



*Grad Labin*

# **CONSTRUCTION GUIDEBOOK**

April 2016

## **C O N T E N T S**

	pg.
1 Regulations applicable in the procedures of issuing construction permits	3
2 Location information	3
3 Location permit	3
4 Procedure of issuing a location permit	4
5 Notice on the drafting requirements for a conceptual / main design	4
6 Attachments to be enclosed with the application for building permit issuance	4
7 Validity of the location permit	5
8 Main design	5
9 Proof of legal interest	6
10 Requirements for building permit issuance	6
11 Validity of the building permit	7
12 What needs to be completed before the onset of construction works?	7
13 Registering the start of construction work	7
14 The deadline for completion of a building	8
15 Which instances do not require a construction permit?	8
16 Use permit	8
17 Use permit for certain buildings	8
18 Documenting a building in the cadastre and land register	9
19 Where to acquire the documents enclosed with the application for a location, i.e. building permit?	10
20 Basic steps in construction of a building, from obtaining location information up to the real-estate cadastre and land register entry	12
21 Administrative fees for the issuance of construction documents	13
22 Energy certificate	14
23 Permit to change the purpose and use of a building	15
24 Decision on determining a building plot	15
25 Verification of the land allotment study	15
26 Supervisory inspection of construction	15
27 Construction prohibition during the tourist season	16

## ➤ REGULATIONS APPLICABLE IN THE PROCEDURES OF ISSUING CONSTRUCTION PERMITS

Physical Planning Act and the Building Act are applied in procedures of issuing construction permits as of 1 January 2014. The Acts have been published in the Official Gazette no. 153/13, on 18 December 2013 and have entered into force 1 January 2014. Cited laws provide for the following building acts:

- Location information
- Location permit
- Building permit
- Use permit
- Use permit for a section of a building
- Use permit for a building constructed before 1 October 2007
- Use permit for a building constructed before 15 February 1968
- Permit to change the purpose and use of a building
- Decision on determining a building plot
- Verification of the land allotment study
- Notification on starting or continuing construction etc.

## ➤ LOCATION INFORMATION

For the purpose of understanding the land usage and conditions of implementing spatial interventions from physical plans on a particular plot, the administrative authority managing the area where the land plot is located, issues a **location information** based on the request of the interested party. Location information is issued in writing for the land indicated in the request, and contains information on the zoning plans of all levels covering the land plot, the intended purpose of space, and all other conditions for the implementation of the intervention on the location applying specific, i.e. prescribed spatial plans of all levels, on areas which have separate regulations provided regarding a special regime of spatial usage (cultural heritage registered in the Register of Croatian Cultural Monuments, etc.), if the land is located in such an area, on the obligation of adopting an urban development plan, if the land is located in an area for which such an obligation is prescribed by this Act, on spatial planning and / or amendments thereto, whose preparation and adoption is in progress, on locations where the spatial plans can be inspected and the time when this can be done.

## ➤ LOCATION PERMIT

A location permit is issued for:

1. Exploitation fields, construction of mining facilities and installations which are used for performing mining activities, hydrocarbon storage and permanent disposal of gases in geological structures,
2. Determining new military locations and military construction works,
3. Projects which pursuant to special building regulations are not considered to be construction,
4. Stage and/or phase construction of a construction work,
5. Construction on land or building for which the investor has not regulated legal property relations or for which it is necessary to implement the expropriation procedure.

Location information is issued in the form of a non-administrative act within 8 days of submitting the application and is used for drafting the project documents that are enclosed with the application for the issuance of a location / building permit.

## ➤ **PROCEDURE OF ISSUING A LOCATION PERMIT**

Issuing a location permit is initiated on the basis of the application of an interested party. Applicants enclose the following to their application for the issuance of a location permit:

1. three copies of the conceptual design,
2. the designer's statement that the conceptual design was developed in accordance with the spatial plan,
3. special requirements and/or evidence that an application for determining special requirements was submitted, if they were not determined in the period prescribed in this Act,

and depending on the complexity of project implementation:

4. decision on the environmental acceptability of the project, if the project is under special regulations subject to the procedure of environmental impact assessment and/or appropriate assessment of the impact of a project on the ecological network,
5. certificate on validation of the conceptual design, if the project was developed according to foreign regulations.

An integral part of the conceptual design for location permit which determines the formation of the building plot or positioning of one or more buildings on the building plot is also the **surveying project** which is drafted by a licensed geodetic engineer, according to special regulations.

Mandatory content and the elements of the conceptual design are laid down in Regulation on the mandatory content of a conceptual design (Official Gazette no. 55/14, 41/15, and 64/15).

After receiving the application, the administrative department checks the facts relevant to the issuance of a building permit by determining the compliance of the conceptual design with the terms of the spatial implementation activities provided for in the spatial plan and specific conditions laid down by public law authorities. Before issuing the location permit, the administrative department shall give the parties in the proceeding a possibility to access to case files in order to give possible statements. The parties are: the applicant, the owner of the property for which the location permit is issued and the holder of other material rights on this real-estate and real-estates that are directly adjacent to the property for which the location permit is being issued. If all legal terms are met, the location permit is issued.

## ➤ **NOTICE ON THE DRAFTING REQUIREMENTS FOR A CONCEPTUAL / MAIN DESIGN**

After obtaining the location information, the investor can request from the administrative authority to inform him/her which public authorities can provide specific requirements for certain project work on a specific location and the method of implementing certain provisions of the Physical Planning Act and/or spatial plan. **The notice** contains data on public law bodies which provide the specific requirements that the conceptual, i.e. main design must adhere to, and the manner of implementing certain provisions of the Act or the spatial plan. A copy of the cadastral plan, as well as the description and the overview of the building intended for construction is enclosed with the application. The Administrative Department shall respond within eight (8) days from receiving the application.

## ➤ **ATTACHMENTS TO BE ENCLOSED WITH THE APPLICATION FOR BUILDING PERMIT ISSUANCE**

Application for building permit issuance is submitted by the investor.



The investor shall enclose with the application for building permit issuance (for which **no location permit** is issued according to special law):

1. three copies of the main design,
2. the designer's statement that the main design was developed in accordance with the spatial plan and other relevant regulations;
3. evidence of legal interest for the issuance of a building permit;
4. certificates of public law bodies that the main design was developed in accordance with special regulations or special requirements and/or evidence that an application was submitted for the issuance of such certificates or determining such requirements, if they were not issued in the period prescribed in the Act of Physical Planning (fifteen (15) days of receiving a proper application);

and depending on the complexity of project implementation:

5. a written report on the performed main design audit, if the audit is prescribed;
6. a certificate on the main design validation, if the design has been developed according to foreign regulations;
7. certificates of a public law body that the main design was developed in accordance with the decision on the environmental acceptability of the project, if the project is under special regulations subject to the procedure of environmental impact assessment and/or appropriate assessment of the impact of a project on the ecological network;
8. evidence that he may be the investor (concession, approval or other official act prescribed by a special regulation) in the case of a construction work for which a special act prescribes who the investor may be.

The investor shall enclose, along with the above documents, with the application for building permit issuance (for which **a location permit** is issued according to special law):

1. location permit,
2. the designer's statement that the main design was developed in accordance with the location permit and other provisions according to which it must be developed,
3. certificates of public law bodies that the main design was developed in accordance with special regulations or special requirements and/or evidence that an application was submitted for the issuance of such certificates or determining such requirements, if they were not issued in the period prescribed in this Act.

## ➤ **VALIDITY OF THE LOCATION PERMIT**

The location permit will cease to be valid if within two years from the day the location permit became final and effective:

1. the application for issuing the concession was not submitted,
2. the application for adoption of the decision on expropriation was not submitted,
3. the proposal for adopting the decision on servitudes or the right to construction on land owned by the Republic of Croatia was not submitted,
4. **the application for issuance of the building permit was not submitted, or**
5. the implementation of the project for which the official act for construction is not issued has not started.

Validity of the location permit shall be extended once upon the request of the applicant or investor for two additional years, provided that the requirements have not changed which were determined in accordance with the provisions of the Physical Planning Act and other requirements in accordance with which the location permit was issued.

## ➤ **MAIN DESIGN**

After obtaining the location information and the special requirements for drafting the main

design, namely after obtaining the location permit in cases where such obligation is required, the investor will start with the main design. In order to determine the contents of the main design, determining the classification group (according to its complexity) of the building. Main design, depending on the building complexity, namely works, consists of: 1. architectural project design, 2. civil engineering project design, 3. an electro-technical project design, 4. a mechanical engineering project design, 5. geodetic project design. Projects are designed by design engineers with expertise in a specific field (architecture, civil engineering, mechanical engineering, electrical engineering or surveying). The main design shall list the data necessary for the calculation of municipal and water contributions. Authorised design engineer shall develop a main design in line with the location permit, conditions for the construction of buildings and the conditions prescribed by the spatial plan, and he/she is responsible for the correctness of its contents.

Mandatory content and elements of the main design are established by the Regulation on the mandatory content and equipping of construction projects (Official Gazette 64/14 and 41/15).

### ➤ **PROOF OF LEGAL INTEREST**

The following documents may be evidence of legal interest:

1. Land registry extract indicating that the investor is the owner, or the holder of the right to build on the building plot or the construction work intended for construction;
2. Pre-contract, contract or conditional contract pursuant to which the investor has acquired or shall acquire the ownership right or building right;
3. Decision issued by the competent authority pursuant to which the investor has acquired the ownership right or building right;
4. Partnership contract concluded with the owner of the property, the aim of which is joint construction;
5. Written approval from the land owner or the owner of the existing construction work;
6. Written approval given by the fiduciary owner to the previous property owner who is the investor.

Signature of the property owner, namely of the holder of construction rights on the preliminary contract, contract, i.e. the approval must be certified by a notary public.

It is important to note that at the moment of issuing the construction permit, the investor does not have to be the owner of the land, rather the property law relations have to be resolved before commencing construction.

### ➤ **REQUIREMENTS FOR BUILDING PERMIT ISSUANCE**

The construction authority shall issue a building permit for a new building for which, according to special law, a **no location permit is issued** after determining in the conducted procedure that:

1. all the prescribed documents have been submitted along with the application;
2. all prescribed main design certificates have been issued;
3. as regards the location requirements, the main design has been developed in conformity with the requirements for implementing the project prescribed by the spatial plan;
4. the main design has been developed by an authorised person;
5. the main design is properly marked;
6. the main design is developed in such a manner so as to prevent any modification of its contents or any replacement of its constituent parts; and
7. the urban development plan has been adopted, provided that the permit is issued in

an area where a special act prescribes its adoption (this point does not refer to the issuance of a construction permit to build substitute building and to reconstruct existing buildings).

The replacement structure is a new building constructed on the location or in the immediate vicinity of the previously removed building within the same building plot, or within the scope of the area which does not substantially change the purpose, appearance, size and environmental impact of the earlier building.

The construction authority shall issue a building permit for the construction of a new building for which, according to special law, no location permit is issued after determining in the conducted procedure that:

1. all the requirements regarding documents listed in points 1-7 have been fulfilled;
2. it is possible to connect the building plot or the building to the traffic area, or that the building permit for the construction of the traffic area has been issued;
3. it is possible to connect the building to the public waste water drainage system, if the spatial plan does not allow the connection to its own drainage system, and that it is possible to connect the building to a low-voltage power grid or, in the case of buildings in which the use of such a system is designed, the building has an autonomous electricity supply system (this item does not refer to the reconstruction of an existing building).

The construction authority shall issue a building permit for a new building for which, according to special law, a **location permit is issued** after determining in the conducted procedure that:

1. all the prescribed documents have been submitted along with the application;
2. all prescribed main design certificates have been issued;
3. the main design has been developed in conformity with the requirements for implementing the project prescribed by the spatial plan, determined by the location permit;
4. the main design has been developed by an authorised person; and
5. the main design is developed in such a manner so as to prevent any modification of its contents or any replacement of its constituent parts.

### ➤ **VALIDITY OF THE BUILDING PERMIT**

A building permit shall cease to be valid if, within three years from the date it became final and effective, the investor fails to commence construction. It is considered that the investor commenced construction from the date of registering the construction.

**There is no option of prolonging the validity period of the building permit.**

### ➤ **WHAT NEEDS TO BE COMPLETED BEFORE THE ONSET OF CONSTRUCTION WORKS?**

Before starting construction, the investor shall:

- based on the surveying design, which forms a constituent part of the main design, to form a construction site in the land cadastre and ensure the implementation of setting-out the building. The surveying design shall be created by an authorised geodetic engineer and it shows the location of one or more buildings on the building plot, as well as the form and size of the building plot;
- resolve property and legal issues if the same have not been resolved prior to obtaining a building permit;
- resolve the issue of connecting to the utility infrastructure according to specific

regulations of utility companies;

- settle the payment of utility and water contributions;
- no later than eight (8) days before the start of construction, namely the continuation of work, report the start of construction in writing to the administrative department which issued the building permit.

### ➤ REGISTERING THE START OF CONSTRUCTION WORK

The investor shall, no later than eight days before the start of construction, or continuing the works, report the start of construction in writing to the administrative department. In the report, the investor shall specify the class, filling number and date of issuing the building permit, the contractor and supervising engineer, and also submit proof that the cadastre has the building plot formed, if the building constructed requires a building plot to be determined. Failure to report the start of construction or failure to submit the prescribed documents along with the application results in suspension of construction ordered by the building inspector on the basis of the Building Inspection Act (Official Gazette No. 153/13). Start of construction can be reported only during the validity of the building permit.

### ➤ THE DEADLINE FOR THE COMPLETION OF A BUILDING

The Building Act clearly stipulates that buildings, depending on the group to which they were classified, **shall, with regard to their external appearance and the development of the building plot**, be completed within the following periods:

1. Building in group 1 (buildings planned by the State plan for spatial development) - within TEN years;
2. Building in groups 2 and 3 (which, under special regulations, are subject to special requirements prescribed in the procedure of environmental impact assessment or appropriate assessment of the impact of a project on the ecological network, and which are subject to special requirements) - within SEVEN years;
3. Building in group 4 (subject to determining the connection requirements, but not other special requirements) - family houses etc. - within FIVE years
4. Building in group 5 (not classified in groups 1, 2, 3 or 4) - within THREE years.

Periods for completion of buildings shall commence on the date of notification of the commencement of construction and shall not apply to particular buildings protected as cultural heritage.

Amendments to the building permit shall have no effect on the prescribed periods.

### ➤ WHICH INSTANCES DO NOT REQUIRE A CONSTRUCTION PERMIT?

Regulation on Simple Buildings and Works (Official Gazette number 79/14, 41/15 and 75/15) determines simple and other buildings and works that can be built or carried out without a building permit in accordance with the main design and with no main design, buildings that can be removed without the removing design, and the obligation to notify of the start of construction and supervision of construction of these buildings, i.e. construction work, is prescribed.

### ➤ USE PERMIT

The application for issuing the use permit shall include:

1. Photocopy of the building permit or a copy of the main design for the construction work that may be built or works that may be carried out on the basis of the main design;



2. Information regarding the parties involved in the building;
3. Written statement of the contractor on works completed and the requirements for the maintenance of the construction work;
4. Final report of the supervising engineer on the completion of the construction work;
5. Statement of the certified geodetic engineer that the construction work was built in accordance with the surveying design (if the construction work is subject to developing the surveying design);
6. Surveying study for entering the construction work in the cadastre or for change of information on buildings and other construction works (if the construction work is not subject to developing the surveying design, but it is to be entered in the cadastre);
7. Statement of the certified geodetic engineer that the construction work is located on the building plot in accordance with the setting-out study (if the construction work is not subject to developing the surveying design); and
8. Energy certificate of the building, if the application is submitted for a building that must comply with the energy performance requirements.

A technical inspection is carried out during the procedure. A use permit is issued within eight days of the completion of the technical inspection if it is determined that the building is constructed in compliance with the building permit with regard to meeting the basic requirements for the building, location requirements and other conditions from the building permit, and whether the building is connected with a traffic area as well as other facilities and devices of municipal or other infrastructure, determined in the building permit.

### ➤ **USE PERMIT FOR CERTAIN BUILDINGS**

#### **Use permit for construction works built on the basis of an official act for construction issued before 1 October 2007.**

For construction works built on the basis of a building permit or other appropriate official construction act of the competent body issued before 1 October 2007, the building control authority may, subject to the application of the party, instead of a use permit, issue a use permit for the construction work built on the basis of an official act for construction issued before 1 October 2007. In addition to the application for issuing a use permit, the applicant shall also submit the building permit or other appropriate official act issued by 1 July 2007.

The permit shall be issued if a building was built in conformity with the building permit or other appropriate official act of the competent body with regard to the intended purpose, external dimensions of all its above and underground parts, shape and size of the building plot and location of the construction work on the building plot, or within the scope of the project. The permit may also be issued for a part of the construction work.

#### **Buildings built before 1 February 1968**

Buildings built before 15 February 1968 are considered as built on the basis of a final and effective building permit. The time of construction of such a construction work is established by a use permit for the construction work built before 15 February 1968 which is, subject to the application of the party, issued by the building control authority.

The application for issuance of a use permit shall be accompanied by:

1. a copy of the cadastral plan for the cadastral plot on which the construction work was built; and

2. any available evidence that the construction work was built before 15 February 1968. Energy certificate is not required for these buildings.

Construction authority determines the period of construction by examining the National Air Recording recorded before 15 February 1968 or other appropriate official cartographic base of the National Surveying Authority and, if necessary, extracting other evidence.

## ➤ DOCUMENTING A BUILDING IN THE CADASTRE AND LAND REGISTER

Cadastral office finds the building in the cadastre if there is a use permit issued for this building.

The construction work shall be registered ex officio by the cadastral office on the basis of the surveying design, which is an integral part of the conceptual design, which is an integral part of the location permit, namely which is an integral part of the main design which is an integral part of the building permit and the statement of the authorised geodetic engineer that the building was built in conformity with that design, or on the basis of the surveying study for entering the construction work in the cadastre or for change of information on buildings or other construction works, if the construction work is not subject to developing the surveying design, without developing drawings and studies or issuing certificates prescribed by special regulations governing state surveying and cadastre.

The construction authority shall ex officio deliver the executive use permit and the surveying design to the cadastral office, if the cadastral office does not have it in possession, i.e. the surveying study.

The regional cadastral office shall, together with the documents prescribed by special regulations for the registration of the construction work in the land registry, ex officio deliver notification to the competent court that the use permit was submitted with the application for registering the construction work in the cadastre and shall specify the building authority which issued the permit and its class, register number and date of issue.

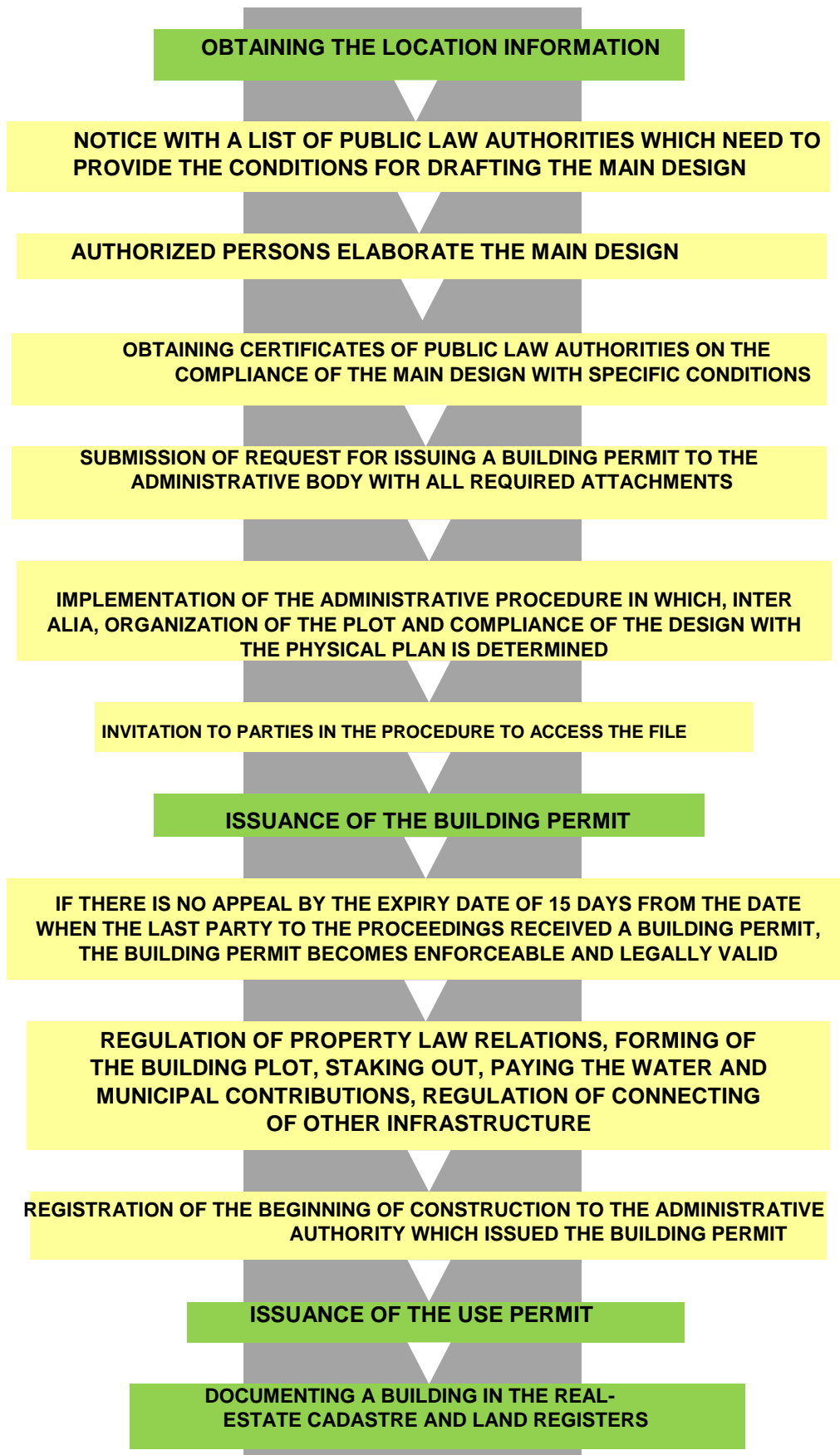
## ➤ WHERE TO ACQUIRE THE DOCUMENTS ENCLOSED WITH THE APPLICATION FOR A LOCATION, I.E. BUILDING PERMIT?

<p><b>STATE GEODETIC ADMINISTRATION DISTRICT OFFICE FOR CADASTRE PULA –</b></p> <p><b>POLA</b></p> <p><b>DEPARTMENT OF THE REAL ESTATE CADASTRE LABIN</b></p> <p><b>Sveta Katarina 1, 52220 Labin</b></p> <p><b>Tel: 052 887 070</b></p> <p><b>Fax: 052 887 072</b></p>	<ul style="list-style-type: none"> <li>• cadastral plan excerpt</li> <li>• land cadastre excerpt</li> <li>• certificate of identification of land-registry and cadastral plots</li> <li>• implementation of the land allotment study</li> <li>• registration of the building in the cadastral operate</li> <li>• certificates of registration of the building in the cadastral operate (buildings built before 15 February 1968)</li> </ul>
<p><b>MUNICIPAL COURT IN PULA PERMANENT ATTENDANCE IN LABIN</b></p> <p><b>Land Registry Department Giuseppina Martinuzzi 2, 52220 Labin</b></p> <p><b>Tel: (+385) 52 887 100</b></p> <p><b>Fax: (+385) 52 887 115</b></p>	<ul style="list-style-type: none"> <li>• land registry excerpt</li> <li>• historical land-registry excerpt</li> <li>• registration of the building in the land registries</li> <li>• registration of condominium ownership</li> </ul>

<p><b>MINISTRY OF HEALTH</b>  <b>Directorate for the Advancement of Health Sector of the county sanitary inspection services and legal support</b>  <b>County Sanitary Inspection Office</b>  <b>DU - Istria &amp; Primorje Department - Branch office Labin Titov trg 11, 52220 Labin</b>  <b>Tel: 052 866 800</b></p>	<ul style="list-style-type: none"> <li>• issue special requirements of construction in the area of sanitary protection and protection against noise</li> <li>• participate in the work of the technical inspection committee in the process of issuing a use permit</li> </ul>
<p><b>MINISTRY OF CULTURE</b>  <b>Conservation Department in Pula, City of Graz 2, 52100 Pula</b></p> <p><b>Tel: 052 375 660</b>  <b>Fax: 052 223 590</b></p>	<ul style="list-style-type: none"> <li>• issue special requirements of construction and preliminary construction authorization for operations on facilities that are protected as single cultural properties or are located in an urban or some other embodiment which is protected as cultural heritage</li> <li>• participate in the work of the technical inspection committee in the process of issuing a use permit</li> </ul>
<p><b>Ministry of the Interior - Police Administration of Istria - Sector of administrative and inspection affairs</b></p> <p><b>Trg Republike 1, 52100 Pula</b></p> <p><b>Tel: 052 532 417; 052 532 586</b></p>	<ul style="list-style-type: none"> <li>• determines specific construction requirements in the fire protection area</li> </ul>
<p><b>HRVATSKE VODE (CROATIAN WATERS), Water-Economy Department for basins of the northern Adriatic</b>  <b>51000 Rijeka, Đure Šporera 3</b>  <b>Tel: 051 666 400</b>  <b>Fax: 051 336 947</b></p>	<ul style="list-style-type: none"> <li>• determine specific construction requirements in the area of wastewater disposal</li> <li>• participate in the technical inspection committee in proceedings of issuing use permits</li> </ul>

<p><b>HRVATSKE VODE, Water-management department for the basins of the northern Adriatic Water Management office for small basin "Rasa-Boljučnica" seated in Labin Zelenice 18 52220 Labin</b></p> <p><b>Tel: 052 855 227, 052 856 190</b> <b>Fax: 052 856 820</b></p>	<ul style="list-style-type: none"> <li>• issues the decision on water contributions for the City of Labin area</li> </ul> <p><a href="http://old.voda.hr/vodni-doprinos-cesto-ponavljana-pitanja">http://old.voda.hr/vodni-doprinos-cesto-ponavljana-pitanja</a></p>
<p><b>CITY OF LABIN, Department of Physical Planning, Environmental Protection and Construction, Labin, Titov trg 11, 52220 Labin Tel. 052 866 826; 052 866 824 (municipal contribution and landscaping of construction land) 052 866 823 &amp; 052 866 822 (property and legal relations) Fax: 052 866 654</b></p>	<ul style="list-style-type: none"> <li>• issue decisions on communal contributions paid by the building investor</li> <li>• set special requirements regarding traffic decisions</li> <li>• give statements in relation to the level of equipment of land utility infrastructure or information on the planned program of infrastructure construction</li> <li>• implement the procedure of drafting and adopting spatial plans</li> <li>• prepare approvals in the case of building on land owned by the City of Labin</li> </ul>
<p><b>VODOVOD LABIN d.o.o. Labin, Ulica Slobode 6, 52220 Labin</b></p> <p><b>Tel: +385 52 855 155</b> <b>Fax: +385 52 855 099</b></p>	<ul style="list-style-type: none"> <li>• issue special construction conditions related to the method and possibility of connecting to the utility infrastructure (water and sewage)</li> <li>• concluded an agreement with the investor on the connection to the utility infrastructure (water and sewage)</li> </ul>
<p><b>HEP DISTRIBUCIJA d.o.o., DP ELEKTROISTRA PULA, Labin Operation Pulska 1, 52220 Labin</b></p> <p><b>Tel. 052 527 450</b> <b>Fax 052 527 465</b></p>	<ul style="list-style-type: none"> <li>• establish special conditions in the section of determining the possibilities and manners of connecting to the electricity network, and by concluding a contract with the investor, define the general conditions for the supply of electricity</li> </ul>

➤ **BASIC STEPS IN CONSTRUCTION OF A BUILDING, FROM OBTAINING LOCATION INFORMATION UP TO THE REAL-ESTATE CADASTRE AND LAND REGISTER ENTRY**





## ➤ ADMINISTRATIVE FEES FOR THE ISSUANCE OF CONSTRUCTION DOCUMENTS

The Administrative Fees Act (Official Gazette number 8/96, 77/96, 95/97, 131/97, 68/98, 66/99, 145/99, 30/00, 116/00, 163/03, 17/04, 110/04, 141/04, 150/05, 153/05, 129/06, 117/07, 25/08, 60/08, 20/10, 69/10, 126/11, 112/12, 19/13, 80/13, 40/14, 69/14, 87/14, 94/14) stipulates the height of administrative fees to be paid when issuing construction documents and, in addition, provides a copy of the prescribed tariffs:

**Tariff no. 1 - HRK 20.00** is paid for applications, requests, proposals and other submissions that do not have some other fee prescribed.

**Tariff no. 2. HRK 50.00** is paid for all decisions/orders that do not have a special fee prescribed.

**Note:**

1. If there is one order at the request of several persons, the fee under this Tariff number shall be paid as many times as there are people to whom the order is delivered to.
2. Decisions rendered by appeals are not subject to tax.

**Tariff no. 3. HRK 50.00** is paid for an appeal against a decision/order.

**Tariff no. 4. HRK 20.00** is paid for credentials, unless otherwise proscribed. **Tariff no. 62.**

**(1) For the issuance of building permits, the decision on modification and / or amendment to the location permit and the location permit for the reconstruction of a building for:**

1. **HRK 10,000.00** is paid for the coverage of interventions in space up to 1 ha or an infrastructural building in length up to 1 km (*family houses, etc.*)
2. HRK 15,000.00 is paid for the coverage of interventions in space of 1 to 5 ha or an infrastructural building in length of 1 to 5 km
3. HRK 20,000.00 is paid for the coverage of interventions in space of 5 to 10 ha or an infrastructural building in length of 5 to 10 km
4. HRK 25,000.00 is paid for the coverage of interventions in space of more than 10 ha or an infrastructural building in length of more than 10 km

**(2) For the issuance of a building permit, the decision to amend and / or supplement the construction permit, except for the name change, or company of the investor and the building permit for the reconstruction of the building:**

1. of the 1st group – buildings planned by the National Plan of Spatial Development with the estimated construction costs of 0.25‰, whereby the amount of administrative fees cannot be less than HRK 20,000.00
2. of the 2nd group – buildings for which, under special regulations, specific conditions are determined in the process of environmental impact assessment and in the eligibility assessment of the intervention for the ecological network with the estimated construction costs of 0.25‰, whereby the amount of administrative fees cannot be less than HRK 16,000.00
3. of the 3rd group – buildings for which special terms are determined with the estimated construction costs of 0.25‰, whereby the amount of administrative fees

cannot be less than HRK 1,000.00

4. of the 4th group – buildings for which terms of connecting are determined, but no other special conditions are determined **HRK 800.00** (*family houses*)
5. of the 5th group – buildings not classified in groups 1, 2, 3 and 4, HRK 600.00.

**(3) For the issuance of a use permit for the building:**

1. of the 1st group – buildings planned by the National Plan of Spatial Development with the estimated construction costs of 0.25‰, whereby the amount of administrative fees cannot be less than HRK 20,000.00
2. of the 2nd group – buildings for which, under special regulations, specific conditions are determined in the process of environmental impact assessment and in the eligibility assessment of the intervention for the ecological network with the estimated construction costs of 0.25‰, whereby the amount of administrative fees cannot be less than HRK 16,000.00
3. of the 3rd group – buildings for which special terms are determined with the estimated construction costs of 0.25‰, whereby the amount of administrative fees cannot be less than HRK 1,000.00
4. of the 4th group – buildings for which terms of connecting are determined, but no other special conditions are determined **HRK 800.00** (*family houses*)
5. of the 5th group – buildings not classified in groups 1, 2, 3 and 4, HRK 600.00.

(4) For the issuance of a temporary use permit and use permit for a part of a building of a certain group referred to in paragraph 3(1), (2) and (3) of this Tariff number 25% of the amount stipulated in paragraph 3 of this Tariff number for this group shall be paid.

(5) For the issuance of a use permit for a building constructed on the basis of a main design and use permit for certain buildings – HRK 600.00.

**Note:** *If the request for the issuance of document under paragraphs 1, 2, 3, 4 and 5 of this Tariff number is filed electronically, and is filled in accordance with the instructions given on the basis of the law governing the administrative area of physical planning or construction, the amount proscribed under this Tariff number for their issuance shall be reduced by 15%.*

➤ **ENERGY CERTIFICATE**

Energy certificate is a document documenting the energy performance of a building, and contains criteria and energy classes by which we classify constructed building. The certificate states the energy class with the necessary thermal energy for one year for a specific building. According to the energy class the amount of consumed thermal energy is estimated, and this value is regarded as an indicative number, it shall not be considered to be an exact figure. The quantity of heat energy, namely the energy class represents the energy consumed per square meter, and is expressed in kWh/m<sup>2</sup>. The classes are designated by letters A through G, with G being the lowest energy class A and A+ are the best.

Every building, depending on its purpose, must be designed, constructed and maintained so that during its use it meets the prescribed demands of energy efficiency. The investor or owner of the building constructed based on a building permit shall obtain an energy certificate before the issuance of a use permit. Apart from the purpose of issuing a use permit, the energy certificate is required prior to the sale of the building, i.e. a separate part (apartment, office space), and the seller is required to present it, namely submit it to the customer. The advertisement of sale published in the media must indicate the energy class

of the building or its separate part.

## ➤ PERMIT TO CHANGE THE PURPOSE AND USE OF A BUILDING

If the existing building or its independent functional unit changes purpose, for which it is not necessary to perform construction work which require a document on the basis of which construction can be begun (e.g. the apartment altering its purpose to an office, etc.), it is necessary to obtain a permit to change the purpose and use of the building. The existing structure or its independent functional unit, for which a permit is issued, can be used for a new purpose on the basis of this permit and to carry out activities in the this building a decision under special law can be issued.

## ➤ DECISION ON DETERMINING A BUILDING PLOT

Determining the shape and size of the building plot of the existing building is possible if the existing building has no fixed construction site, i.e. land necessary for regular use, when the obligation of determining that land, or plot is prescribed by special legislation, or when the owner of the building wants to change the shape and size of the building plot of the existing building in accordance with the physical planning document.

## ➤ VERIFICATION OF THE LAND ALLOTMENT STUDY

Land allotment of construction land can be carried out only in accordance with:

1. the location permit
2. the decision on determining a building plot
3. the building permit, namely another document which served as a base to construct the building
4. the urban development plan or spatial plan of the area with special characteristics which, in its graphical part, provides the shape and size of the construction plot or zone of a particular use in the scale of 1: 1000 or 1: 2000
5. the physical plan of town/municipality development, and a general urban plan with the purpose of determining land which the owner is obliged to transfer the ownership of local government on the basis of Article 171(1). of the Physical Planning Act, i.e.
6. the boarder of the construction area determined by a valid, or previously valid spatial plan with the purpose of determining the ownership of the land in accordance with special acts on agricultural land and forests.

Land allotment outside of the borders of construction land for the purpose of enlargement of the construction plot within the construction area is not allowed.

Land allotment of undeveloped construction land can be implemented, other than in accordance with the above stated documents and plans, in accordance with:

1. each spatial plan if the land is located in an area in which the Law on Spatial Planning does not prescribe the obligation to adopt an urban development plan
2. a decision on the return of land issued pursuant to the Law on compensation for property confiscated during the Yugoslav communist rule
3. court decision on entitlement to ownership of land

Land allotment of built construction land can also be carried out for the purpose of connecting entire cadastral plots on which the existing building is built.

## ➤ SUPERVISORY INSPECTION OF CONSTRUCTION

Supervisory inspection of the construction regulated by Building Inspection Act (OG no. 153/13.).

Activities of the supervisory inspection is done, on the basis of Building Inspection Act, by the building inspector in the ministry in charge of construction and physical planning, and for the City of Labin and Istria County the following body is responsible:

**MINISTRY OF CONSTRUCTION AND PHYSICAL PLANNING**  
**Inspection Administration, Regional**  
**Unit in Pazin - Istria County Department**

ADDRESS: 52 000 PAZIN, Prolaz Frana Matejčića 8

Tel: 052 616-927

Fax: 052 616-925

E-mail: [gradjevinska.inspekcija@mqipu.hr](mailto:gradjevinska.inspekcija@mqipu.hr)

Supervisory inspection over construction and implementation of interventions in space that are not construction is carried out by the administrative body of local government in charge of utility services, and for the City of Labin area that is the **Department for communal activities, under which the Municipal Services Monitoring is established.**

**CITY OF LABIN**

**Administrative Department for Communal Services**

Head of Administrative

Department: Donald Blašković,

Tech. Spec.

Tel: +385 52 866 861

Fax: +385 52 852 579

E-mail: [komunalni.odjel@labin.hr](mailto:komunalni.odjel@labin.hr)

ADDRESS: 52 220 LABIN, Titov trg 11

**Municipal services**

**monitoring officer**

**Tel: +385 52 866 865**

Building inspector conducts the supervisory inspection of construction, the implementation of technical supervision of construction, maintenance and use of buildings, other than buildings whose construction is supervised by an administrative authority.

**Department of Communal Affairs of the City of Labin** within its jurisdiction supervises in connection with the construction and execution of works that built under special regulation governing construction, namely that are constructed:

1. based on the decision adopted on the basis of regulations governing municipal economy and
  2. without a building permit, main design, or other document,
- and performs supervision relating to:
1. removing ruins of buildings
  2. eliminating damage to the facades and covers of an existing building that are not a load-bearing structure
  3. implementing interventions in space that are not construction, other than mining operations
  4. completing the building in terms of appearance and organization of the building plot according to the building permit
  5. implementing the decision on the temporary prohibition of works that the representative body of the local government authority adopts on the basis of a special law regulating construction
  6. exposing the energy certificate

➤ **CONSTRUCTION PROHIBITION DURING THE TOURIST SEASON**

With its Decision on the temporary prohibition construction work (SNGL number 18/15.), the City of Labin has determined the period of the calendar year and the zone in the area of the



city of Labin where the execution of certain construction works is temporarily prohibited during this period.

The prohibition applies to earthworks and works on the construction of buildings in the period from **15 June to 15 September of the current year** in the area of:

- Landscape units - Istrian coast established by the Physical Development Plan of the City of Labin (Official Gazette of the City of Labin No. 15/04, 04/05 17/07, 09/11 & 01/12)
- Centre of old town of Labin along with Titov trg, Rialto and the streets Aldo Negri, Sveta Katarina & Paolo Sfeci.

**NOTE:** Further information on obtaining building permits can be requested at the premises of the Department of Physical Planning, Environment and Construction: Labin, Titov trg 11, floor III room no. 25, 27 or 29 during regular office hours