

## **Documentation for construction**

Whether you're obtaining documentation for the construction of houses, multi-family buildings (residential buildings) or their adaptation, the procedure is the same. Follow these steps to provide the necessary documentation:

### **Step I: Submit a request for Location information**

The Location information contains data on the possibilities and limitations of construction on cadastral plot, based on the planning documents. To obtain the location information, you need to enclose both request for Location information form, and proof of payment.

Payment requirement form you can find on the website of the [City of Subotica](#).

Complete documentation shall be submitted at the counters 6 and 7 in the Department of Civil Engineering Service Center in City Hall. The address is 1 Trg Slobode. Within 8 days from the date of application, the City Government - Department of Civil Engineering, will provide information about the possibilities of building at the required location.

### **Step II: Submitting a request for Location permit**

The location conditions shall include all urban, technical and other conditions and data necessary for the development of a project for a construction permit and project for execution, in accordance with the Law on Planning and Construction.

Location permit shall be obtained within the framework of a consolidated procedure, carried out by the competent authority.

Request for Location permit shall be submitted via [website for electronic license](#).

If the location conditions can be determined by insight into the planning document, ie separation, the competent authority is obliged to issue them within five working days from the date of receipt of the request for their issuance.

### **Step III: Submitting an application for a Construction License**

Construction License shall be obtained within the framework of a consolidated procedure, carried out by the competent authority.

An application for a Construction Permission shall be submitted via [website for electronic license](#).

The competent authority will issue a building permit within 5 days from the date of application.

### **Step IV: Notice of the commencement of construction works is submitted.**

The registration of works shall be obtained within the framework of a consolidated procedure, carried out by the competent authority. Notice of the commencement of construction works you can submit via [website for electronic license](#). Start of construction deadline runs from the date of filing the notice of the commencement of construction.

### **Step V: Request for obtaining a Use License**

Upon completion of the work, a request for obtaining a Use License is submitted.

The use License is obtained within the unified procedure, carried out by the competent authority.

Request for submission of the use License is submitted [via website for electronic license](#).