



ANNEX VII: CONSTRUCTION AND BUILDING PERMITS

a) Building (approval of the construction project)

WHERE TO GO?

- Relevant municipality (according to the location of the works);
- District administration (according to the location of the works).

WHAT TO DO?

Submit an application to obtain the approval of the project.

WHAT DOCUMENTS AND INFORMATION ARE REQUIRED?

- Application letter;
- Copy of the DUAT title;
- Architecture project;
- Topographic plant;
- Statement of responsibility of the author of the project.

HOW MUCH TIME WILL IT TAKE?

60 days.

WHAT ARE THE COSTS?

It depends on the location and dimension of the project.

WHAT WILL YOU OBTAIN?

A document attesting the approval of the project.

WHAT IS THE NEXT STEP?

Apply for a building permit.

b) Building permit

WHERE TO GO?

- Relevant municipality (according to the location of the works);
- District administration (according to the location of the works).

WHAT TO DO?

Submit an application to obtain a building permit.

WHAT DOCUMENTS AND INFORMATION ARE REQUIRED?

When the construction is carried out by a building contractor

- Copy of the authorization of the project;
- Estimated costs of the project, subscribed by project's technical officer;
- Declaration of commitment issued by the building contractor.

When the construction is carried out directly by the applicant

- Copy of the authorization of the project;
- Map of the covered areas and estimated costs of the project, subscribed by project's technical officer;
- Declaration of commitment issued by project's technical officer;
- Declaration of commitment of the project monitoring by the applicant.

HOW MUCH TIME WILL IT TAKE?

15 days.

WHAT ARE THE COSTS?

It depends on the estimated costs of the project (as stated in the application).

WHAT WILL YOU OBTAIN?

A building permit.

WHAT IS THE NEXT STEP?

Perform the works and renew the building permits whenever required.



c) Use licence

WHERE TO GO?

- Relevant municipality (according to the location of the works);
- District administration (according to the location of the works).

WHAT TO DO?

Submit an application to obtain usage permit.

WHAT DOCUMENTS AND INFORMATION ARE REQUIRED?

Application letter.

HOW MUCH TIME WILL IT TAKE?

45 days.

WHAT ARE THE COSTS?

It depends on the type of building.

WHAT WILL YOU OBTAIN?

A usage permit.

WHAT IS THE NEXT STEP?

Perform the registration of the property.

ANNEX VIII: PROPERTY REGISTRATION THROUGH THE REAL ESTATE REGISTRAR OFFICE

WHERE TO GO?

Real Estate Registrar Offices.

WHAT TO DO?

Submit an application to register the property.

WHAT DOCUMENTS AND INFORMATION ARE REQUIRED?

- Application letter;
- Certificate of upgrading issued by the entity that authorized the construction;
- Certificate of confrontation, issued the entity that authorized the construction;
- Applicant's registration certificate.

HOW MUCH TIME WILL IT TAKE?

15 days.

WHAT ARE THE COSTS?

It depends on the type of property, the estimated costs and location of the same.

WHAT WILL YOU OBTAIN?

Certificate of property registration.