

a guide for **CONSTRUCTION of FACILITIES** **OLD ROYAL CAPITAL CETINJE**



EVERYTHING IN ONE PLACE

- **IN THE ORIGINAL, CLEAR AND ACCESSIBLE WAY**
Complete procedure for construction of facilities in Cetinje.
- **ALL FORMS**
Complete procedure - from the request to the registration of the finished object.
- **PROCEDURE CHRONOLOGY**
Through 10 steps from submission of the application to entry in the real estate cadastre.

Cetinje, September 2019.

INFORMATION FOR INVESTORS - HOW TO START CONSTRUCTION -

This Guide provides information for investors on the procedure for obtaining a permit for construction of structures - with a description of the construction procedures, legal and usual deadlines for carrying out individual actions within these procedures and fees paid by the investor.



*Old Royal Capital Cetinje
Secretariat for Spatial Planning and Environmental Protection*

1. Request for Urban and Technical Requirements (UTU)

The Government of Montenegro has entrusted the issuance of urban-technical requirements with the Decree to local governments („Official Gazette of Montenegro”, No 87/18 and 28/19). Urban and technical conditions are issued within 20 days from the day of submission of the application, and the amount of fee for their issuance has been determined by the Government’s Decree („Official Gazette of Montenegro”, No 68/17).

In addition to the data prescribed by the law governing the administrative procedure, the request must also include information on the identification of the cadastral parcel.

UTU	Necessary documentation
Issuance of urban and technical conditions (for construction, reconstruction of an existing building or change of state in space)	<ul style="list-style-type: none">✓ UTU issuance request✓ administrative fee (4€, recipient: OLD ROYAL CAPITAL CETINJE, purpose: L.A.T, account No: 540-3106777-59)✓ fee for issuing urban and technical conditions (50€, recipient: OLD ROYAL CAPITAL CETINJE, purpose: UTU ISSUING, account No: 540-3106228-57)
Issuance of urban-technical conditions for local facilities of general interest	<ul style="list-style-type: none">✓ UTU issuance request✓ administrative fee (4€, recipient: OLD ROYAL CAPITAL CETINJE, purpose: L.A.T, account No: 540-3106777-59)
Issuing urban - technical conditions for setting up or constructing auxiliary facilities	<ul style="list-style-type: none">✓ UTU issuance request✓ administrative fee (4€, recipient: OLD ROYAL CAPITAL CETINJE, purpose: L.A.T, account No: 540-3106777-59)
Issuance of urban-technical conditions for the installation of a temporary facility of temporary character	<ul style="list-style-type: none">✓ UTU issuance request✓ administrative fee (4€, recipient: OLD ROYAL CAPITAL CETINJE, purpose: L.A.T, account No: 540-3106777-59)

- **UTU application forms can be found on the page:**

http://www.cetinje.me/cetinje/site_mne/public/index.php/index/artikli?id=55

2. **Development of the preliminary design of the building** - engagement of a licensed company for the preparation of technical documentation and construction of the facility, based on issued urban-technical conditions, special regulations and rules of the profession.
3. **Request for approval of the preliminary design** – investor submits to the Chief City Architect - request form at the following link: http://www.mrt.gov.me/rubrike/dozvole/dozvole_obrasci
4. **Issuance of approval** by city the Chief City Architect - 15 days from the day of submission
5. **Main Design of the building** – a company that a company that meets the requirements set by law
6. **Audit of the Main Design - auditor** – a company, legal entity or entrepreneur who is licensed in accordance with the law to perform the audit of technical documentation and professional supervision; is responsible for the compliance of the technical documentation with the urban-technical conditions, the law and special regulations, that is, the compliance of the constructed facility with the revised main design, as well as the damage that could occur to investors or third parties.
The auditor is obliged to obtain in the audit process a copy of the plan and a list of real estate, approvals, opinions and other evidence established by law from the technical conditions body; The Technical Conditions Authority is obliged to submit the requested evidence to the auditor electronically signed, free of charge, within 15 days from the day of receipt of the request. The positive report of the auditor also contains a statement that a facility can be built on the basis of the main project - statement form on the following link: http://www.mrt.gov.me/rubrike/dozvole/dozvole_obrasci
7. **The application for Construction** - form on the following link:
http://www.mrt.gov.me/rubrike/dozvole/dozvole_obrasci

The application for construction with documentation is submitted to the Ministry of Sustainable Development and Tourism - Urban Planning Inspection, 15 days before the start of construction of the facility.

The documentation contains:

1. the main design certified in accordance with the law;
2. report on the positive audit of the main project;
3. proof of liability insurance of the designer who produced or the auditor who audited the main project in accordance with the law;
4. contract for the hiring of contractors;
5. contract for the engagement of professional supervision;
6. evidence of the right of ownership of the land, that is, of another right to build on the land, or proof of the right of ownership of the building, or of another right of construction, in the case of reconstruction of the building;
7. the consent of the Chief City Architect to the preliminary design of the building, square and other public spaces in the settlements.

8. **Introducing the local public to the construction of the facility** - installation of a board at the site of construction of the facility on the day the construction application was submitted to the competent inspection body.

9. **Request for registration of the property in the real estate cadastre** - application form at the following link: http://www.mrt.gov.me/rubrike/dozvole/dozvole_obrasci

The request shall be submitted to the Cadastre within 15 days from the date of receipt of the final report of professional supervision with the following documentation:

- the evidence prescribed by the law governing the registration of real property rights;
- the final report of the expert supervision, which contains a written statement that the facility was constructed in accordance with the revised main design, that it is suitable for use and can be used purposefully;
- elaboration of the original field data of the derived condition certified by a licensed surveyor.

In case that the urban-technical conditions have already been issued, the procedure starts from point 2 of this guide.