

WORKFLOW: How to build a building:

1. Request for urban-technical conditions (UTU) – request form

- Article 74 Paragraph 1 of the Law on Spatial Planning and Construction of Structures "Official Gazette of Montenegro", No. 064/17 from 06.10.2017, 044/18 from 06.07.2018, 063/18 from 28.09.2018);

- Rulebook on forms of request, registration and statement in the process of construction of facilities("Official Gazette of Montenegro" No. 070/17 from 27.10.2017, 060/18 from 07.09.2018)

2. UTU issuing – UTU form

- Article 74 Paragraph 13 of the Law on Spatial Planning and Construction of Structures "Official Gazette of Montenegro", No. 064/17 from 06.10.2017, 044/18 from 06.07.2018, 063/18 from 28.09.2018);

- Rulebook on forms of request, registration and statement in the process of construction of facilities("Official Gazette of Montenegro" No. 070/17 from 27.10.2017, 060/18 from 07.09.2018)

- Decree on entrusting of the part of affairs from the Ministry of sustainable development and tourism to the local self-government units

- Decree on the amount of fees for issuing urban-technical and technical conditions(UTU)

The issuance of UTU the Government of Montenegro entrusted by decree to local self-governments. Urban-technical conditions are issued within 20 days from the day of submission of the request, and the amount of the fee for their issue has been determined by the Government Decree. In addition to the data stipulated by the law governing the administrative procedure, the request must contain the information on the identification of cadastral parcel.

3. Designing a Conceptual Building Solution - Engaging a licensed company for preparation of technical documentation and construction of the building, based on issued urban-technical conditions.

- Article 76 of the Law on Spatial Planning and Construction of Structures ("Official Gazette of Montenegro", No. 064/17 from 06.10.2017, 044/18 from 06.07.2018, 063/18 from 28.09.2018);

4. Request for obtaining consent to the conceptual solution from the main state or city architect

- request form

- Article 87 Paragraph 7 of the Law on Spatial Planning and Construction of Structures ("Official Gazette of Montenegro", No. 064/17 from 06.10.2017, 044/18 from 06.07.2018, 063/18 from 28.09.2018);

- Rulebook on forms of request, registration and statement in the process of construction of facilities("Official Gazette of Montenegro" No. 070/17 from 27.10.2017, 060/18 from 07.09.2018)

5. **Issuance of consent by the city, ie main state architect** - deadline 15 days

- Article 87 Paragraph 6 of the Law on Spatial Planning and Construction of Structures ("Official Gazette of Montenegro", No. 064/17 from 06.10.2017, 044/18 from 06.07.2018, 063/18 from 28.09.2018);

6. **Completion of the Main Project of the Building** - a company that has made this conceptual solution or another company (but necessarily licensed for production of technical documentation and construction of the facility)

- Article 78 of the Law on Spatial Planning and Construction of Structures "Official Gazette of Montenegro", No. 064/17 from 06.10.2017, 044/18 from 06.07.2018, 063/18 from 28.09.2018);

- Rulebook on the manner of production and the content of the technical documentation for the construction of the facility("Official Gazette of Montenegro", No. 044/18 from 06.07.2018)

7. **Revision of the Main Project** - reviser (a company licensed for the affairs of revision of technical documentation and expert supervision), which is obliged to evaluate whether the main project has been done in accordance with the issued urban.technical conditions and conceptual solution for which the consent of the main city architect has been obtained.

Reviser has the obligation to provide, for the account of the investor, necessary approvals that are issued to the technical documentation by special regulations, as well as a copy of the plan and the list of the immovable property for the subject parcel. Bodies issuing these approvals, as well as a copy of the plan and the list of immovable property, are obliged to deliver them to the reviser electronically signed without reimbursement of the costs within 15 days from the date of submission of the request. Reviser is bound to make a written statement that the facility can be built on the basis of the main project - statement form

- Articles 81, 82 i 85 Paragraph 2 of the Law on Spatial Planning and Construction of Structures ("Official Gazette of Montenegro", No. 064/17 from 06.10.2017, 044/18 from 06.07.2018, 063/18 from 28.09.2018);

- Rulebook on forms of request, registration and statement in the process of construction of facilities("Official Gazette of Montenegro" No. 070/17 from 27.10.2017, 060/18 from 07.09.2018) and

- Rolebook on manners of main project revision ("Official Gazette of Montenegro", No. 018/18 from 23.03.2018)

8. **Making a contract with:**

- contractor of works (a company licensed for development of technical documentation and construction) and

- professional supervision (a company licensed to perform revision of technical documentation and expert supervision).

- Article 91 Paragraph 3 of the Law on Spatial Planning and Construction of Structures ("Official Gazette of Montenegro", No. 064/17 from 06.10.2017, 044/18 from 06.07.2018, 063/18 from 28.09.2018);

9. **Construction registration** – form

- Article 91 Paragraph 1 of the Law on Spatial Planning and Construction of Structures "Official Gazette of Montenegro", No. 064/17 from 06.10.2017, 044/18 from 06.07.2018, 063/18 from 28.09.2018);

- Rulebook on the manner of conducting professional supervision over the construction of facilities ("Official Gazette of Montenegro", No. 048/18 from 12.07.2018);

- Rulebook on forms of request, registration and statement in the process of construction of facilities("Official Gazette of Montenegro" No. 070/17 from 27.10.2017, 060/18 from 07.09.2018)

The construction registration is submitted to the Ministry of Sustainable Development and Tourism - Directorate for inspection supervision and licenses, 15 days before the start of the construction of the building. Within this period, the inspection body checks the built-up index, index of occupancy, storey ie the height of the building and the relationship to the construction line, as well as whether is submitted:

- the main project certified in accordance with the Law on Law on Spatial Planning and Construction of Structures ;

- a report on the positive revision of the main project;

- proof of liability insurance of the architect who created ie reviser who revised the main project, in accordance with the Law;

- a contract on engagement of the constructor;

- a contract on the engagement of the professional supervision;

- proof of ownership right on land or other right to construct on land or proof of the property right on the premises and the approval of the main state or city architect on the conceptual solution;

- proof of how to deal with fees for communal refurbishing of construction land and

- if the building is built on the territory of the Montenegrin coast, also proof of managing the relationship with regard to payment of fee for the construction of the regional water supply system in the territory of Montenegrin coastal municipalities.

10. **Setting up of a table on the building site** on the day of submission of the construction registration to the competent inspection body - to familiarize the local public with the intended construction

- Article 89 Paragraph 5 of the Law on Spatial Planning and Construction of Structures "Official Gazette of Montenegro", No. 064/17 from 06.10.2017, 044/18 from 06.07.2018, 063/18 from 28.09.2018);

- Rulebook on the form and layout of a table for building construction ("Official Gazette of Montenegro",No. 070/17 from 27.10.2017)

11. **Request for registration of the facility in cadastre of immovable property** - request form

- Article 104 Paragraph 2 of the Law on Spatial Planning and Construction of Structures "Official Gazette of Montenegro", No. 064/17 from 06.10.2017, 044/18 from 06.07.2018, 063/18 from 28.09.2018);

- Rulebook on forms of request, registration and statement in the process of construction of facilities("Official Gazette of Montenegro" No. 070/17 from 27.10.2017, 060/18 from 07.09.2018)

The request is submitted to Cadastre within 15 days of the day of receiving the final report of the professional supervision with the following documentation:

- evidence prescribed by law regulating the registration of rights on immovable property;

- a final report of professional supervision, containing a written statement that the facility has been built in accordance with the revised main project, that is eligible for use and can be used purposefully

- a statement form

- Article 103 Paragraph 1 of the Law on Spatial Planning and Construction of Structures "Official Gazette of Montenegro", No. 064/17 from 06.10.2017, 044/18 from 06.07.2018, 063/18 from 28.09.2018);

Rulebook on forms of request, registration and statement in the process of construction of facilities("Official Gazette of Montenegro" No. 070/17 from 27.10.2017, 060/18 from 07.09.2018)

- the elaboration of the original field data of the derived state verified by the licensed geodetic organization.

In case that urban-technical conditions have already been issued, the procedure starts from point 3 of this workflow.