



CHOICE OF LOCATION for the house

PREPARING THE APPLICATION

The application should contain the type, scope, manner of execution and date of commencement of construction works, a statement on the right to manage the property for construction purposes; depending on the needs, attach appropriate sketches or drawings regarding the planned investment. The Act does not require that they be prepared by a person with building rights.

There is no need for a construction project.

Whether or not sketches or drawings need to be attached depends on the type of work to be done and at the discretion of the official accepting the application.

A decision on building conditions is not required.

SUBMISSION OF THE APPLICATION:

Construction works should be submitted to the district office (or in the city office with district rights), in the appropriate architectural and construction department. The fee is: 1 PLN for each m², but not more than PLN 539.00. In the case of an attorney, an additional fee of 17.00 PLN stamp duty is payable)

IMPLEMENTATION:

The construction work covered by the obligation to notify can be commenced if within 21 days from the date of delivery of the notification, the authority does not raise objections.

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Checking whether the land designated for the investment is covered by the **LOCAL DEVELOPMENT PLAN** (Municipal Office for a given area) and obtaining an extract.

Obtaining a decision on building conditions
(in the absence of Local Development Plan)
can be done by the designer - see below

Acquiring a designer - an architect with appropriate authorizations - to prepare a construction project (contractual cost)

PREPARING THE APPLICATION:

The application should contain the type, scope, manner of execution and date of commencement of construction works, a statement on the right to manage the property for construction purposes; four copies of a construction project; decision on building conditions (if required); the investor's statement on having a legal title to the plot (ownership deed, lease agreement) submitted under penalty of criminal liability; designer's certificate confirming belonging to regional chambers of commerce; opinions, agreements, permits required by specific legal regulations, depending on the type, specifics or place of a construction project, e.g. construction in nature conservation area, also Sanitary-epidemiological station requirements or fire regulations - a fee of PLN 48.00. In the case of an attorney an additional PLN 17.00 stamp duty is payable.

Preparation of the application can be done by the designer.

OBTAINING A CONSTRUCTION PERMISSION:

The building permit is issued in the form of an administrative decision by the Starosta. Pursuant to Article 33, 2 of the Construction Law, within 65 days from the date of submitting the application for a building permit.

Obtaining a construction log

Acquisition of a construction manager with appropriate authorizations (the manager should have paid contributions and have an entry in the Chamber of Civil Engineers.)

Taking the construction over by the manager: supervising the construction, undertaking the manager's duty, submitting a declaration and reporting the commencement of construction

COMPLETION OF CONSTRUCTION. Application for completion for construction supervision.

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