval
 6. Proof of paid administrative tax
- Upon receiving of complete request, authorized municipal department appoints commission for technical exam, whose job is determining was the construction built in accordance to technical documentation, technical regulations and norms, and conditions for construction set by special regulations
- Based on positive grade from official minutes made by technical commission, approval for use gets issued.
- Administrative taxes for this approval are regulated by decision on municipal administrative taxes and tariffs, (Off.Gazette municipality Gradačac, 4/14) and they are calculated by squares and purpose of the objects being built and they are between 50,00 and 200,00 KM

- Also investor is obliged to pay fee for costs of work of commission for technical exam, and that fee is regulated by Rule book on technical exams of structures (off.Gazette municipality Gradačac 9/13)

LEGALIZATION

- Legalization of illegally built constructions is special and deadline limited procedure, managed by Law on conditions and procedures of legalization of illegally build constructions (off. gazette Tuzla canton 3/06, 1/07, 5/08 and 10/11)
- Legalization of illegally built construction can be performed for constructions being started, completed, upgraded (horizontally or vertically), reconstructed or rehabilitated without approval for construction, changed in comparison to conditions set in approval for construction, not later than 19 SEP 2007 when satellite recording was performed.
- Owner of illegally built construction is in obligation to submit legalization request until 31 MAY 2016.