

	<b>SERVICE CARD</b>	WORKING HOURS 8:30-12:30, 13:30-17:30
	<i>Construction permit</i>	Address : Street Aljoumhouriya Kairouan 3100.
<b>Organisational unit</b>	<i>The technical department of Municipality of Kairouan</i>	
	Responsible person: Mohammed Kali	
<b>Tel./Fax:</b>	77 230 044	

### I. REQUIRED DOCUMENTS

- 1) A written request in the name of the mayor of Kairouan the signed by the applicant (the applicant shall basically include in this application the mailing address and the subject of the demand.)
- 2) An ownership certificate( it shall be an original one extracted for no more than 3months) or a court decision or any other ownership document of the estate in question (any document shall meet the legal conditions
- 3) A declaration receipt stating tax on income and tax on companies
- 4) A discharge Certificate from paying municipal fees exercised on the estate in question
- 5) A construction project in 5 duplicates (depending on the nature of the project) in accordance with the urban formalities to which the estate in question belongs. This plan shall be designed by an architect enrolled in architects Deanship and it includes the following documents and information :
  - 1) An architectural plan of the estate to the scale 1/5000.
  - 2) An overall architectural plan of the estate to the scale 1/500 including the following information : direction, borders and dimensions of the estate
  - 3) This project shall include all the information about the exterior shape and design of the estate being constructed.

### II. PLACE TO SUBMIT DOCUMENTS

The technical department in the municipality.

### III. FEES

- charges differ from the size of lot – minimal amount is 300 DT.

### IV. DEADLINE

The deadline to obtain a construction permit is defined to 45 days counting from the day of the demand submission.

This period can be prolonged:



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- To 60 days if the planning and the construction of the land has not finished yet.
- To 90 if the estate is close to natural, cultural or archeological sites (the distance is about 200 meter) or if it is near to the protected zones or historical monuments.

In other cases, this period can be extended to more than 90 days depending on the real estate's location (lot). In these cases, they shall consult the municipality's administration, or some other bodies.

## V. THE SERVICE PROCEDURE

- Submitting the file and checking all the requested documents
- Study the file and conduct a field inspection if necessary
- Presenting (handing) the file for the technical committee of construction permits.
  - representative of Technical department of the municipality
  - representative of the regional administration of processing and constructions
  - representative of the state properties
  - representative of the national institution of heritage
  - representative of national company of water distribution
  - representative of STEG
- After meeting all the legal and ordinal coditions, a resolution stating the permission or refusal of the construction shall be prepared. The decision of refusal shall be justified.
- Giving the construction permit after the paying the charges of this service.

## VI. LEGAL TEXTS AND LAWS

- 1) The law n° 33 of the year 1975 on the issuance of the constructive law of municipalities
- 2) Law n°35 of the year 1976 adjusting the relationships between the owners and the tenants of the properties allocated for residence, trade or public administration. The law n° 37 of the year 1977 adjusting the relationships between the two parties (tenant and owner) concerning the renewal of the rental contract of the shops used for commercial or industrial purposes or the shops used for crafts.
- 3) Law n° 3 of the year 1994 on the issuing of the Journal of the protection of historical and archeological heritage and the traditional arts.
- 4) Law n° 122 of the year 1994 on the issuing of « The country Planning and construction Gazette » especially chapter V of the title III on the construction permits.
- 5) A decree n°1428 of 1998 on the adjustment of the fees that shall be paid to the local authorities.
- 6) A decree n° 2683 of the year 2002 on the ratification to amend and complete the general

**formalities of reconstruction ratified by the decree n°2253 of the year 1999..**

**7) The resolution of the minister of Equipment, Housing and Spatial Planning of the year 1995 adjusting the list of constructions that need changes or normal and necessary reformatations on a building and which does not require construction permits.**

**8) The resolution of the minister of Equipment, Housing and Spatial Planning of the year 1995 on the adjustment of special cases where it is not necessary to resort to the architect to design the plans of the construction projects.**

**9) The resolution of the minister of Equipment, Housing and Spatial Planning of the year 1995 on the preparation of a construction permit file and its validity period and the conditions for its renewal.**

**10) The resolution of the minister of Equipment, Housing and Spatial Planning of the year 1995 on the technical committee of construction permits ; its formation and its work process.**

**11) Law n° 87 of the year 1983 on the protection of agricultural lands.**

**12) Law n°35 of the year 1986 on the protection of heritage and natural and architectural zones.**



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