

METHODOLOGICAL GUIDELINES

ISSUED BUILDING PERMITS

Content

The legal basis.....	3
METHODOLOGICAL GUIDELINES	3
The aim of survey.....	3
Reporting units	3
Coverage.....	3
Organization of survey	3
Methods of data collection.....	3
Definition	6
Confidentiality.....	6
Disseminaiton.....	6
Harmonization with EU regulations	6

The legal basis for the implementation of this statistical survey is the Law on Official Statistics and Official Statistical System of Montenegro ("Official Gazette of Montenegro", No. 18/12 from 30. 03. 2012).

METHODOLOGICAL GUIDELINES

The aim of survey

Quarterly survey on issued building permits should provide the information about buildings whose construction began (type of construction, its size, location, value and etc.), about the investor, the number and size of dwellings in buildings for whose construction building permits are issued.

Reporting units

Reporting units of survey on issued construction permits are:

- Ministry of Sustainable Development and Tourism - Directorate for construction,
- The secretariats of local governments.

Coverage

The survey on building permits include permits for all type of construction described in classification of types of Construction ie. buildings and civil engineering.

The survey included the Ministry responsible for construction and competent authorities of municipalities who under the Law on Construction („Official Gazette of Montenegro No 55/00 article 32) issuing building permits for starting of construction and occupancy permits.

Organization of survey

Data collection at the level of municipality is done in the regional offices of statistics. Control, input, processing and dissemination of collected data are done in the sector of short-term statistics.

The data are collected via questionnaire which are provided by Statistical Office of Montenegro delivered through its regional departments to reporting units from construction area.

Methods of data collection

The data for reporting units are collected through quarterly survey of building permits (Građ-10).

Reporting units received the questionnaire and instruction from the competent statistical services.

Statistical Office of Montenegro shall performed the all tasks of preparing for a proper and successful implementation of survey. For this purpose its performs the following steps: development of methodology for survey, making a questionnaire, determining the framework for the selection of the reporting units, address book of reporting units, printing of materials for conducting the survey, submission of questionnaire to the regional units which perform their distribution to the reporting units. Regional units are collecting the material (questionnaire) and in the defined deadline sent to the statistician for data procesing. In order to increase the response rate suggest the reminders by post, mail or phone.

After the processing of data its done calculation and logical control. In the case of illogical the reporting units are contacted for check.

Definition

For each building for which has been obtained the building permits in the reporting period shall be filled by separate questionnaire GRAĐ-10.

All data shall be entered as a whole number (without decimals).

Number of building permits issued and the date of issuance of building permits - are the number and date of issuance of building permits issued for the facility to which the application relates to starting work.

Investor – is the person for whose benefit the facility is constructed, or a person who finances the construction of the building and on whose behalf the issuance of construction permits.

If the investor is a natural person (individual citizens, entrepreneurs) then the designated line enter the name and surname of the person and rounded the code first.

If the investor is a legal entity (company, state, local governments, institutions, etc., regardless of the type of property) then the predicted line enter the name of the legal entity (company) and the seat and rounded up code 2 and the appropriate form of ownership of legal entities as well as registration number of the company.

Location of construction - For buildings which according to the Classification of types of constructions belong to the 1, Buildings, shall be entered the name of the village. For the rest of the building ie. buildings that are not buildings, if you can precisely determine the location, must be registered name. Otherwise, do not enter anything.

Full name and code of the building, according to the Classification of Types of Constructions - on the line below questions write a short description of the building which shows its purpose by Classification of types of buildings. In the fields provided enter the code petomjesna construction of classification of types of buildings.

For permits issued for extension code is determined by the purpose of the extension portion, and when changing the end, the building is classified in that subclass that corresponds to its new purpose.

Type of work - corresponding to the rounding of numbers (codes) of one end of the response.

New, Item 1, involves the construction of a new building at the site where before there was no structure existed or whether it is removed. Construction of new buildings and rebuilding from the ground up, buildings that were completely demolished due to natural disasters, war and the like, or were so damaged that they had to be demolished.

New construction of a road or railway line is considered to be completely built in the lower or upper machine that cuts through entirely new route or partial use of the old route, whereby completely changed.

Upgrade involves construction of new parts of the building (in horizontal or vertical direction) to the existing building. These are construction works that receive new usable units beside the existing buildings or existing buildings, for example. brand new house or office, or example. extension of existing roads, water, sewer and other pipelines or communication lines, and the like. Here does not include the extension of existing buildings, for example. upgrading of certain rooms, or offices, extension of roads or other extensions which usually increases the capacity of existing buildings.

Reconstruction the construction and other works on an existing facility, which is: perform an upgrade, upgrade, repair, replacement of the installation, plant and equipment; affects the stability and security of the facility; alter the essential structural elements; changing technological process; changing the external appearance is determined by the space planning, affects the safety of adjacent buildings, transport and the environment, changing the water regime; other than conservation - restoration work; builds new space beside or on an existing object and make it a functional unit or which change the purpose of the object (conversion) and the like.

Adaptation the execution of works on the maintenance of buildings and works that have no influence on the stability of the structure, or some of its parts and are not considered construction of the structure.

Adaptation of non-residential space in the new apartments implies a change of purpose non-residential to residential. These are construction works that existing space in the building (eg, attic or basement that had not been arranged for housing, garage space in which she performed a manufacturing or service industry) uses change in one or more dwellings.

Repair involves construction and other works on an existing building which is improving devices, plant, equipment, or alter the structural elements of the building, which does not affect the safety of adjacent buildings, transport and the environment and does not affect the protection of natural and immovable cultural property, registration of real estate, property which enjoys previous protection, its protected environment, in addition to conservation - restoration work.

The value of works in thousands of euros - Enter the data on the planned value of works on the building. The value of the works entered in thousands € which means that if the planned € 2,000,000 should be entered 2,000.

Contractor - the projected lines should enter the name, address, identification number of the contractor who has concluded a contract for construction.

Building size of the building - corresponds to entering data on the size of buildings in the box provided. For new buildings and restoration of collapsed buildings on the size of the data are given for the entire building, and for the extension and change of use to provide data on the size of the part of the building that builds or modifies purpose.

The system of building construction - are answered by circling the number next to one of the answers.

The traditional system of construction is characterized by the application of traditional (classical) building materials such as brick, stone, concrete, etc. traditional (artisanal) way, and to only use basic prefabs (assembly, and other carriers lintels, etc.).

Under semi-mounting system is every system in which the mezzanine construction with lintels and other supporting elements, as well as partition walls made of prefabricated elements that are installed with a minimum of wet processes at the facility. This group includes establishments with a steel support structure, and other mentioned elements.

Under mounting system is every system in which all constructive and walls, and floor constructions made of prefabricated elements without final processing of wall and ceiling surfaces, assembling finally dressed windows and doors, and without fully embedded elements of the installation, sanitary equipment and other parts.

Size of the building, according to the number of floors - in the fields provided enter the number of floors above and below ground. In the first field, underground, enter the number of floors below

the middle elevations of the surrounding terrain. In another field, above ground, entered the highest floor above the mean elevation of the surrounding terrain. Thus, for example. If the building has just entered the ground floor 00, if there is a ground floor and first floor, entered 01 for the ground first and second floor 02, etc.

Installations in the building - the building has plumbing, sewage, heating and gas installations if they are provided throughout the building or part of a building. For buildings that are rebuilt or they change the use corresponds only to upgraded or renovated part.

For the water supply corresponds with - has - if they are in the building provided the installation regardless of whether they will be connected to the public water supply, the water pump and the like. The answer - no - is given when the building are not provided plumbing.

For sewage answer - there - there is when you are in a building planned sewer pipes regardless of whether you will be connected to the public sewerage system or a septic tank and so on.

For central heating response - has - rounded up when the building provided central heating from public heating, boiler room in the building of a common or central heating individual apartments or commercial premises.

To **lift** the answer - there - given if at least one entrance to the building is planned one or more elevators. The answer - no - given if the building is not designed lift.

Are there apartments in the building - Reply - to - rounded up if you are in a building regardless of its predominant purpose, intends to build (upgrade or get a change of use) at least one apartment. The answer - no - rounded up if the building does not stipulate any new apartment.

The usable area of office space in m² - the area of business premises (shops, offices, clinics) measured inside the walls. Excluded are useful area of apartments and other common rooms that serve the users of apartments, as well as the surface of boiler room, storage room, elevators, stairways, and the like.

Apartments - information in the appropriate fields enter the number and size of apartments planned in the building - total and by type of dwelling.

Number of apartments that have kitchen - in the appropriate fields, enter the number of apartments with kitchen area 4 m² or more and the number of apartments with a kitchen whose area is less than 4 m².

Confidentiality

According to the Law on Official Statistics and Official Statistical System of Montenegro Article 54, aggregates of economic units are considered to be confidential if composed less than three units and the share of one unit in the aggregate exceed 85% of the total.

Dissemination

The published data are available to users in the Quarterly survey of issued building permits, Statistical Yearbook, on the Web and application for the Android devices. Depending to the requirements and user equipment the data shall be submitted by post, fax or e-mail.

Harmonization with EU regulations

The survey of building permits are harmonized with the regulation of European Union No. 1165/98, Classification of activities NACE Rev.2 and Classification of Types of Construction – CC 1997.

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