

**GRAD TUZLA**  
FEDERACIJA BOSNE I HERCEGOVINE  
BOSNA I HERCEGOVINA



**CITY OF TUZLA**  
FEDERATION OF BOSNIA AND HERZEGOVINA  
BOSNIA AND HERZEGOVINA

## **GUIDELINES FOR OBTAINING A CONSTRUCTION PERMIT**

Department for Spatial Planning and Environment Protection  
The City of Tuzla  
Telephone: 035 307 450  
For more information please visit: [www.grad.tuzla.ba](http://www.grad.tuzla.ba)

## **APPLYING FOR A CONSTRUCTION PERMIT**

Investors may start building, upgrading, reconstructing and rehabilitating the building only after a Construction Permit is issued by the Department for Spatial Planning and Environment Protection of the City of Tuzla, and the previously obtained Urban Planning Permit or Location Information.

The following supporting documents shall be submitted with the Construction Permit application form:

- Urban Planning Permit or Location Information
- A proof of the right to build on the site
- Three copies of the main project, developed by an authorized legal entity, registered to perform design engineering activities
- Revision of the main project (authorized design organization), except in cases stipulated by the law
- Certificate of validation of the main project, in cases when projects have been developed abroad
- Environmental Permit, in cases stipulated by the law
- Fire Protection Permit (authorized design organization)
- Elaborates concerning research works, if used for the development of the main project; an elaborate on the technology used, if necessary
- General Electrical Permit, issued by the Electric Power Plant Tuzla
- Sanitary Permit for the project (issued by the Department for Inspection)
- Sanitary Permit for the location (issued by the Department for Inspection)
- A proof of payment of administrative fees

To apply for issuance of a Construction Permit an applicant is required to fill out PUZO.2-13 Form.

Note: A list of necessary supporting documents that must be submitted with application form for Construction Permit issuance is an integral part of the procedure for obtaining Urban Planning Permit.

## **ISSUANCE OF CONSTRUCTION PERMIT**

A Construction Permit may be issued for the construction of any building or part of the building that constitute a technical/ technological unit.

A CONSTRUCTION PERMIT SHALL BE ISSUED WITHIN 15 DAYS FROM THE RECEIPT OF THE DULY SUBMITTED APPLICATION FORM. Fifteen days upon the receipt of the Construction Permit, an authorized officer responsible for issuance of the Construction Permit shall provide the investor with the stamp guaranteeing the validity of the Construction Permit. A Construction Permit shall expire should construction works on the building, for which the Construction Permit has been issued, not start within one year from the first day of its validity period.

### **CONSTRUCTION PERMIT RENEWAL**

The validity of a Construction Permit may, under separate decision, at the investors' request, be extended for another year, provided that conditions under which the Construction Permit has been issued remained unchanged. The request shall be submitted by an investor at least 15 days before the expiry of the previously issued Construction Permit (PUZO.2-15).

### **NOTICE ABOUT THE COMMENCEMENT OF CONSTRUCTION WORKS**

An investor shall notify the competent department of the City Administration, as well as the competent Inspection Department, about the commencement of construction works, no later than 8 days before the commencement of construction works (PUZO.2-23).

### **WHAT HAPPENS WHEN INVESTOR DECIDES TO MAKE CHANGES DURING CONSTRUCTION?**

Should an investor decide to make any changes during construction of the building, in such a way that these changes represent significant technical deviation from an idea presented in the main project, based on which the Construction Permit has been issued and which comply with conditions set out in location information, i.e. in Urban Planning Permit, the investor must submit a request for amendment of the Construction Permit. A request for amendment of the Construction Permit shall be submitted using PUZO.2-14.

### **WHAT HAPPENS WHEN NEW INVESTOR IS SELECTED DURING CONSTRUCTION?**

Should new investor be selected during construction works, this particular investor shall be obliged to submit an application for amendment of the Construction Permit to the competent department of the City Administration, no later than 30 days after being selected. The following supporting documents must be submitted: - valid Construction Permit- evidence of the right to build on the property or evidence of ownership of the building which is the subject of the amendment. The appointment of a new investor must be requested before an Authorization for Use has been issued (PUZO.1-1.).

**WHEN CAN A BUILDING BE PUT INTO USE?** The building, can be put into use after the Department for Spatial Planning and Environment Protection of the City of Tuzla has issued an Authorisation for Use for the particular building. An application for issuance of an Authorization for Use shall be submitted using PUZO.2-24.

Note: All types of forms for submission of each request can be downloaded on the website [www.tuzla.ba](http://www.tuzla.ba) or requested in person at the Centre for the provision of services to the citizens of the city of Tuzla. Information on the status of the case or submitted applications can be obtained at the Department for Spatial Planning and Environment Protection of the City of Tuzla or by dialing 035 / 307-450.