



Grubišno Polje city Construction Guide



May, 2019.

- With this Guide we would like to assist all current and future investors in facilitating the construction permit by providing the related procedures and legal requirements. According to the local self-governance, Town Grubišno Polje does not provide construction permits. Construction permits are provided by following competent office of Bjelovar-bilogora County:

BJELOVAR-BILOGORA COUNTY

Managing Department for Construction, Traffic, Spatial management and Communal infrastructure

Branch Office Town of Grubišno Polje

Trg bana Josipa Jelačića 1, Grubišno Polje

The responsibility area of this office covers the area of Town of Grubišno Polje and Municipality of Veliki Grđevac.

- In the case of the construction site or if some existing building is already in your possession, first of all you should check what kind of construction or re-construction is allowed. You can do this by checking the parcel(s)/site(s)/land(s) dedicated allocation within Spatial Plan of your Municipality or Town. This is called **location information**.



- For the area of Town of Grubišno Polje and Municipality of Veliki Grđevac this can be done in:

[Managing Department for Construction, Traffic, Spatial management and Communal infrastructure,](#)

Branch Office Town of Grubišno Polje

Trg bana Josipa Jelačića 1, Grubišno Polje

- For the area of Town of Grubišno Polje, specified verification and check can be also done in:

[Town's Managing Department for Communal Activities](#)

[Trg bana Josipa Jelačića 1, Grubišno Polje](#)

OR

Official City Of Grubišno Polje website:

<http://www.grubisnopolje.hr/>

PROOF OF LEGAL INTERES / DOKAZ PRAVNOG INTERESA

If the planned construction/reconstruction is possible according to the spatial plan, investor needs to provide proof that he is allowed to



conduct construction/reconstruction (Proof of legal interest). Proof of legal interest can be the following documents:

- Land-registry certificate proving that the investor is owner or carrier of construction permit for the land parcel or building on which the construction is planned;
- Advanced contract, contract or conditional contract, based on what investor's obtained or will obtain ownership rights or construction rights;
- Decision of the relevant legal institution based on which investor obtained ownership rights or construction rights;
- Partnership contract signed with the property owner with the intention of joint construction;
- Written consent of the land owner with respect to existing building owner;
- Written consent of the fiduciary owner given to current owner of property that is the investor.

DEVELOPMENT OF MAIN PROJECT / IZRADA GLAVNOG PROJEKTA

- The following step is the development of the main project that consists in a group of internally aligned and coherent projects.



Main project proves fulfilment of the basic requirements and construction conditions, and is made by the appointed engineers of certain professions depending on the type of building.

- The list of the appointed persons for development of main project can be found on the web site of [Croatian Architecture Chamber and Croatian Construction Engineers Chamber](#) / *Hrvatske komore arhitekata i Hrvatske komore inženjera građevinarstva*.
- The Main project has to be developed in line with **special conditions and terms of connection** that needs to be **obtained from legal institutions**. A List of legal institutions that provide and define those special conditions can be obtained in [Managing Department for Construction, Traffic, Spatial Management and Communal Infrastructure - Branch Office Town of Grubišno Polje](#)
- As part of the **request for providing the notification on special conditions and terms of connection** for specific spatial intervention, the investor needs to **enclose a copy of the land-registry plan** together with a **description and presentation of the intended intervention**.



- Determination of the required conditions and conditions of connection requires the architect through the competent administrative Office - the Construction Department - the subdivision of Grubišno Polje with the accompanying description and graphic representation of the works in the space.

LOCATION PERMIT / LOKACIJSKA DOZVOLA

Location permit is issued for:

- Field exploitation, construction of mining objects and facilities in function of the execution of mining works, hydro carbonate storage and permanent management of gases in geology structures;
- Determination of new military locations and military buildings;
- Spatial interventions that are not considered as construction according to the special legislation that defines construction activities;
- Stage and/or phase construction of buildings and
- Construction of land, i.e. construction for which the investor has not resolved ownership issues or for which it is necessary to conduct a expropriation procedure.

The following documents should be attached to the request for location permit:



- three (3) copies of the project concept;
- architect's statement that the idea project has been developed in accordance to the spatial plan;
- special conditions and/or proof that the request for issuing special conditions has been submitted and in the case that it has not been determined within the time period determined by legislation;
- decision on environmental acceptability of intervention in case of spatial intervention includes the conducting procedure of assessing intervention's influence to environment according to the legislation and / or assessment of acceptability of intervention to ecological network and
- Certificate of idea concept validation in the case of the project have been developed according to foreign legislations.



CONSTRUCTION PERMIT / GRAĐEVINSKA DOZVOLA

In order to access to construction/reconstruction of building, a **construction permit is needed.**

A Request for issuing construction permit should be submitted by the investor. Request needs to be submitted **to the relevant office for construction and spatial management** of the location where the construction, i.e. reconstruction of building will be conducted.

With the request for construction permit, the following documents need to be attached:

- Three (3) copies of the Main project;
- Architect's statement that the main project is developed in accordance to the spatial plan and other legislation that it needs to be in accordance with;
- Written report on conducted control of the Main project (if it is determined as necessary);
- Certificate of validation of the main project (if developed according to foreign legislations);
- Certificate issued by public management body that the main project is developed in accordance to special legislation, i.e. special conditions and/or proof that the request for issuing/determination of those conditions have been submitted if



the these have not been issued in the time period determined by legislation;

- Certificate issued by public management body that the main project is developed according to the decision on acceptability of intervention to the environment (if it is the case of spatial intervention for which procedure on environment assessment influence and/or assessment on acceptability of the intervention for ecology network have to be conducted according to special legislation);
- Proof of legal interest for issuing of construction permit and
- Proof the subject can be investor (concession, approval or other act determined by special legislation), in the case of, when the special legislation determine who can be investor.

Prior to issuing of Construction permit, **administrative charges** need to be paid. The fee is determined according to **construction groups** that will be executed, and in accordance to [Law on Construction \(Official Gazette no. 153/13\)](#) and [\(Official Gazette no. 39/19\)](#).

Upon the construction permit is enforced, the investor is obliged to pay for **communal and water contributions**. Instructions for payment and water contribution calculation can be found on web site of [Hrvatske vode/Croatian waters](#), whereas communal contribution for buildings construction on the area of Town of Grubišno Polje is determined and



calculated by *Management Department for Communal Activities of the Town*.

REGULATION OF SIMPLE AND OTHERS BUILDINGS AND WORKS / PRAVILNIK O JEDNOSTAVNIM I DRUGIM GRAĐEVINAMA I RADOVIMA

Regulation of Simple and Other Buildings and Works determines simple and other buildings and construction activities for which construction permit **needs not to be issued**.

This includes certain categories of ancillary buildings, smaller terrain arrangements, gardening arbours, sheds up to 15 m² on the construction parcel of the existing building, promotional billboards of smaller dimensions, swimming pools up to 100 m², and numerous other building categories for specific activities (ex. cattle breeding, greenhouses, etc.).

From June, 2014 a new Regulation is effective that permits construction of ancillary buildings up to 50 m² (without issuing Construction permit but with Main project).

Detailed information can be found on the following web site: [Rule book about simple and others buildings and works](#) and



The Ordinance on Amendments to the Ordinance on Simple and Other Buildings and Works.



START OF CONSTRUCTION / POČETAK GRADNJE

The start of construction needs to be **reported in writing** to the competent office for construction and spatial management, within the period of **eight (8) days at the maximum**, before the beginning of construction. The same rule is applicable **for construction of simple buildings**, according to *Regulation on Simple Buildings (Official Gazette no. [\(NN 112/2017 i NN 36/2019\)](#)*.

When reporting the start of construction, it is necessary to **state the class, registry number and the date of construction permit was issued, information about contractor and construction supervisor**



engineer. Additionally, **proof that the building plot is defined within the land-register** should be attached, in the case of the construction including construction of building for which construction plot needs to be determined.

Prior to the beginning of construction, the investor is obliged to assure **implementation of land plotting of the building.** The Land plotting of the building is the **graph of external contour of the building layout on the construction site**, i.e. determination of the exact spot of the future construction on building plot. Plotting of building should be developed **by the designated geodetic engineer.**

ENERGY CERTIFICATE / ENERGETSKI CERTIFIKAT

Prior to the construction permit, in case you are the owner of the building, you are obliged to request for the **energy certificate of the building.**

Certificated specialists for this can be found on web site of [Ministry of Construction and Spatial Management](#),

Energy certificate is not needed for buildings with the utility period of two (2) years and less, buildings intended for religious activities, for buildings of overall utilised size less than 50 m², industrial buildings,



workshop and agriculture buildings with smaller energy consumption needs.

Energy certificate is valid for ten (10) years from the date of issue.



UTILISATION PERMIT / UPORABNA DOZVOLA

A constructed, i.e. reconstructed building can be used or activated. The decision on area of activities to be performed in it, according to the legislation applicable permits can be provided upon **utilisation permit is issued.**

Request for issuing the utilisation permit is submitted **by investor**, i.e. building owner. The request is submitted to the **competent department/office** that is **administrating construction works.**



The Ministry i.e. respective administrative department/office is obliged to conduct **technical examination** of the building **within thirty (30) days**, i.e. **fifteen (15) days** after receiving a **regular request for issuing the utilisation permit**.

Utilisation permit for constructed building, i.e. works conducted based on construction permit, will be issued **within eight (8) days from the date of technical examination is conducted**, taking into consideration the construction is conducted respecting the conditions indicated on *the [Ministry for Construction and Spatial management](#)*

REGISTRATION OF BUILDINGS TO LAND-REGISTRY / UPIS GRAĐEVINE U KATASTAR

After issuing of utilisation permit, the competent office for construction and spatial management, based on its official duty, delivers to the regional land register office the **request for registration of building to land register**. For registration of building to land-register, the **geodetic project (component of construction permit) or geodetic report and statement of selected geodetic engineer stating that the building is in accordance to geodetic project**, must be attached.

Following the regional land-registry office registers the building, based on its official duty, submits a **notification to legal court** that for, the named/specific building, an **utilisation permit has been provided**



stating that the competent administrative department/office issued the permit, determined class, registry number and issued date of the permit.

BUILDING REGISTRATION TO LAND-REGISTER / UPIS GRAĐEVINE U ZEMLJIŠNE KNJIGE

During the registration of building to land-register, legal court makes **the register that utilisation permit is attached** for land-registering purposes, **competent construction administrative department/office that issued utilisation permit, document class, registry number and date of issuing**, i.e. some other act or document from article 175., paragraph 1st, [Construction Legislation](#),

Inquiries to land-register can be made via [central data base of land-register offices](#) of municipal courts of the Republic of Croatia.

REPORT OF ILLEGAL CONSTRUCTION / PRIJAVA BESPRAVNE GRADNJE

In case you suspect that a building is constructed against legislation, you can report this anonymously or by using personal data as follows:

- by electronic mail to: građevinska.inspekcija@mgipu.hr
- in writing to address of Ministry of Construction and Spatial Management, Branch office in Bjelovar, Department Bjelovar-



bilogora County (Head of Branch Unit-Department Chief: Damir Milobara)

ADDRESS: 43000 BJELOVAR, Franjevačka 11a

Phone: 043/211 745

e-mail: gradjevska.inspekcija@mgipu.hr

OFFICE HOURS:

- First and Last Monday of Month from 9:00 to 12:00 – inspectors
- First and Last Monday of Month from 9:00 to 12:00 – Head of Branch Office

E-Permit / e-Dozvola

Bjelovar-bilogora County, Management Department for Construction, Spatial Management and Communal Infrastructure, Branch Office Grubišno Polje that is responsible for administrative procedures in construction issues, is part of e-Permit system initiated from the side of Ministry of Construction and Spatial Management on level of entire Republic of Croatia.

By submitting requests via e-Permit, the party (investor) can follow up permit issuing progress at every moment. Additionally, by accessing to e-Permit system, the party (investor) can follow the administrative and



non-administrative procedure, which raises the level of quality for the of service and facilitates the procedure for submission request.

The whole procedure is accessible on web pages of the [Ministry of Construction and Spatial Management](#), where you can find [Detailed instructions](#) for filling specific forms.

Those that **submit their requests entirely by electronically means can have a 15% discount in administrative taxes.**

Nevertheless, in addition to all stated, **obligation for submission of needed documentation** to administrative department offices that administrate the implementation of documents for spatial management, **remains.**

For more information, feel free to contact:

TOWN OF GRUBIŠNO POLJE

Managing Department for Communal Activities

Trg bana Josipa Jelačića 1, 43290 Grubišno Polje

Phone: (043) 448 207, 448 221

Mobile phone: 099 440 0220

Or by other accessible [contacts](#).



Other relevant information can also be found on web site of the [Ministry of Construction and Spatial Management](#).

LIST OF WEB SITES LINKS FOR CONSTRUCTION GUIDE

Request Forms of Management Department for Construction, Transportation, Spatial Management and Communal Infrastructure of Bjelovar-bilogora County:

<http://bbz.hr/dokumenti-uo-graditeljstva/>

<https://dozvola.mgipu.hr/proxy-portlet/mgipu/print2.aspx?id=22096>

[Vodič za gradnju Bjelovarsko bilogorske županije / Construction Guide for Bjelovar-Bilogora County](#)

[Vodič za gradnju Ministarstva graditeljstva i prostornog uređenja / Construction Guide of Ministry of Construction and Spatial Management](#)

[Croatian Architects Chamber,](#)

[Croatian Construction Engineers Chamber,](#)

[Croatian Chamber of Appointed Geodetic Engineers,](#)



Croatian Waters, water contributions:

<http://www.voda.hr/hr/vodne-naknade>

Regulation on Simple and other Buildings and construction works

https://narodne-novine.nn.hr/clanci/sluzbeni/2017_11_112_2625.html

https://narodne-novine.nn.hr/clanci/sluzbeni/2019_04_36_755.html

[Register of legal persons appointed for energy certification](#)

Conditions for utilisation permit issuing: <https://gov.hr/moja-uprava/stanovanje/izgradnja-i-obnova-kuce/uporabna-dozvola/342>

Land-register overview:

<https://oss.uredjenazemlja.hr/public/lrServices.jsp?action=publicLdbExtract>

E-Permit: <http://dozvola.mgipu.hr/>

Ministry of Construction and Spatial Management:

<http://www.mgipu.hr/>

*Data source: Ministarstvo graditeljstva;
 Bjelovarsko bilogorska županija;
 Prostorni plan uređenja Grada Grubišnoga Polja*

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