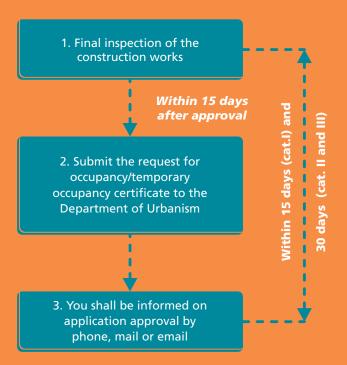
OCCUPANCY CERTIFICATE

OCCUPANCY CERTIFICATE is a document issued by the Municipality /Department of Urbanism, certifying that the building is suitable for occupancy.

HOW TO APPLY



For more information regarding the necessary documentation and procedure please visit the Municipality / Office of Department of Urbanism

LAW ON CONSTRUCTION

The Law on Construction regulates the construction process such as designing of plans, construction, reconstruction and demolition.

The Law on Construction also defines the rights, obligations of citizens and authorities as well as ensures the quality of constructions.

In order to ensure the quality of constructions and to avoid penalties and demolition:

- The Citizen shall have a Construction Permit prior to beginning of the construction; and
- The Citizen shall construct the building according to the Construction Permit requirements.

TYPES OF CONSTRUCTION THAT REQUIRE A CONSTRUCTION PERMIT

NEW CONSTRUCTION

RECONSTRUCTION OF EXISTING CONSTRUCTION WORKS

DEMOLITION OF EXISTING BUILDING

REPAIR OF CONSTRUCTION WORKS

INTERVENTIONS ON FACADES AND STRUCTURE OF AN EXISTING BUILDING

MUNICIPAL SPATIAL PLANNING SUPPORT PROGRAME





Financed by:

SWEDISH DEVELOPMENT

COOPERATION

SWEDEN

MAMUSHE/MAMUSA MUNICIPALITY

INFORMATION ON BUILDING IN MAMUSHE/MAMUSA



For building any structure such as a HOUSE, SHOP, APARTMENTS, STABLES, WAREHOUSES, ANNEXES, ADDITIONAL FLOORS, etc. within the municipal area / private parcel, the citizen shall apply at the Municipality / Department of Urbanism for a PERMIT.

The PERMIT will be issued by the Municipality / Department of Urbanism based on the:

- MUNICIPAL DEVELOPMENT PLAN of Mamushe/Mamusa adopted by Municipality in 2014;
- Recommendations from the "Handbook: GUIDE to MANAGING DEVELOPMENT in Mamushe/Mamusa"

TERMS of CONSTRUCTION determine type, size, construction methods, safety requirements, and any other necessary requirement for construction works.

HOW TO APPLY

2a. You will be informed by Department of Urbanism and reviewers for changes and will need to resubmit the completed and corrected documents If not at the department of Urbanism

If not compliant with MDP and other requirements

1. Consult MDP. propose terms of construction and apply to the Department of Urbanism

2. the officer of Department of Urbanism will verify if is the

→ If yes

3. The reviewers will review the proposed terms of construction

> If compliant with MDP and other requirements

(cat.I) and

days (

4. You shall be informed on application approval by phone, mail or email



CONSTRUCTION PERMIT

HOW TO APPLY

2b.Within 8 days (cat I) and 15 days (cat. II and III) complete the application

> If not complete

1. Submit application for construction permit in the Department of Urbanism

2. Department of Urbanism will receive the application

♥ If complete

3. You will receive the written confirmation - annex 4 & notice of fee

4. You shall pay the fee and return the receipt of payment to the Department of Urbanism

5. Department of Urbanism shall put the application on municipal website

Within 1 day

6. Your application will be delivered to reviewers to verify if proposed construction works compliant with terms of construction

If not

If yes

7. Your application will be delivered to reviewers to verify if proposed construction works are compliant with Laws and Construction Codes

If not

👉 If yes

8. Department of Urbanism shall post the decision on the municipal website

9. Department of Urbanism shall issue the permit and inform you by phone, mail or email

2a.Within 8 days (cat.I) and 15 days (cat. II and III) You will be informed by Department of Urbanism for the missing documents

6c. Pay the additional fee if necessary

6d. Submit the documentation to the Department of Urbanism

6b.You shall correct the discrepancies 6a. You will be informed by Department of Urbanism and reviewers for the discrepancies

7b. You shall correct the discrepancies

7c. Submit the documentation to the Department of Urbanism

7a.You will be informed by Department of Urbanism and reviewers for the discrepancies

CONSTRUCTION PERMIT

is a document issued by MUNICIPALITY / **DEPARTMENT OF URBANISM for construction** of buildings within the parcel.