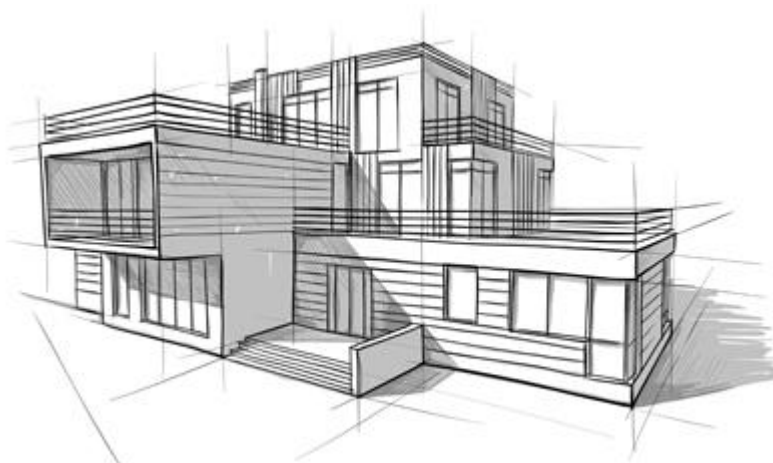


Building guide



If you own land or an existing building, you should first check whether and what kind of construction or reconstruction is allowed. The first step you need to do is to check the purpose of the plot in the spatial plan of your municipality or city. The representative body of the local government, municipal council or city council adopts a spatial plan after a public debate has been carried out. Contact the competent office for construction and physical planning in your area for more information about what in a particular area is allowed to be built, and what is not allowed, that is, which permits need to be obtained. If you want to get written information from the spatial plan on the planned land use and requirements for project implementation for specific land, you have to submit an application to the competent office requesting issuing of location information. The application shall include an excerpt from the cadastral plan, or a copy thereof. Spatial plans can be viewed in the Physical planning information system.

Evidence of legal interest

If according to the spatial planning document the desired construction/reconstruction is possible, it is necessary to provide evidence of the right to build. The following documents may be **evidence of legal interest**:

- 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;
- pre-contract, contract or conditional contract pursuant to which the investor has acquired or shall acquire the ownership right or building right;
- decision issued by the competent authority pursuant to which the investor has acquired the ownership right or building right;
- partnership contract concluded with the owner of the property, the aim of which is joint construction;
- written approval from the land owner or the owner of the existing construction work;
- written approval given by the fiduciary owner to the previous property owner who is the investor.

Main design development

The next step is developing the main design that is a set of aligned designs providing the technical solution of a construction work and attesting compliance with the essential requirements for the construction work, as well as with other prescribed and determined requirements and conditions.

Depending on the type of construction work or works carried out, the main design includes an architectural design, a civil engineering design, an electro-technical design and a mechanical engineering design. It is developed by an authorised person holding the professional title of certified architect or certified engineer in construction. A list of authorised persons may be found on the websites of the Croatian Chamber of Architects <http://www.arhitekti-hka.hr/> and Croatian Chamber of Civil Engineers <http://www.hkig.hr/>

Along with the main design, a separate part of the main design is the surveying design showing the location of one or more construction works on the building plot as well as the shape and size of the building plot, the forming of which is prescribed by the building permit. Surveying designs shall be developed by certified surveying contractors, the list of which is available on the website of the Croatian Chamber of Certified Geodetic Engineers <http://www.hkoig.hr/>

The investor may request notification from the competent administrative department for physical planning and construction regarding the public law bodies from which it will be necessary to obtain the special requirements in line with which the main design for a specific construction work in a specific location must be developed and information on the manner of implementing this Act and/or particular provisions of the spatial plan.

Cadastral plan copy and the description and presentation of the project planned to be implemented will be accompanied with the request for issuing notice Notification on special requirements.

The request referred to in paragraph 1 of this Article shall be accompanied by a copy of the cadastral plan and the description and display of the construction work planned for construction.

Special requirements notice will be issued within eight days of submitting a request.

A list of public law bodies determining special requirements in accordance with which the main design must be developed is available [here](#), only in Croatian

Location permit

In order to obtain information about the intended purpose of space and requirements for project implementation from spatial plans on certain land, you have to submit a request to the competent office for issuing of location information. The competent office shall issue the location information within eight days from the date of submission of the request. An excerpt from the cadastral plan or a copy thereof shall be enclosed to the request.

Implementation of projects or drafting of designs prescribed by special laws cannot be commenced based on location information.

A location permit is issued for:

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,

determining new military locations and military construction works,

projects which pursuant to special building regulations are not considered to be construction,

stage and/or phase construction of a construction work,

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.

Issuing a location permit is initiated on the basis of the application of an interested party with enclosed:

three copies of the conceptual design,

the designer's statement that the conceptual design was developed in accordance with the spatial plan,

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,

for the issuance of such certificates or determining such requirements, if they were not issued in the period prescribed in this Act

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,

certificate on validation of the conceptual design, if the project was developed according to foreign regulations.

Conceptual design

In the case of a building/construction work for which a location permit shall be obtained, a conceptual design has to be developed.

The surveying design shall be an integral part of the conceptual design for a location permit, which establishes the forming of a building plot or position of one or more construction works on the building plot. The surveying design shall be developed as a separate part of the conceptual design.

Notification on special requirements

As an interested party you may request notification from the administrative body or the Ministry regarding the public bodies from which it will be necessary to obtain special requirements for a specific project on a specific location, and information on the manner of implementation of specific provisions of the Physical Planning Act and/or spatial plan. The request for notification on special requirements for a specific project shall be accompanied by a copy of the cadastral plan and the description and presentation of the project planned to be implemented. The notification on special requirements shall be issued within eight days from the day of submitting the request. Special requirements shall be determined upon request, prior to initiating the procedure, or during the

procedure for issuing the location permit.

The public law body shall determine special requirements or reject the application by means of decision, within fifteen days from receipt of an orderly application. It shall be considered that no special requirements exist and that the construction work may be connected to infrastructure, if the public law body, within that period fails to deliver the special requirements or a decision on rejecting the determination of special requirements. If the special requirements cannot be determined, the public law body shall reject the application of the interested party by means of a decision.

If it is necessary to align the conceptual design with the special requirements, the interested party will be invited to do that within an appropriate period, and if the interested party fails to do so, issuance of the location permits will be rejected.

The interested party shall have the right to appeal against the decision of the public law body rejecting the determination of special requirements, i.e., shall have the right to initiate an administrative dispute if the decision was issued by the central state administration body. The decision on the appeal shall be issued within thirty days from submitting the appeal.

Requirements for issuing the location permit

In the location permit issuing procedure it is established that:

- the application for issuing the location permit was accompanied with the prescribed documents,
- all special requirements were determined,

- the urban development plan has been adopted, provided that the permit is issued in the area where this Act prescribes the obligation of its adoption (except for the construction of replacement construction works and the reconstruction of existing construction works),

- it is possible to connect the building plot or the building to open areas, or the building permit for the construction of open areas has been issued (for new construction works),

- 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 (for new construction works), and

- it is possible to connect the building to a low-voltage electrical network or, in the case of buildings in which the use of such a system is designed, the building has an autonomous electricity supply system (for new construction works).

Thereupon the parties in the procedure are invited to access the file in order to provide an opinion.

Amendments to the location permit

The executable or final and effective location permit may be amended, repealed and/or annulled upon request of the investor.

Decision on amendments to the location permit shall be adopted in accordance with the spatial plan in accordance with which the location permit was issued or in accordance with the spatial plan which is in force at the time of adopting the decision if it is so requested by the applicant or the investor. Only those special requirements which may be affected by the amendments shall be obtained in the procedure for adopting the decision on the amendments to the location permit.

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:

- the application for issuing the concession was not submitted,
- the application for adoption of the decision on expropriation was not submitted,
- the proposal for adopting the decision on servitudes or the right to construction on land owned by the Republic of Croatia was not submitted,
- the application for issuance of the building permit was not submitted, or
- 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 this Act and other requirements in accordance with which the location permit was issued.

Building permit

The construction/reconstruction of a construction work may commence only on the basis of a building permit. The application for building permit issuance shall be submitted by the investor to the competent office for construction and physical planning in the place where construction or reconstruction of a construction work is planned. Since April 2014, the request can be submitted in electronic form.

To a building permit application the following shall be enclosed:

- three copies of the main design;
- the designer's statement that the main design was developed in accordance with the spatial plan and other relevant regulations;
- a written report on the performed main design audit (if the audit is prescribed);
- a certificate on the main design validation (if the design has been developed according to foreign regulations);
- 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;
- 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;
- evidence of legal interest for the issuance of a building permit; and
- 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

- paid administrative fee in the amount of HRK 70

As the building permit has no legal effect on the ownership and other real rights on the property for which it was issued and shall not represent grounds for the possession of that property, evidence of legal interest shall be sufficient for its issuance.

Requirements for issuance of a building permit

During the building permit issuing procedure it is established that:

- all the prescribed documents have been submitted along with the application and all prescribed main design certificates have been issued;
- 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;
- the main design has been developed by an authorised person;
- the main design is properly marked;
- 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;
- the urban development plan has been adopted, provided that the permit is issued in an area where a special act prescribes its adoption;
- the parties were provided with the opportunity to access the file

A building permit for buildings will be issued provided that all the above indicated requirements have been fulfilled and that 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; furthermore that 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 electricity supply network or, in the case of buildings in which the use of such a system is designed, the building has an autonomous electricity supply system.

The competent body that issued the building permit shall deliver it (without the main design), for information purposes, also to the administrative body of the local self-government unit competent for determining utility charges with the data required for the calculation of those charges, and to the body competent for determining water charges with the data required for the calculation of those charges. The investor shall pay utility and water charges upon the enforceability of the decision on utility charges, that is, upon the enforceability of the decision on water charges.

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. During this period, the investor is required to resolve the issue of the right to build and commence construction.

Amendments to the building permit

If during construction of a construction work not subject to the issuing of a location permit under a special act, the location requirements are amended, a Decision on amendments to the building permit shall be obtained from the competent construction and physical planning office; the Decision shall be adopted in accordance with the spatial plan in accordance with which the building permit was issued, or in accordance with the spatial plan in force at the time of adopting the decision, if so

requested by the investor.

Only those special requirements or main design certificates which are affected by amendments shall be obtained in the procedure for issuing the decision on amendments to the building permit, and the facts established in the procedure for issuing the permit shall not be reviewed in the procedure for issuing the decision on amendments to the building permit.

Change of the investor

If the investor should change during construction, the new investor shall, within fifteen days from the date of the change, request the building control authority to amend the building permit relating to the change of the investor's name or corporate name. Along with his application for change of the investor's name he shall provide evidence of legal interest for the issuance of the building permit or approval of the previous investor, and 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.

A construction work for which the building permit was issued may not be constructed without the decision on the change of the investor's name or corporate name in the building permit.

Simple and other construction works and works

It is not required to obtain a building permit for simple and other construction works and works regulated by the Ordinance on simple and other construction works and works (Official Gazette 79/14) such as, for example, fences, swimming pools, tank, paths, solar collectors, small agricultural construction works etc., but construction may commence on the basis of the main project, standard design, or any other act prescribed by the said ordinance.

When designing and constructing the construction works or performing the works, the investor, designer and contractor shall observe all the regulations and codes of practice relevant to their construction and may not design and construct construction works or perform works prohibited under the spatial plan.

Renovation of damaged buildings

In case of natural disasters, war devastations or likewise, that is, in case of immediate threat to the security of people and property, construction works, regardless of the extent of damage, may be restored to their original state without a building permit, in accordance with the official act pursuant to which they were built, or the design of the current state of the construction work. In the case of a construction work registered in the Register of Cultural Heritage of the Republic of Croatia, approval according to a special act shall be required

Reconstruction of interior parts of buildings

Reconstruction of the interior parts of a building (staircases, walls (except load-bearing), floors, instalations, etc.) which does not atler the location requirements according to which the building was built, may be commenced without a building permit, but construction has to be in accordance with

the main design.

E-Permit

The Ministry of Construction and Physical Planning developed the 'e-permit' system, which enables that all building and use permits for construction works are issued electronically.

The system has been implemented on the State level and, as of late 2014, applied in administrative departments of counties, major cities and county seats, which perform tasks of issuing permits.

The main goal of the centralised system is raising the quality level of the services provided, that is, of administrative and non-administrative proceedings, through a simple and fast procedure.

Establishing this system has significantly speeded up the procedure of issuing building acts. Besides the speed of decision issuance, even more important is their quality, as it is only the latter to provide legal security to the investors or applicants respectively.

The e-permit system ensures uniformity of the procedure for obtaining documents in the entire State territory. The time limit for building permit issuance in the Republic of Croatia is 30 days, and, owing to the system, a number of administrative departments manage to issue a permit in a significantly shorter time. The applicant may see at any moment the stage reached by his application, while the person in charge of processing the application has a good overview of the files.

The procedure is transparent and can at any moment be supervised by an unlimited number of interested parties, reducing thereby potential manipulation and misuse. Services for administrative control of the Ministry and the Building Inspection can inspect at any moment each file, this representing financial savings in terms of travel costs and accelerating the proceeding of those bodies. The system provides constant access to statistics, whereby the effectiveness of each individual administrative clerk and of administrative bodies at all levels can be measured. The system enables to have in one place data available on all construction projects in the State, regardless whether the respective approvals have been issued or the issuance procedure is in progress. There is a system of alert on irregularity of procedure foreseen, through which the Ministry shall get a warning on an illegal act being issued, after which, depending on the severity of the irregularities, it shall take adequate measures.

The 'e-permit' system will be constantly updated with new tools and data, which will ultimately further shorten deadlines and improve administrative procedures.

Link: <https://dozvola.mgipu.hr/>

Notification of the commencement of construction, setting-out and marking of the construction site

The commencement of construction shall be notified in written form to the competent office for construction and physical planning no later than eight days before the commencement of construction. In the notification of the commencement of construction the following shall be indicated: the class, register number and date of issue of the building permit, the contractor and the supervising engineer, and to the notification evidence shall be attached that the building plot was formed in the cadastre, if the construction work in question is subject to specification of the building plot.

The competent office for construction and physical planning shall within five days from receipt of the notification of the commencement of construction, notify thereof the Ministry of Interior, building inspection, labour inspection, administrative body of the local self-government unit competent for

determining utility charges and body competent for determining water charges, while the building inspection shall also be notified whether the notification is complete.

Prior to commencing construction, the investor shall ensure that the setting-out of the construction work is performed. Setting-out of the construction work means drawing of the layout of the outer contour line of the construction work on the construction site, that is, determining the exact location on the building plot on which the construction work will be built. It is performed by an authorised geodetic engineer. A list of authorised persons may be found on the websites of the Croatian Chamber of Geodetic <http://www.hkoig.hr/>

The site shall be fenced and marked by a board which must include the name or the corporate name of the investor, the designer, the contractor, the name and type of the construction work which is being built, the name of the authority which issued the act based on which construction is carried out, the classification mark, register number, date of issue and the period of validity of the act.

If the construction work on which works are being performed is registered in the Register of Cultural Heritage of the Republic of Croatia, the board shall also include such an indication that it is a culture-related construction work.

Period for completion of buildings

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. ten years for buildings in group 1 (planned by the State plan for spatial development);
2. seven years for buildings 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);
3. five years for buildings in group 4 (subject to determining the connection requirements, but not other special requirements);
4. three years for buildings in group 5 (not classified in groups 1, 2, 3 or 4).

Thus, buildings shall be classified in respect of the complexity of building-related procedures and not in respect of their gross developed area.

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.

Energy certificate

The owner of a building is required to obtain the energy certificate prior to the issuing of the use permit. Energy certificates are developed by persons authorised for energy certification, a list of which can be found [here](#), only in Croatian.

An energy certificate of a building or a particular part thereof shall be issued for buildings or their particular parts in which it is necessary to use energy to maintain the indoor design temperature in accordance with their purpose.



It is not required to be obtained for buildings with a planned time of use of two years or less, buildings used for religious purposes, buildings having a useful floor area of less than 50 m² and industrial buildings, workshops and non-residential agricultural buildings with low energy demand.

An energy certificate has a validity of ten years from the date of its issue.

Use permit

A completed or reconstructed construction work may be used or put into operation and a decision may be issued for performing activities in that construction work pursuant to a special act, after a use permit has been issued for that construction work.

The application for issuing the use permit shall be submitted by the investor, or the construction work owner, to the competent body for administrative construction activities.

The application for issuing the use permit shall include:

- 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;

- information regarding the parties involved in the building;

- written statement of the contractor on works completed and the requirements for the maintenance of the construction work;

- final report of the supervising engineer on the completion of the construction work;

- 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);

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);

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

energy certificate of the building, if the application is submitted for a building that must comply with the energy performance requirements.

The Ministry or the competent administrative body must carry out the final inspection of the construction work within thirty days, or within fifteen days from the date of receipt of an orderly application for the issuance of a use permit.

A use permit for a constructed construction work or the works executed on the basis of the building permit shall be issued within eight days from the date of performance of the final inspection, if it is established that:

- all the prescribed documents have been submitted along with the application for its issuance;

- the construction work was built in accordance with the building permit, as regards compliance with the essential requirements for the construction work, location requirements and other requirements stipulated in the building permit;

- the construction work is connected to traffic areas, other construction works as well as to utility or other infrastructure facilities stipulated in the building permit; and

- any temporary construction works built in the course of preparatory work, the site equipment, unused building and other material, waste and the like, are removed and land in the area of the site and in the access area to the site has been put into an orderly condition.

A use permit for a constructed construction work or works executed on the basis of the main design shall be issued within eight days from the date of performance of the final inspection, if it is established that:

- all prescribed documents have been submitted along with the application for its issuance;

- the construction work was built in accordance with the main design; and

- the construction work, by its intended purpose, location and external dimensions of all its above- and underground parts, is not contrary to the spatial plan at the time of development of the main design.

Use permit for particular construction works

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. The permit shall be issued if a construction work 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. It is important to note that procedures instituted before the Building Act entered into force, which relate to the issuance of use permits for construction works built on the basis of a building permit issued in the period between 20 June 1991 and 1 October 2007, may be completed pursuant to the new Building Act, if the applicant has no objection thereon.

Use permit for construction works built before 15 February 1968

Construction works built before 15 February 1968 are considered as built on the basis of a final and effective building permit and 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.

Use permit for construction works built, reconstructed, renewed or restored as part of implementing regulations on reconstruction or regulations in areas of special state concern

A construction work built, reconstructed, renewed or restored as part of implementing regulations on reconstruction or regulations in areas of special state concern is considered as built or reconstructed on the basis of a final and effective building permit, if the building control authority for that construction work issues a use permit for the construction work built, reconstructed, renewed or restored as part of implementing regulations on reconstruction or regulations on areas of special state concern.

The application for use permit issuance shall be accompanied by:

1. a copy of the cadastral plan for the cadastral plot on which the construction work was built; and
2. evidence that the construction work was built, reconstructed, renewed or restored within the implementation of regulations on reconstruction or regulations on areas of special state concern (loan agreement, renewal agreement, official act of a state administration body, minutes on the taking over of the construction work or other).

A use permit for such a construction work shall be issued after an on-site inspection, provided that all prescribed documents were submitted with the application

Use permit for construction works acquired by the Republic of Croatia for the purpose of providing housing

A construction work acquired by the Republic of Croatia for the purpose of providing housing shall be considered built on the basis of a final and effective building permit, if the building control authority for that construction work issues a use permit for the construction work acquired for the purpose of providing housing.

The application for use permit issuance shall be accompanied by:

1. a copy of the cadastral plan for the cadastral plot on which the construction work was built; and
2. a certificate of the Agency for Transactions and Mediation in Immovable Properties that the construction work was acquired for the purpose of providing housing.

A use permit for such a construction work shall be issued after an on-site inspection, provided that all the prescribed documents were submitted with the application.

Use permit for construction works for which an official construction act has been destroyed or is unavailable

A construction work for which the building permit or other appropriate official act has been destroyed due to natural disaster, war or other destruction, actions or events, shall be deemed to have been built on the basis of a final and effective building permit if the building control authority for that construction work issues a use permit for the construction work whose official construction act has been destroyed.

The application for use permit issuance 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 building permit or other appropriate official act has been destroyed or is unavailable.

A use permit for such a construction work shall be issued within eight days after an on-site inspection and after it is established that:

1. the official construction act has been destroyed and that the archive of the building control authority has been destroyed due to natural disaster, war or other destruction, actions or events;
2. the official construction act has not been found in other competent archives;
3. the official construction act has been issued; and
4. the prescribed documents have been submitted along with the application.

An on-site inspection shall be carried out before the issuance of the use permit.

Registration of construction works in the cadastre

Upon completion of building and obtaining the use permit, the construction work shall be registered in the cadastre. 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 main design, or location permit respectively) and the statement of the authorised geodetic engineer that the construction work 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.

After having recorded a construction work, the regional cadastral office shall 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.

It is important to say that in terms of Article 175 of the Building Act, the following acts and documents are considered as use permits: certificate on the report of the supervising engineer; certificate for use; final and effective building permit or other appropriate official act issued before 19 June 1991 with the building inspection's certificate that no procedures are pending with regard to the inspection; use permit; decision on and/or certificate of the as-built state; certificate that a building was built before 15 February 1968; and appropriate decisions for buildings built/reconstructed as part of a reconstruction project and other decisions in accordance with Article 332 of the Physical Planning and Building Act

Registration of construction works in the land registry

Upon registering a construction work in the land registry, the competent court shall ex officio enter a note in property records of the land registry 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, or other act or document referred to in Article 175, paragraph 1, of the Building Act (certificate on the report of the supervising engineer; certificate for use; final and effective building permit or other appropriate official act issued before 19 June 1991 with the building inspection's certificate that no procedures are pending with regard to the inspection; use permit; decision on and/or certificate of the as-built state; certificate that a building was built before 15 February 1968; and appropriate decisions for buildings built/reconstructed as part of a reconstruction project and other decisions in accordance with Article 332 of the Physical Planning and Building Act)

Registration of construction works in the land registry

Upon registering a construction work in the land registry, the competent court shall ex officio enter a note in property records of the land registry 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, or other act or document referred to in Article 175, paragraph 1, of the Building Act (certificate on the report of the supervising engineer; certificate for use; final and effective building permit or other appropriate official act issued before 19 June 1991 with the building inspection's certificate that no procedures are pending with regard to the inspection; use permit; decision on and/or certificate of the as-built state; certificate that a building was built before 15 February 1968; and appropriate decisions for buildings built/reconstructed as part of a reconstruction project and other decisions in accordance with Article

332 of the Physical Planning and Building Act)

Maintenance of the construction work

The owner of a construction work shall be responsible for its maintenance and shall ensure the maintenance of the construction work in a manner which, during its life cycle, preserves the essential requirements for the construction work. The owner of a construction work shall ensure improving of compliance with the essential requirements for the construction work, energy performance of buildings and unobstructed access to or within the construction work.

In the case of damage to the construction work, which presents a threat to human life and health, the environment, nature, other construction works or the stability of the ground in adjoining land, the construction work owner shall undertake urgent measures to remove the threat and mark the construction work as dangerous until the elimination of such damage.

Removal of construction works

In order to remove a construction work or any part thereof it is necessary to request removal design development from an authorized architect or construction engineer, and to notify the building authority in writing of the commencement of works on the removal of the construction work.

In the notification of the commencement of works on the removal of the construction work, the owner shall indicate the designer of the removal design, designations of that design, the contractor and the supervising engineer.

Within five days from receipt of the notification of the commencement of works on the removal of the construction work, the building authority shall notify the Ministry of Interior, building inspection and labour inspection thereof, while the building inspection shall also be notified about the designer and designations of the removal design.

When removing construction works, the stability of adjoining or other land and/or the compliance with the essential requirements of other construction works, or the life and health of people or other public interest must not be threatened in any way, while any construction waste resulting from the removal of the construction work must be handled in accordance with the provisions of this Act and the special act governing waste management.

Notification of illegal construction

In case you suspect that a construction work was built contrary to legal provisions, that is, without a valid building permit or having no main design certificate, having more than the permitted number of storeys, or with its location at a smaller distance from another construction work or the building plot boundaries as compared to the minimum distance allowed by the physical planning document, with the construction site being unfenced and other irregularities, this can be reported to the building inspection of the Ministry of Construction and Physical Planning.

If by inspectional procedure violations of laws and/or regulations are established, administrative proceeding shall be instituted and taking of necessary measures ordered.



Notification of illegal construction can be submitted anonymously or with personal information:

- by e-mail to gradjevska.inspekcija@mgipu.hr
- in writing to the following address: Ministarstvo graditeljstva i prostornog uređenja, Ulica Republike Austrije 20, Zagreb or
- to the nearest inspectional branch unit in the county.