

How to Obtain a Building Passport for Starting Construction Works

What Is a Building Passport

A document that provides technical approval for construction

When is a Building Passport Needed

A building passport is a prerequisite for construction of:

- detached residential house
- garden house
- dacha house
- farming storage and outbuildings
- garage
- buildings used for engineering security, land improvement and landscaping

When Building Passport Cannot Be Issued

- building is higher than 2 floors (excluding attic)
- total building space exceeds 300 square meters
- in the above cases a building project has to be drafted instead of a building passport

What Authorities are Responsible for Issuing Building Passport

- urban development and architecture department under the executive committees of respective local councils or civil-military administrations
- if the above agency was not created then the urban development and architecture department of the rayon (district) state or civil-military administration

Where to Apply for a Building Passport

- directly through respective urban development and architecture department
- through the centers for provision of administrative services
- through the Unified State Portal of Administrative Services

Package of Documents Needed to Obtain a Building Passport

- application in plain paper with the consent for the processing of personal data
- notarized copy of a document certifying ownership or usage rights to the land plot, or superficies contract
- sketch technical drawing of land plot development
- building project (if available)
- notarized consent of the land plot (residential building) co-owners for construction

How Long it Takes to Get a Building Passport

10 working days upon the date of receipt of the above package of documents

What does a Building Passport Contain

- package of documents submitted by the applicant
- technical drawing of land plot development, which graphically depicts the following:
 - location of the planned buildings
 - driveways to the buildings
 - distance from the buildings to streets (roads)
 - minimum distances from the buildings to the land plot boundaries, buildings and structures located on adjacent plots
 - places for plugging into infrastructure and utility networks (if any)
- memo to the applicant prepared by respective urban development and architecture department, containing a recommendatory list of provisions from respective legal acts, building rules and standards that should be used for urban planning

Challenges

- lengthy pre-construction procedures due to lack of land title documents that require first to:
 - go through privatization procedure or registration of a land lease agreement
 - develop technical documentation
 - assign a cadastral number to a land plot

- land plots owned based on acts, issued prior to the creation of the land cadaster system, should also be assigned a cadastral number before the construction works will be started

Law Regulating the Process of Obtaining Building Passport

- Art. 27 of the Law of Ukraine “On Regulation of Urban Development”
- Order No. 103 as of 05.07.2011 by the Ministry of Regional Development, Construction, Housing and Communal Services of Ukraine “On Approval of the Procedure for Issuing Building Passport for Land Plot Development”