

# Guide to the building process - City of Ivanec



*Grad Ivanec*  
1396

- The purpose of this guide is helping all current and future investors to more easily handle the permitting procedures and legal provisions. City of Ivanec, as a local government doesn't issue building permits, responsibility for this lies on:

- **VARAŽDIN COUNTY**

**Administrative Department for Physical Planning and Construction is in charge of issuing building permits**

**Branch office Ivanec – for cities Ivanec and Lepoglava, and boroughs Donja Voća, Klenovnik and Maruševec**

If you own any type of land or some type of building, first thing you have to do, is to check which type of construction or reconstruction is allowed. Allocation of land can be checked in zoning plan, in your county of city, and you must obtain zoning approval before applying for building permit (location information).

- City of Ivanec, city of Lepoglava, and boroughs Bednja, Donja Voća, Klenovnik and Maruševac can obtain their zoning approval in [Administrative Department for Physical Planning and Construction](#), located in City of Ivanec, Đure Arnolda 11.
- For City of Ivanec mentioned verification can be also done in [Department of Urban Planning, Municipal Affairs](#) and environmental Protection at Trg hrvatskih ivanovaca 9b, Ivanec.

## PROOF OF LEGAL INTEREST

When wanted construction or reconstruction is approved according to document of Physical planning and Construction, it is necessary to acquire legal proof which shows that you're permitted to build. You can use these following documents as Proofs of legal interest:

- registered land certificate
- contract – shows that investor has the right to build
- decision made by authorities, which confirms that investor has the right to build
- partnership contract, assembled with owner of the land
- written agreement from owner of the land
- written consent of the fiduciary owner given the earlier owner of the property



## MAKING THE MAIN PROJECT

Main project represents a set of mutually adjusted projects. Also, main project serves as a proof – shows that all basic construction requirements and conditions are fulfilled. It's made by authorized architect or construction engineer.

List of authorized experts can be found on websites of [Croatian Chamber of Architects](#) and [Croatian Chamber of Civil Engineers](#).

A list of authorized geodesists can be found on web pages of [Croatian Chamber of Chartered Geodetic Engineers](#).

Along with the main project, individual part of the main project is geodetic project, which displays location of one or more buildings on building particle. The main project must be designed in accordance with specific requirements that need to be obtained from [public bodies](#).

## LOCATION PERMIT

Location permit is issued for:

- Exploitation fields, building mining objects and facilities, hydrocarbon storage and permanent deinventory of gases in geological structures
- Determining new military locations and new military buildings
- Projects in the area which are under special regulations and are not considered as a construction
- Phase/stages construction
- Construction on land – investor didn't solve right's relations

Along with application for location permit, these documents must be submitted:

- Three copies of the first concept design of the project.
- Statement of projector – project is in accordance with zoning plan.
- Special conditions/proof that special conditions request is submitted
- Decision – acceptability about intervention in the environment
- Affirmation about nostrification of the project (first concept design)

## BUILDING PERMIT

Building permit is required to access construction. An application for a building permit is submitted by the investor and it is necessary to refer to the competent office for Building and Urban Development in the place where the construction or reconstruction of building is planned.

The request for a building permit shall be accompanied by:

- three copies of the main project
- a statement that the designer of the main project has been made in accordance with the spatial plan and other regulations
- a written report on the main project (if the control is prescribed )
- certificate of validation of the main project  
(if the project is made under foreign regulation)



- **confirmation of public bodies that the main design is made in accordance with special regulations and special conditions and / or proof of the request for issuance of these certificates, or the determination of these conditions if they are not issued within the time prescribed by this Act**
- **a certificate of public legal bodies that the main design is drafted in line with the decision on environmental acceptability (in case of intervention in the area which is under special regulations assessment in environmental impact and/or impact assessment for the ecological network)**
- **proof of legal interest for a building permit and**
- **evidence that the person may be an investor (concession, consent or other document prescribed by a special regulation), in the case of structures for which is provided by law who can be an investor**

In the procedure of issuing a building permit you need to pay administrative fees which amount is determined by the types of buildings that are under construction, according to the Construction Act ([NN 153/13](#)). An investor also has to pay the municipal and water contributions.

Payment instructions and calculation of water fees are available on the web site of [Croatian Waters](#).

Municipal contribution for construction facilities is calculated by the competent Department of Ivanec city.

## RULEBOOK ON SIMPLE STRUCTURES

Rulebook on simple structures defines simple works and other building constructions which don't require building permits.

Generally within this category we can include certain categories of auxiliary buildings, smaller landscaping, garden gazebos, canopies to 15m<sup>2</sup> on the parcel of already existing building, smaller size billboards, pools up to 100m<sup>2</sup> and a number of other categories of facilities for certain activities (for example livestock, greenhouses, etc.)

Since July 2014 the new Ordinance allows the construction of additional buildings to 50m<sup>2</sup> (without a license, but in accordance with the main project).

All detailed information can be found in the [Rulebook on simple structures](#).

## CONSTRUCTION START

You must apply the construction start in writing form to the competent office for Building and Urban Development no later than eight days before the start of construction. Application of construction start for simple structures, defined in [Rulebook on simple structures](#), is also irremissible.

In the application for the start of construction it is necessary to specify the class, number and date of issuing from the building permit, contractor and supervising engineer, and also submit a proof that the cadastre building plot is formed, if the type of building requires it.

Before construction begins, the investor is obliged to ensure the implementation of the construction site staking, and determine the exact position on the parcel on which the facility will be built.

Construction site staking must be made from authorized surveyor.



## ENERGY CERTIFICATE

Before issuing a use permit, if you own the building, you are obligated to obtain an energy certificate of the building.

Authorized Certificators can be found on [Ministry of Construction and Urban Planning](#) website.

The energy certificate is not required for a building that has a shelf life of two years or less, for the building designated for the maintenance of religious services, for the building with a total usable area of less than 50 m<sup>2</sup>, and industrial buildings, workshops and agricultural buildings with low energy demand.

The energy certificate is valid for ten years from the date of its issuance.

## USE PERMIT

You can start using the constructed or reconstructed building and put it into operation only after the use permit for this building is issued.

The request for issuing the use permit can be submitted by the investor or the owner of the building, to the competent administrative tasks authority for construction.

Ministry, or other competent administrative body shall perform a technical inspection of the building within thirty or fifteen days from receiving of proper request for issuing the use permit.

Use permits for constructed buildings, and works that are carried out on the basis of a use permit, shall be issued within eight days of the completion of the technical inspection if they meet the conditions set out on the [Ministry of Construction and Urban Planning](#) website.

## REGISTRATION OF BUILDINGS IN CADASTRE

After issuing a use permit, the building is entered in the cadastre. To enroll in the cadastre the entry must be accompanied by surveying project (part of the construction permit) or geodetic report and statement of a licensed surveyor that the building is made according to survey study.

When regional cadastral office records that the use permit for registering the building in the cadastre is accompanied, it delivers notice to the competent court ex officio and refers to the construction body which issued the permit, and it's class, number and date of issue.

## ENTRY OF THE BUILDING IN LAND REGISTRY

While entering the building in the land register, the competent court puts the recordation that for registering the building in the cadastre the use permit is attached and refers to the construction body which issued the permit, and it's class, number and date of issue, or any other act or document from the provisions article [175 paragraph 1. Construction Act.](#)

You can accomplish the review of land registers on [e-excerpt registry.](#)



## ILLEGAL CONSTRUCTION APPLICATION

If there is suspicion that a building is constructed illegally, you can report anonymously or using personal information in the following ways:

E-mail: [prijave@dirh.hr](mailto:prijave@dirh.hr)

Writing to the Ministry of Construction and Urban Planning, Ulica republike Austrije 20, Zagreb or regional unit in Varaždin, Department of Varaždin County

Head of Department- Iris Rožmarić

ADDRESS: 42 000 VARAŽDIN, Kratka 1

Phone: 042/ 301-680

Fax: 042/ 301-670

E-mail: [gradevinska.inspekcija@dirh.hr](mailto:gradevinska.inspekcija@dirh.hr)

ADMISSION: first and third Monday of the month from 9 to 12 hours

## e-PERMIT

Varaždin county, Department of Urban Planning and construction which conducts administrative procedures in the process of constructions is part of e-PERMIT, Croatian wide project which was started by the Ministry of Construction and Urban Planning.

By submitting the application via e-PERMIT, each party has access in the course of issuing the license. Also, access to the e-PERMIT allows party to see process and procedures governing non-administrative procedure, which significantly raises the quality of services and facilitates in the application process.

The system e-PERMIT is available at [Ministry of Construction and Urban Planning](#) website, with [detailed instructions](#) on completing the application forms.

An interesting fact for applicants is that, if they fulfill the full application for the issuance of particular act, they may receive a discount on the administrative fee of 15%.

Additionally, there is still the obligation of physical submission of the necessary documentation to the Administrative Department for the implementation of the tasks.

For more information please contact:

**CITY OF IVANEC**  
Department of City Planning,  
Municipal Affairs and Environment

Trg hrvatskih ivanovaca 9b, 42240  
Ivanec

Phone: (042) 404-870

(042) 404-874

Or [contact](#) official page of the City of  
Ivanec.

Further information is available on  
the [Ministry of Construction and  
Urban Planning](#)



## LINKS USED FOR MAKING THE GUIDE TO THE BUILDING PROCESS:

Application forms of the Department of Physical Planning and Construction, Varaždin County

<http://www.varazdinska-zupanija.hr/zupanijska-tijela/upravna-tijela/upravni-odjel-za-prostorno-ure%C4%91enje-i-graditeljstvo/obraci/>

Croatian Chamber of Architects

<http://www.arhitekti-hka.hr/>

Croatian Chamber of Civil Engineers

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

Croatian Chamber of Chartered Geodetic Engineers

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

Croatian Waters, Water fees

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

## Rulebook on simple structures

[https://narodne-novine.nn.hr/clanci/sluzbeni/2017\\_11\\_112\\_2625.html](https://narodne-novine.nn.hr/clanci/sluzbeni/2017_11_112_2625.html)

[https://narodne-novine.nn.hr/clanci/sluzbeni/2018\\_04\\_34\\_656.html](https://narodne-novine.nn.hr/clanci/sluzbeni/2018_04_34_656.html)

[https://narodne-novine.nn.hr/clanci/sluzbeni/2019\\_04\\_36\\_755.html](https://narodne-novine.nn.hr/clanci/sluzbeni/2019_04_36_755.html)

[https://narodne-novine.nn.hr/clanci/sluzbeni/2019\\_10\\_98\\_1985.html](https://narodne-novine.nn.hr/clanci/sluzbeni/2019_10_98_1985.html)

## Register of persons authorized for energy certification

[http://www.mgipu.hr/doc/Graditeljstvo/Registar\\_certifikat\\_ora.htm](http://www.mgipu.hr/doc/Graditeljstvo/Registar_certifikat_ora.htm)

Use permit terms <https://gov.hr/moja-uprava/stanovanje/izgradnja-i-obnova-kuce/uporabna-dozvola/342>

## \_Land registry overview

<http://e-izvadak.pravosudje.hr/home.htm>

## e-Permit

<https://mgipu.gov.hr/UserDocsImages/8144>

## The Ministry of Construction and Physical Planning

<https://ispu.mgipu.hr>