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Based on Article 136 Paragraph 5 of the Law on Spatial Development and Construction of Structures («Official Gazette of Montenegro», No. 51/08, Ministry for Economic Development pass the

**RULEBOOK
ON CONDITIONS AND MANNER OF CERTIFICATION AND
ANNULING THE CERTIFICATION OF THE FOREIGN PERSON`S LICENCE**

Article 1

This Rulebook shall regulate conditions and manner of certification and annulling the certification of the foreign person`s licence (hereinafter: the licence).

Foreign person referred to in Paragraph 1 of this Article may be natural or legal entity.

Article 2

Licence means the licence issued by an authority of foreign person`s country, based on which the foreign person is entitled to perform activities of preparation of the planning document, preparation of technical documentation and construction of structures, or execution of certain works in the course of structure construction.

Article 3

The licence shall be certified at the request of foreign person.

The request referred to in Paragraph 1 of this Article shall be submitted to the state administration authority in charge of spatial development and building construction affairs (hereinafter referred to as: the state administration authority).

During procedure of the licence certification, the state administration authority shall check whether the licence is issued for activity referred to in Article 2 of this Rulebook.

Article 4

Documentation, based on which the certification of the licence shall be performed must be certified by the authority of the state which issued the documentation and must be translated into Montenegrin language by an authorized court interpreter.

Documentation referred to in Paragraph 1 of this Article shall also contain the original text in foreign language.

Article 5

Together with the request for licence certification the natural entity is obliged to submit the following:

- 1) certified copy of the passport;
- 2) certified copy of the licence;
- 3) certified copy of the certificate of professional qualification (diploma);

Article 6

Together with the request for licence certification the legal entity is obliged to submit the following:

- 1) proof of registration in home country;
- 2) certified copy of the licence;
- 3) licences of natural persons, based on which the licence is issued, certified in accordance with Article 5 of this Rulebook.

Article 7

After checking the documentation referred to in Articles 3, 5 and 6 of this Rulebook, the state administration authority shall certify the licence.

Certification of the licence in a sense of paragraph 1 of this article shall be done by an ordinance.

Article 8

The state administration authority shall annul the certification of the licence in line with official duty at the proposal of competent inspector or interested person, if determines that certification is done contrary to the provision of Article 7 of this Rulebook.

Article 9

This Rulebook shall come into effect on the eight day from the day of publishing in the "Official Gazette of Montenegro".

Number: 01-8853

Podgorica, November 4th 2008.

Minister

Branimir Gvozdenović, signed personally

896.

Based on Article 137 of the Law on Spatial Development and Construction of Structures («Official Gazette of Montenegro», No. 51/08, Ministry for Economic Development pass the

**RULEBOOK
ON MANNER AND PROCEDURE OF ISSUING AND
REVOKING OF THE LICENCE AND ON MANNER OF KEEPING
THE REGISTER OF LICENCES**

I MAIN PROVISION

Article 1

This Rulebook shall regulate manner and procedure of issuing and revoking of the licence for natural persons and companies, based on which, fulfilment of requirements for performing the activities of preparation of the planning documents, preparation of technical documentation and construction of structures is determined, as well as manner of keeping the register of licences.

II LICENCING

a) Common provisions

Article 2

The licence shall be issued at the request of natural person or company. The request for licence issuing shall be submitted to the state administration authority in charge of spatial development and building construction affairs (hereinafter referred to as: the state administration authority).

During procedure of the licence issuing, the state administration authority shall check whether the natural person or the company fulfills the requirements prescribed by the Law on Spatial Development and Construction of Structures (hereinafter referred to as: Law) for performing activities, based on documentation prescribed by this Rulebook and shall make related ordinance.

Article 3

The request of the natural person shall comprise: name and surname, residence, address, personal identification number, identity card number or passport number, name of the institution which issued the licence for the foreign person and activity for which licence issuing is requested.

The request of the company shall comprise: name, central office, address, number of entrance into the Central Register of the Commercial Court or other related register for foreign companies, state and activities for which licence issuing is requested.

Article 4

Documentation, based on which the foreign person`s licence shall be issued must be certified by the authority of the state which issued the documentation and must be translated into Montenegrin language by an authorized court interpreter.

b) Licence for preparation of the planning documents

Article 5

Licence for responsible planner and planner shall be issued to the natural person, based on the following:

- 1) certified copy of identity card or passport for foreign persons;
- 2) certified copy of certificate of professional qualification (diploma);
- 3) evidences proving minimum three years of work experience in preparation, elaboration and implementation of at least two planning documents;
- 4) certified copy of certificate on passed professional exam;
- 5) evidence on membership of the Chamber in the field of spatial development and construction of structures (hereinafter referred to as: Chamber).

Article 6

Licence for performing the activities of preparation of the planning documents shall be issued to the company, based on the following:

- 1) certificate on entering into the Central Register of the Commercial Court;
- 2) evidence proving that the company has the person employed as responsible planner;
- 3) certified copies of licence for responsible planner.

c) Licence for preparation of the technical documentation

Article 7

Licence for the chief designer, or responsible designer for preparation of certain parts of technical documentation shall be issued to the natural person, based on the following:

- 1) certified copy of identity card or passport for foreign persons;
- 2) certified copy of certificate of professional qualification (diploma);
- 3) evidences proving minimum three years of work experience in preparation, revision, supervision, reviewing or evaluation of technical documentation;
- 4) certified copy of certificate on passed professional exam;
- 5) evidence on membership of the Chamber.

Notwithstanding Paragraph 1 of this Article, natural person submitting the request for issuing the licence for preparation of technical documentation for residential buildings shall not submit the evidence proving minimum three years of work experience in preparation, revision, supervision, reviewing or evaluation of technical documentation.

Article 8

Licence for performing activities of preparation of technical documentation or certain parts of technical documentation shall be issued to the company, based on the following:

- 1) certificate on entering into the Central Register of the Commercial Court;
- 2) evidence proving that the company has the person employed as responsible designer;
- 3) certified copy of licence for responsible designer;
- 4) licence for construction of structures.

Article 9

Licence for chief engineer or responsible engineer shall be issued to the natural person, based on the following:

- 1) certified copy of identity card or passport for foreign person;
- 2) certified copy of certificate of professional qualification (diploma);
- 3) evidences proving minimum three years of work experience in designing, construction, supervision or technical inspection of structures;
- 4) certified copy of certificate on passed professional exam;
- 5) evidence on membership of the Chamber.

Licence referred to in paragraph 1 of this Article shall be issued for structures for which the building permit is issued by administration authority, or for structures for which the building permit is issued by local administration authority.

Article 10

Licence for performing activities of construction of structures, or execution of certain works in the course of structure construction shall be issued to the company, based on the following:

- 1) certificate on entering into the Central Register of the Commercial Court;
- 2) evidence proving that the company has the person employed as responsible engineer;
- 3) certified copy of licence for responsible engineer;

III REVOKING OF LICENCE

Article 11

Administrative authority shall revoke the licence in line with official duty at the proposal of competent inspector or other interested person, if determines that any condition for licence revoking, prescribed by Article 135 paragraph 1 items 1, 2 and 3 of the Law are met.

Ordinance on licence revoking, besides data prescribed by the Law, shall contain data on time period for which the licence is revoked.

Article 12

If the licence is revoked because the holder of the licence ceases to meet the requirements for licence issuing, request for new licence issuing shall be submitted after prescribed conditions are met.

IV KEEPING THE REGISTER OF LICENCES

Article 13

Register of licences for responsible planners, planners, chief designers, responsible designers, chief engineers, responsible engineers (hereinafter referred to as: register of licences for natural persons) and register of licences for companies for performing activities of preparation of planning documents, technical documentation and construction of structures (hereinafter referred to as: register of licences for companies) shall be kept in books with numbered pages which are bound in stiff covers.

Authorised person of the administrative authority shall sign and seal the registers referred to in the paragraph 1 of this Article, before the first entry is made.

Article 14

Register of licences for natural persons shall contain:

- 1) Ref. number of entry;
- 2) Date of entry;
- 3) Name, surname and address of licence holder;
- 4) PIN (personal identification number) or passport number and name of the passport issuer for the holder of the licence;
- 5) Professional qualification of the holder of the licence;
- 6) Type of the licence;
- 7) Mark of the foreign person's licence;
- 8) Number and date of the ordinance on licence certification;
- 9) Number and date of the licence;
- 10) Additional entry.

Article 15

Register of licences for companies shall contain:

- 1) Ref. number of entry;
- 2) Date of entry;
- 3) Name and address of the company holding the licence;
- 4) Code and number of activities entered into the Central Register of Commercial Court;
- 5) Type of the licence;
- 6) Mark of the foreign person's licence;
- 7) Number and date of the ordinance on licence certification;
- 8) Number and date of the licence;
- 9) Additional entry;

Article 16

Form of the register of licences for natural persons and form of the register of licences for companies are attached to this Rulebook and shall represent its integral part.

Article 17

Data entered into the register shall not be deleted or corrected, exceptionally, smaller mistakes shall be corrected by crossing with horizontal line.

If larger mistakes are in question, the whole entry shall be annulled by crossing with diagonal red line and entry shall be repeated on the first clear page of the register.

Article 18

Changing of data on natural person or company shall be entered into the column «additional entry», while outdated data shall be crossed with diagonal red line.

In case of cessation of the company, data about that shall be entered into the column «additional entry» in capital letters, and the rest of the page shall be crossed with diagonal red line.

V TRANSITIONAL AND FINAL PROVISION

Article 19

On the day of coming into effect of this Rulebook, Rulebook on procedure and manner of licence issuing ("Official Gazette of the Republic of Montenegro", No. 9/02), Rulebook on manner and procedure of licence issuing for preparation of planning documents ("Official Gazette of the Republic of Montenegro", No. 21/06) and Rulebook on form, contents and manner of keeping the register of experts possessing the licence for performing activities of preparation of planning documents and the register of companies or other legal persons possessing licence for performing activities of preparation of preparation of planning documents ("Official Gazette of the Republic of Montenegro, No. 21/06 shall be suspended.

Article 20

This Rulebook shall come into effect on the eight day from the day of publishing in the „Official Gazette of Montenegro”.

Number: 01-8853
Podgorica, November 04th, 2008.

Minister,
Branimir Gvozdenović, signed personally



Montenegro

Ministry for Economic Development

**REGISTER OF LICENCES OF NATURAL PERSONS FOR PERFORMING
ACTIVITIES OF PREPARATION OF PLANNING DOCUMENTS, PREPARATION OF
TECHNICAL DOCUMENTATION AND CONSTRUCTION OF STRUCTURES**

Number of entry	
Date of entry	
Person`s name, surname and address	
PIN, Passport No.	
Professional qualification	
Type of the licence	
Mark of the foreign person`s licence	
Number and date of the ordinance on licence certification	
Number and date of the Licence	
Additional entry	



Montenegro

Ministry for Economic Development

**REGISTER OF LICENCES OF COMPANIES FOR PERFORMING ACTIVITIES OF
PREPARATION OF PLANNING DOCUMENTS, PREPARATION OF TECHNICAL
DOCUMENTATION AND CONSTRUCTION OF STRUCTURES**

Number of entry	
Date of entry	
Name and central office of the company holding the licence	
Code and number of activities	
Type of the licence	
Mark of the foreign person`s licence	
Number and date of the ordinance on licence certification	
Number and date of the Licence	
Additional entry	