

eDozvola (ePermit) – System for the issuance of acts permitting building

User manual

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INTRODUCTION

The eDozvola system is accessed via Internet browser by entering the address:

<https://dozvola.mgipu.hr/naslovna>

The system is intended for the issuance of acts permitting building, i.e., for the conduction of procedures pursuant to the Physical Planning Act and the Building Act.

The system is implemented at the level of the Republic of Croatia and is applied in all counties, major towns and towns that are seats of counties and that perform tasks of issuing acts permitting building.

The document is divided into chapters in which the main pages of the system are described and an example of application submission via public web is presented on the example of a *Building permit*.

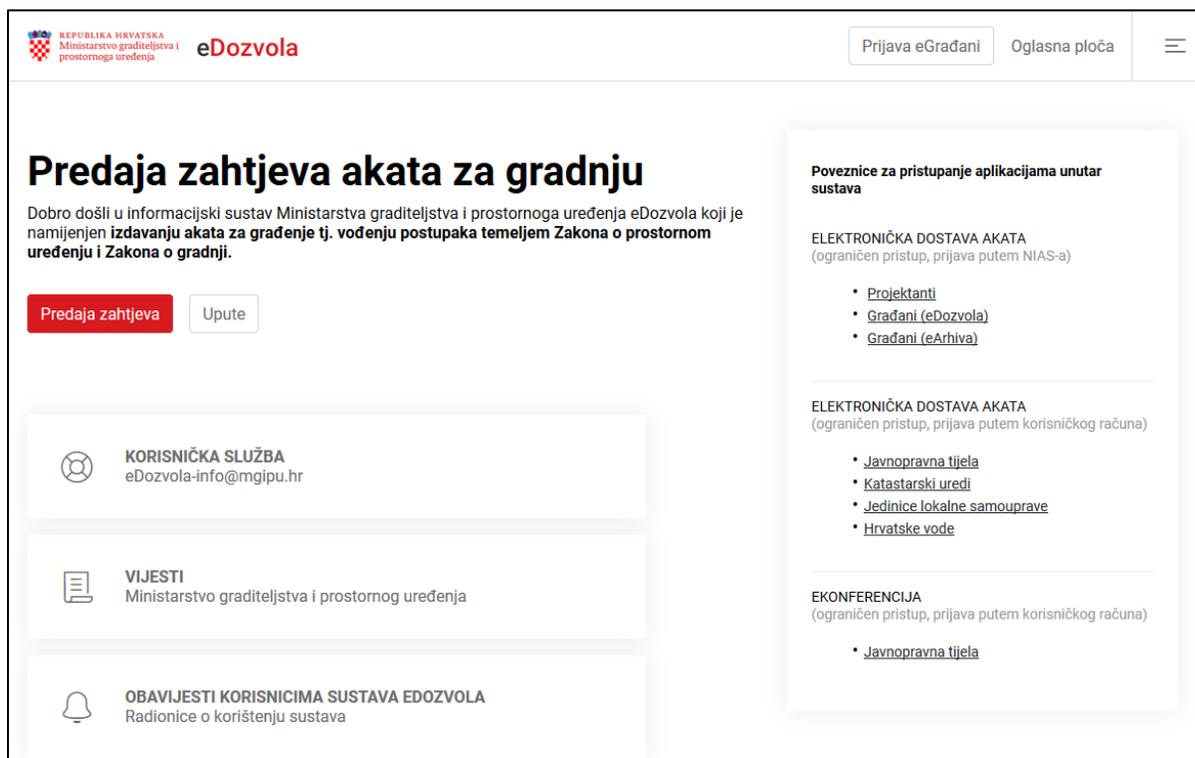
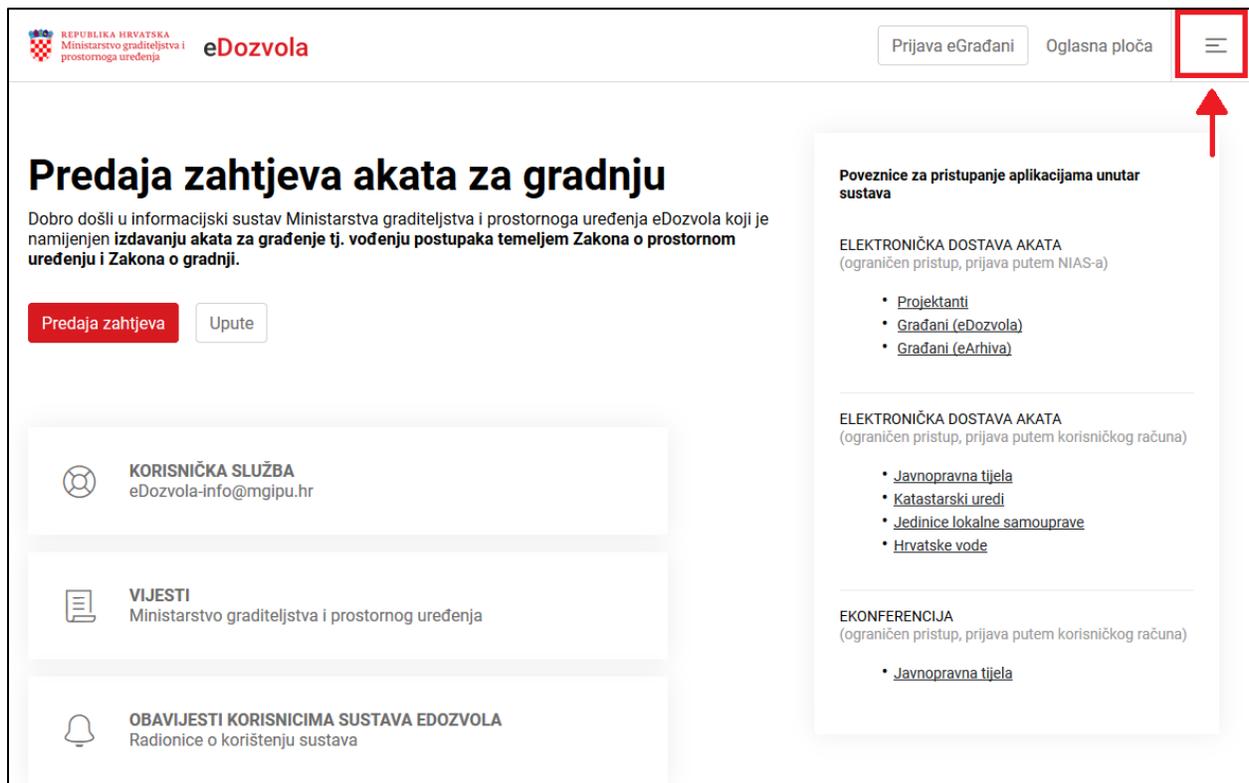


Fig. 1. Front page

IMPORTANT LISTS, REGULATIONS AND PROCEDURES

Within the eDozvola systems, the following modules are available that are accessed by selecting the menu in the upper right corner of the monitor (Fig. 2., Fig. 3.)



The screenshot displays the eDozvola website interface. In the top right corner, there is a navigation bar with buttons for "Prijava eGrađani" and "Oglasna ploča". To the right of these buttons is a menu icon (three horizontal lines) enclosed in a red square, with a red arrow pointing upwards towards it. The main content area features a large heading "Predaja zahtjeva akata za gradnju" and a sub-heading "Dobro došli u informacijski sustav Ministarstva graditeljstva i prostornoga uređenja eDozvola koji je namijenjen izdavanju akata za građenje tj. vođenju postupaka temeljem Zakona o prostornom uređenju i Zakona o gradnji." Below this, there are two buttons: "Predaja zahtjeva" (highlighted in red) and "Upute". On the left side, there are three sections: "KORISNIČKA SLUŽBA" with contact information, "VIJESTI" with a link to news, and "OBAVIJESTI KORISNICIMA SUSTAVA EDOZVOLA" with a link to notifications. On the right side, there are three sections: "Poveznice za pristupanje aplikacijama unutar sustava" with links for "Projektanti", "Građani (eDozvola)", and "Građani (eArhiva)"; "ELEKTRONIČKA DOSTAVA AKATA" with links for "Javnopravna tijela", "Katastarski uredi", "Jediniice lokalne samouprave", and "Hrvatske vode"; and "EKONFERENCIJA" with a link for "Javnopravna tijela".

Fig. 2. Menu selection

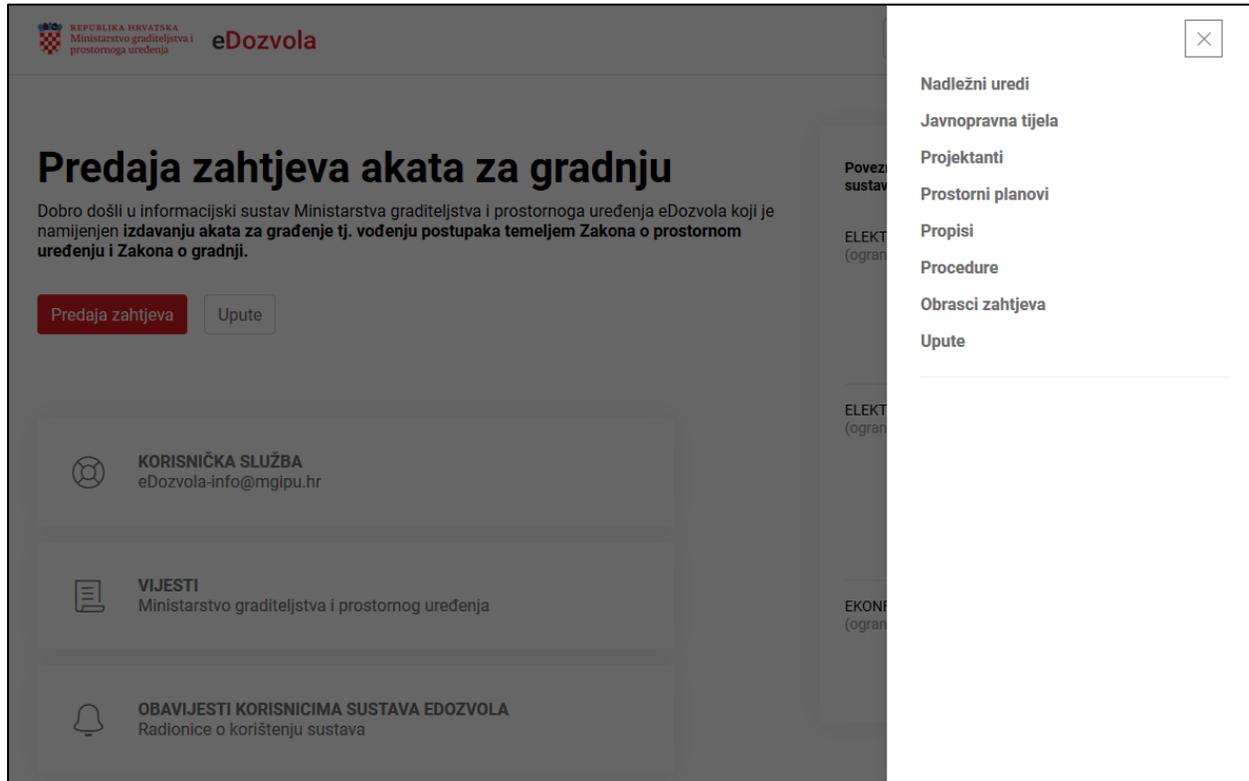


Fig. 3. Lists of the system

1. Competent offices

- a. the module contains a list of competent offices, and the list of competent offices can be shown by competent body and local government

2. Public law bodies

- a. the module contains a list of public law bodies that can be filtered by selecting the office via the drop-down menu

3. Designers

- a. the module contains a list of designers that is shown by selecting the chamber, and by double-clicking on an individual designer more information on that designer is shown.

4. Spatial plans

- a. the module contains a catalogue of verified spatial plans

5. Regulations

- a. the module contains a list of regulations, acts and ordinances by fields that are important for construction

6. Procedures

- a. the module contains procedures for the implementation of individual proceedings

7. Application forms

- a. the module contains forms for the submission of applications

8. Instructions

- a. the module contains the basic user instruction for the use of the system

NOTICE BOARD

The notice board contains an overview of the currently published acts, referred to the entire Republic of Croatia and is located next to the login button to the system or next to the names of users that are logged-in in the eDozvola / ePermit system (Fig. 4.).

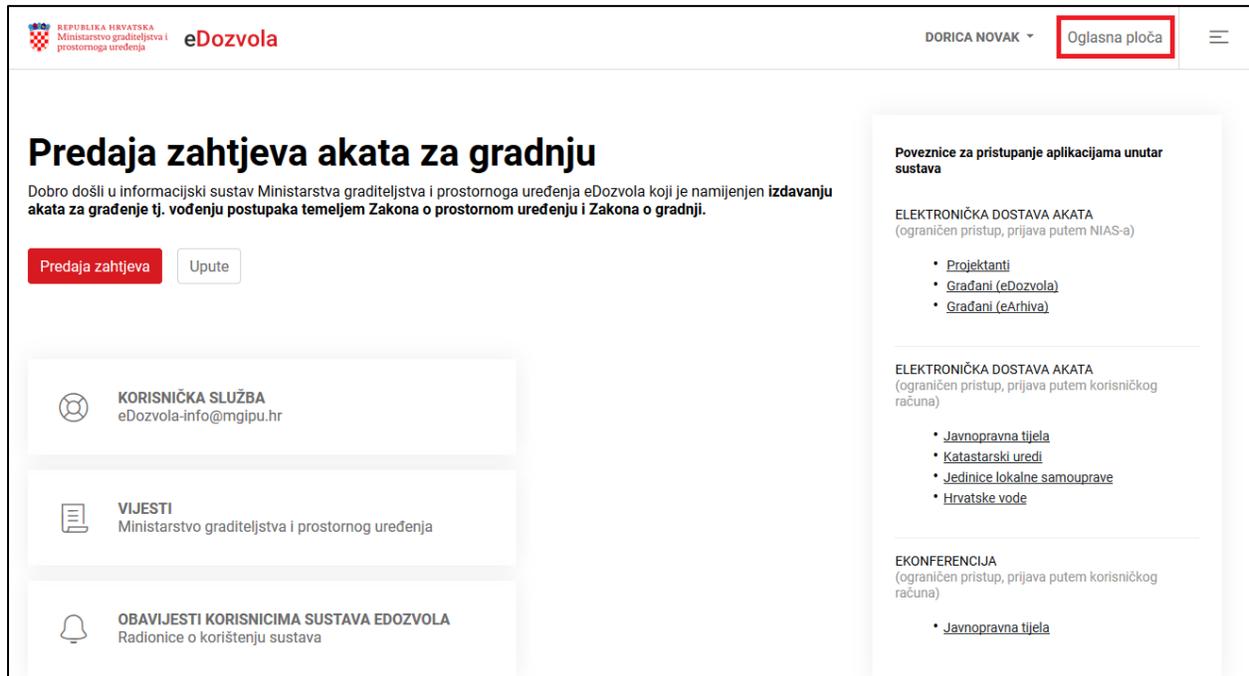


Fig. 4. Notice board

RETURN TO THE INITIAL PAGE

On the front page, by selecting the logotype for the Ministry of Construction and Physical Planning (MGIPU/MCPP), the system redirects the user to the websites of the MGIPU/MCPP with news, and by selecting the eDozvola/ePermit logotype the user is always returned to the eDozvola/ePermit title page (Fig. 5.).

The screenshot displays the eDozvola website interface. At the top left, there are two logos: the official logo of the Ministry of Construction and Physical Planning (MGIPU/MCPP) and the eDozvola logo. To the right, there are navigation buttons for 'Prijava eGrađani' and 'Oglasna ploča', along with a menu icon. The main content area features a large heading 'Predaja zahtjeva akata za gradnju' and a sub-heading 'Dobro došli u informacijski sustav Ministarstva graditeljstva i prostornoga uređenja eDozvola koji je namijenjen izdavanju akata za građenje tj. vođenju postupaka temeljem Zakona o prostornom uređenju i Zakona o gradnji.' Below this, there are two buttons: 'Predaja zahtjeva' (highlighted in red) and 'Upute'. On the left side, there are three informational boxes: 'KORISNIČKA SLUŽBA' with contact information, 'VIJESTI' with a link to news, and 'OBAVIJESTI KORISNICIMA SUSTAVA EDOZVOLA' with a link to notifications. On the right side, there is a section titled 'Poveznice za pristupanje aplikacijama unutar sustava' which lists links for 'ELEKTRONIČKA DOSTAVA AKATA' (via NIAS-a and via user account) and 'EKONFERENCIJA' (via user account).

Fig. 5. Logotype MGIPU/MCPP and eDozvola/ePermit

E-CITIZENS – ADDITIONAL POSSIBILITIES

Logged-in users of the NIAS (e-Građani/e-Citizens) system have on the front page, in the drop-down menu next to their name, additional modules (Fig. 6.):

1. eDozvola / ePermit

- The list of procedures is shown that have been initiated since 2015 of the logged-in user based on the OIB/PIN, (designers, applicants, and parties involved in the procedure)
- Possibility of search and view of file details (Fig. 7.)

2. eArhiva /eArchive

- The list of archived procedures initiated from 1968 to 2015 of the logged-in user based on the OIB/PIN is shown (applicants and parties involved in the procedure)
- Possibility of search and view of file details (Fig. 8.)

3. Log-out from NIAS

- Log-out from the eGrađani/eCitizens system and the related services of eDozvola/ePermit

The screenshot displays the eDozvola web application interface. At the top right, the user's name 'DORICA NOVAK' is shown with a dropdown menu containing three options: 'eDozvola', 'eArhiva', and 'Odjava NIAS'. Below the header, the main content area features a large heading 'Predaja zahtjeva akata za gradnju' (Submission of building permit applications) and a sub-heading 'Dobro došli u informacijski sustav Ministarstva graditeljstva i prostornoga uređenja eDozvola koji je namijenjen izdavanju akata za građenje tj. vođenju postupaka temeljem Zakona o prostornom uređenju i Zakona o gradnji.' (Welcome to the information system of the Ministry of Construction and Spatial Planning eDozvola, which is intended for the issuance of building permits, i.e. conducting procedures based on the Spatial Planning Act and the Building Act). Below this, there are two buttons: 'Predaja zahtjeva' (Submit application) and 'Upute' (Instructions). The interface also includes several informational sections: 'KORISNIČKA SLUŽBA' (User Service) with contact information 'eDozvola-info@mgipu.hr', 'VIJESTI' (News) from the Ministry of Construction and Spatial Planning, and 'OBAVIJESTI KORISNICIMA SUSTAVA EDOZVOLA' (Notifications for system users) regarding system updates. On the right side, there are three sections for 'ELEKTRONIČKA DOSTAVA AKATA' (Electronic delivery of permits), each with a list of links to related services: 'Projektanti' (Designers), 'Građani (eDozvola)' (Citizens), 'Građani (eArhiva)' (Citizens), 'Javna pravna tijela' (Public authorities), 'Katastarski uredi' (Cadastral offices), 'Jedinice lokalne samouprave' (Local self-government units), and 'Hrvatske vode' (Croatian waters). At the bottom right, there is a section for 'EKONFERENCIJA' (E-conference) with a link to 'Javna pravna tijela'.

Fig. 6. System modules for users logged-in via the NIAS system

Klasa	Vrsta predmeta	Kratki opis	Status predmeta	Zadnji akt	Datum kreiranja	k.o., k.č.br.	
UP/I-361-03 /19-01 /000048	Građevinska dozvola		Obrada predmeta	Dopuna priloga zahtjeva_0007	25.03.2019	Zamet, dio k.č. 592/4	Pregledaj
350-05/19-28 /000002	Utvrdjivanje posebnih uvjeta i uvjeta priključenja		Zaprimanje zahtjeva	Zahtjev_0001	26.04.2019	Vukovar, 1234	Pregledaj
UP/I-361-03 /19-01 /000020	Građevinska dozvola		Zaprimanje zahtjeva	Zahtjev_0001	26.04.2019	Vinkovci I, 987	Pregledaj
UP/I-361-03 /19-01 /000096	Građevinska dozvola	testiranje Vinkovci 25-4-2019-	Obrada predmeta	Poziv javnopravnim tijelima za dostavu potvrda na glavni projekt putem eKonferencije_0002	25.04.2019	Vinkovci I, 951	Pregledaj
UP/I-361-03 /19-01 /000067	Građevinska dozvola		Zaprimanje zahtjeva	Zahtjev_0001	06.04.2019	Split, 985	Pregledaj

Fig. 7. List of procedures initiated since 2015

Klasa	Vrsta predmeta	Kratki opis	Zadnji akt	Datum kreiranja	k.o., k.č.br.	
Nema podataka u tablici						
Prikazano 0 do 0 od 0 rezultata						

Fig. 8. List of procedures initiated in the period 1968-2015

OPTIONS FOR APPLICATION SUBMISSION

The application code (WEB ID) is an essential information when using the system, whereby the following possibilities are available (Fig. below):

1. **NEW APPLICATION** – described in more detail in the chapter **Initiation of procedure – new application**
 - a. Submission of new application, for logged-in and not logged-in users
2. **CONTINUE ENTRY** - described in more detail in the chapter **Continuation of application entry**
 - a. For applications that have been created but not submitted yet, the system stores the newly created application for 30 days
3. **CONNECTING WITH THE FILE** - described in more detail in the chapter **Connecting with file**
 - a. Creation of a new application by use of data from the previously submitted application
 - b. Data are copied from the previous application
4. **AMENDMENT OF APPLICATION** - described in more detail in the chapter **Application amendment**
 - a. In case that the documents are incomplete, the applicant has the possibility to supplement the application on-line

REPUBLICA HRVATSKA
Ministarstvo graditeljstva i
prostornog uređenja

eDozvola

DORICA NOVAK ▾ Oglasna ploča ☰

Predaja zahtjeva

Odaberite tip zahtjeva

NOVI ZAHTEJEV NASTAVI S UNOSOM POVEZIVANJE SA PREDMETOM DOPUNA ZAHTEJEVA

Odaberite vrstu zahtjeva

Predaja zahtjeva

NAPOMENA:
Za sve nejasnoće ili poteškoće prilikom predaje zahtjeva za ostali dio Hrvatske molimo Vas obratite se korisničkoj službi na e-mail adresu eDozvola-info@mgjpu.hr.

Fig. 9. Selection of application type

APPLICATION SUBMISSION

Steps of application submission:

1. Select the button „**Application submission**“ (Fig. 10.)
2. Upon selection, the user has the possibility of choosing log-in into the eGrađani/eCitizens system or not (Fig. 11.)
 - a. The option „**Yes, I wish**“ redirects the user to the NIAS – National identification and authentication system through which login into the eDozvola/ePermit system is done.
 - b. The option „**No, continue without login to e-građanin/e-citizen**“ opens the window for application submission.

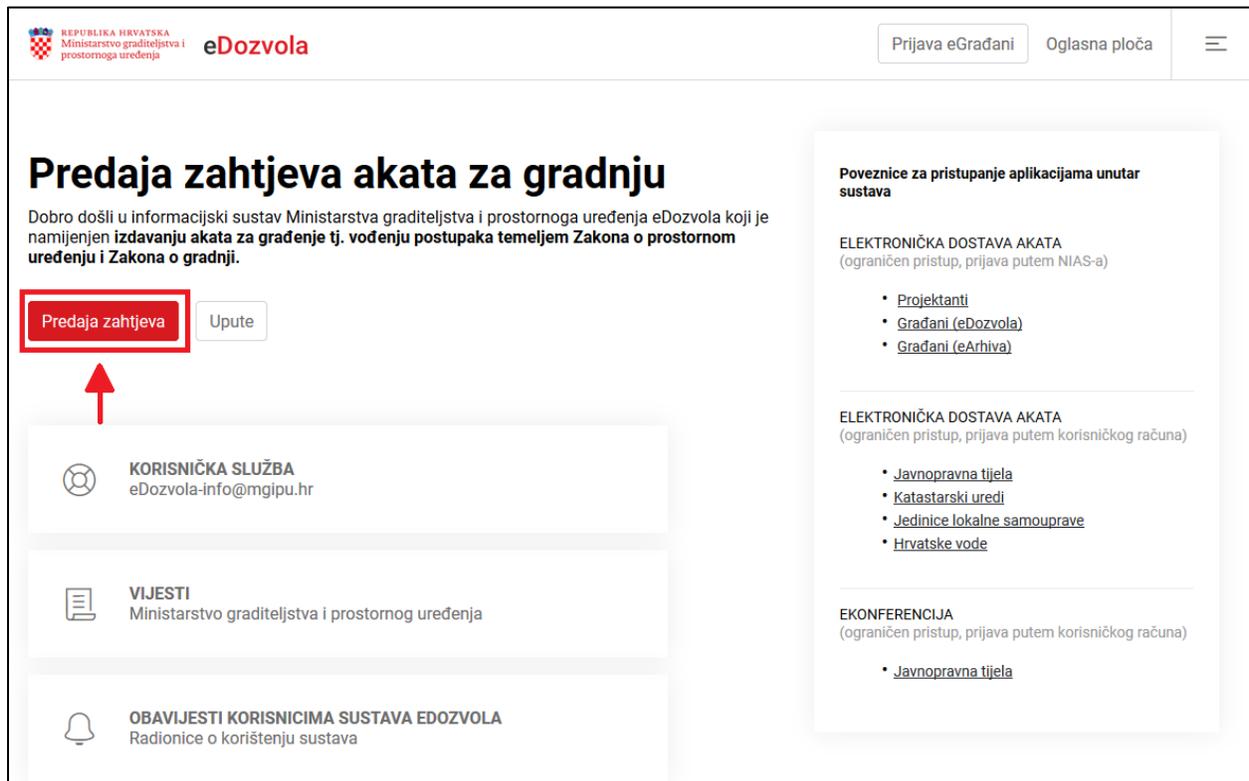


Fig. 10. Submission of application

The screenshot shows the eDozvola website interface. At the top left is the logo of the Republic of Croatia and the Ministry of Construction and Spatial Planning. The main navigation includes 'Prijava eGrađani' and 'Oglasna ploča'. The page title is 'Predaja zahtjeva akata za gradnju'. A central modal window asks 'Želite li se prijaviti preko e-Građani?' with two buttons: 'Da, želim' and 'Ne, nastavi bez prijave na e-građanin'. The background content includes a sidebar with 'Predaja zahtjeva', 'KORISNICI eDozvola', 'VIJESTI', and 'OBAVIJESTI KORISNICIMA SUSTAVA EDOZVOLA'. The main content area features 'Poveznice za pristupanje aplikacijama unutar sustava', 'ELEKTRONIČKA DOSTAVA AKATA', and 'EKONFERENCIJA'.

Predaja zahtjeva akata za gradnju

Dobro došli u informacijski sustav Ministarstva graditeljstva i prostornoga uređenja eDozvola koji je namijenjen **izdavanju akata za građenje tj. vođenju postupaka temeljem Zakona o prostornom uređenju i Zakona o gradnji**

Predaja zahtjeva

Želite li se prijaviti preko e-Građani?

Poštovani, za korištenje eUsluge za izdavanjem akata za građenje molimo da se prijavite u sustav eGrađani. Potvrda o zaprimljenom eZahtjevu bit će Vam poslana u Osobni korisnički pretinac.

Predaja zahtjeva moguća je i bez prijave u sustav eGrađani koju možete pokrenuti dostavom dokumenata u Pisarnicu nadležnog tijela.

Da, želim **Ne, nastavi bez prijave na e-građanin**

Poveznice za pristupanje aplikacijama unutar sustava

ELEKTRONIČKA DOSTAVA AKATA
(ograničen pristup, prijava putem korisničkog računa)

EKONFERENCIJA
(ograničen pristup, prijava putem korisničkog računa)

- [Javnopravna tijela](#)

KORISNICI eDozvola

VIJESTI
Ministarstvo graditeljstva i prostornog uređenja

OBAVIJESTI KORISNICIMA SUSTAVA EDOZVOLA
Radionice o korištenju sustava

Fig. 11. Login via e-Građani/e-Citizens

EGRADANI/ECITIZENS – SUBMISSION OF E-APPLICATION



Fig. 12. Steps for application submission by logged-in users

Steps for e-application submission by user logged-in in the eGrađani/eCitizens system (Fig. 12.):

- 1. Save data**
 - a. Saving of entered data, desirable to be done upon entry of each tab
- 2. Create application**
 - a. Creating the application document
- 3. Sign application**
 - a. Digital signing of the application by using the AKD certificate (eOsobna/ePersonal -eOI/ePersonal identification or ePoslovna/eBusiness - eKID)
- 4. Submit application**
 - a. Electronic submission of application into the eDozvola/ePermit system
 - b. A notification on the received application is delivered to the **OKP mailbox /PERSONAL USER MAILBOX/** as well as the application enclosed to the message (Fig. 13.)

By submission of the application by a logged-in user, the application is promptly processed. During the processing procedure the competent body shall deliver acts to the citizen's personal user mailbox.

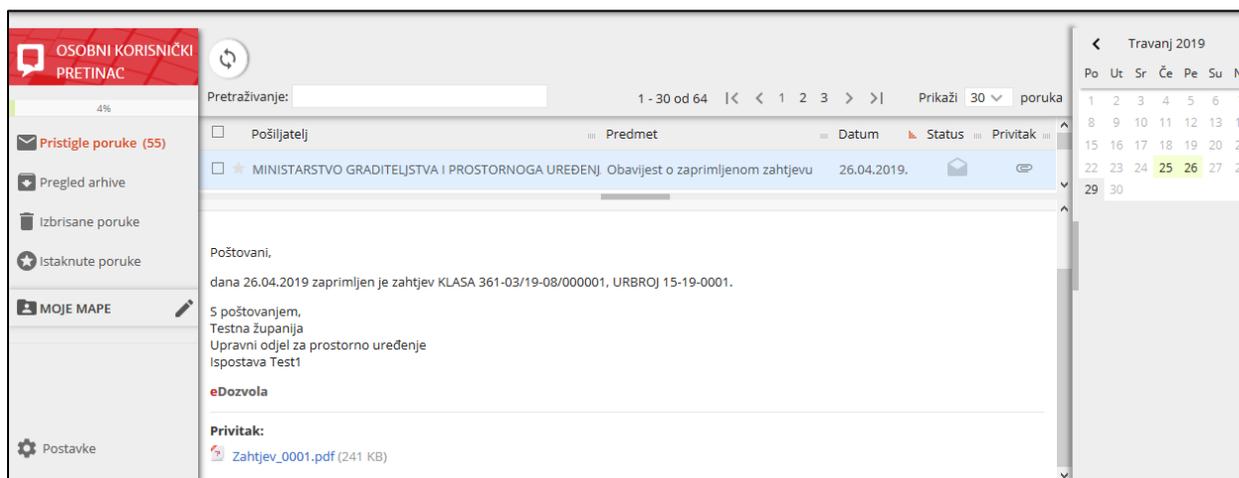


Fig. 13 Delivery of acts to the personal user mailbox of the logged-in user

NON-LOGGED-IN USERS – APPLICATION SUBMISSION



Fig. 14 Steps for application submission by non-logged-in users

Steps for e-application submission by non-logged-in users (Fig. 14.):

- 1. Save data**
 - a. Saving of entered data, desirable to be done upon entry of each tab
- 2. Create application**
 - a. Creating the application document

By submitting the application through public web (for citizens that are not logged-in via the NIAS system) an **application code** is obtained through which the registry office shall initiate the procedure (Fig. 15.).

The submitted application shall be delivered to the registry office within **30 days**.

In the registry office, initiation of the procedure through the application code is possible within 30 days. If an application submitted through public web is older than 30 days, the system shall not allow initiation of the procedure and submission of a new application shall be required.

Upon application submission, the wording application ready for delivery to the registry office shall appear on the monitor.

eKonferencija - Građevinska dozvola

eDozvola

ID ZAHTEJVA: P20190328-225888-Z101

REPUBLIKA HRVATSKA
Testna županija, Ispostava Test 2

Primjeno:	
Klasif. oznaka:	
Uradbeni broj:	
Og.jel. 00001	Broj prijave: Vrij.:

ZAHTEJEV

- HR-00000 zg, zg, OIB 12345678903, po opunomoćeniku zastupan po

Nadležno tijelo kojem se podnosi zahtjev:
Testna županija
Ispostava Test 2

Predmet:
EKonferencija - Građevinska dozvola

Kratki opis zahtjeva:
Poštovani, Moli se naslov da izda

U skladu s odredbama članka 108. stavak 2. i stavak 3. Zakona o gradnji, podnosi se sjedeća

Fig. 15. Submitted application

INITIATION OF PROCEDURE – NEW APPLICATION

Steps for application submission ():

1. Selection of application type -> „**NEW APPLICATION**“
2. Selection of application type, or type of procedure respectively (examples: Building permit, Amendments to the building permit, Cancellation of location permit, Use permit...)
3. Selection of button „**Application submission**“

Fig. 16. Initiation of application submission

NOTE: An initiated application entry can be continued within 30 days.

Fig. 17. Notification on continuation of application entry within 30 days

CONTINUATION OF APPLICATION ENTRY

The option of continuation of application entry enables subsequent editing of data in the application that has been **saved** but **not submitted** yet.

- An unsubmitted application can be edited within 30 days from the first saving of data in the application.

Steps to submit an application (Fig. below):

1. Selection of application type -> „**CONTINUE ENTRY** “
2. Entry of application code
3. Selection of button „**Application submission**“

Fig. 18. Continuation of data entry by using the application code

CONNECTING WITH FILE

By the connecting with file option a **new application** is created in which data from the previously submitted application shall be copied.

Steps for application submission (Fig. below):

1. Selection of application type -> button „CONNECTING WITH FILE“
2. Entry of application code
3. Selection of button „Application submission“

REPUBLICA HRVATSKA
Ministarstvo graditeljstva i
prostornoga uređenja

eDozvola

Prijava eGrađani Oglasna ploča

Predaja zahtjeva

Odaberite tip zahtjeva

1. POVEZIVANJE SA PREDMETOM

2. Odaberite vrstu zahtjeva

3. Šifra zahtjeva

4. Predaja zahtjeva

NAPOMENA:
Za sve nejasnoće ili poteškoće prilikom predaje zahtjeva za ostali dio Hrvatske molimo Vas obratite se korisničkoj službi na e-mail adresu eDozvola-info@mgipu.hr.

Fig. 19. Connecting with file by using the application code

APPLICATION AMENDMENT – FOR E-CITIZENS ONLY

This option is available EXCLUSIVELY to logged-in users through the e-Citizens system, for applications that are under Processing. Amendment of applications or documents respectively is enabled pursuant to request by the Competent body, through the following steps:

1. Enclosure of requested documents, described in chapter ***Enclosures (documents)***
2. Indication of the type of appended enclosure, described in the chapter

3. **Enclosures** to the amendment
4. Submission of amendment to the competent body, described in chapter **Submission of amendment**

Steps for submission of amendment (Fig. below):

1. Selection of application type -> button „**AMENDMENTS TO APPLICATION**“
2. Entry of application code for which amendment is requested
3. Selection of button „**Application submission**“

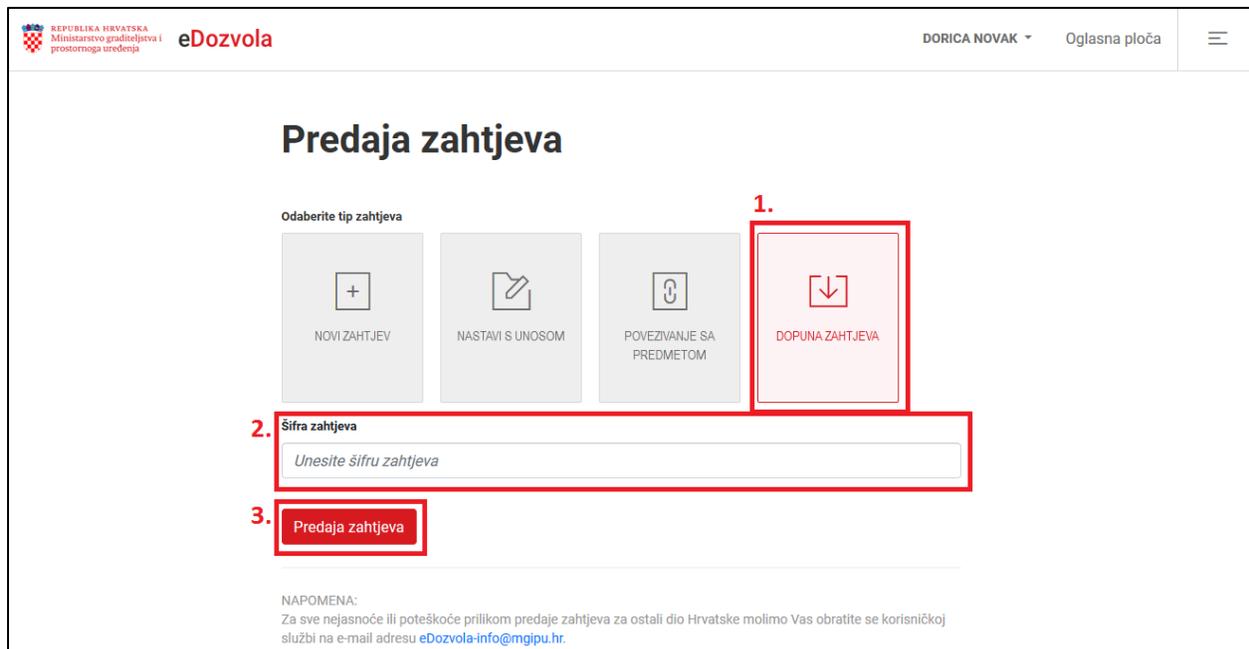


Fig. 20. Application amendment by using the application code

ENCLOSURES (DOCUMENTS)

In the application amendment, by positioning on the tab „**ENCLOSURES (DOCUMENTS)**“ a new window is opened in which the user adds through the tab a new enclosure by selecting the button „**ADD ENCLOSURE**“.

- The appended enclosure shall be digitally signed by selecting the button



- The signature procedure is described in detail in chapter **Fig. 32. Signing the application/PDF** document

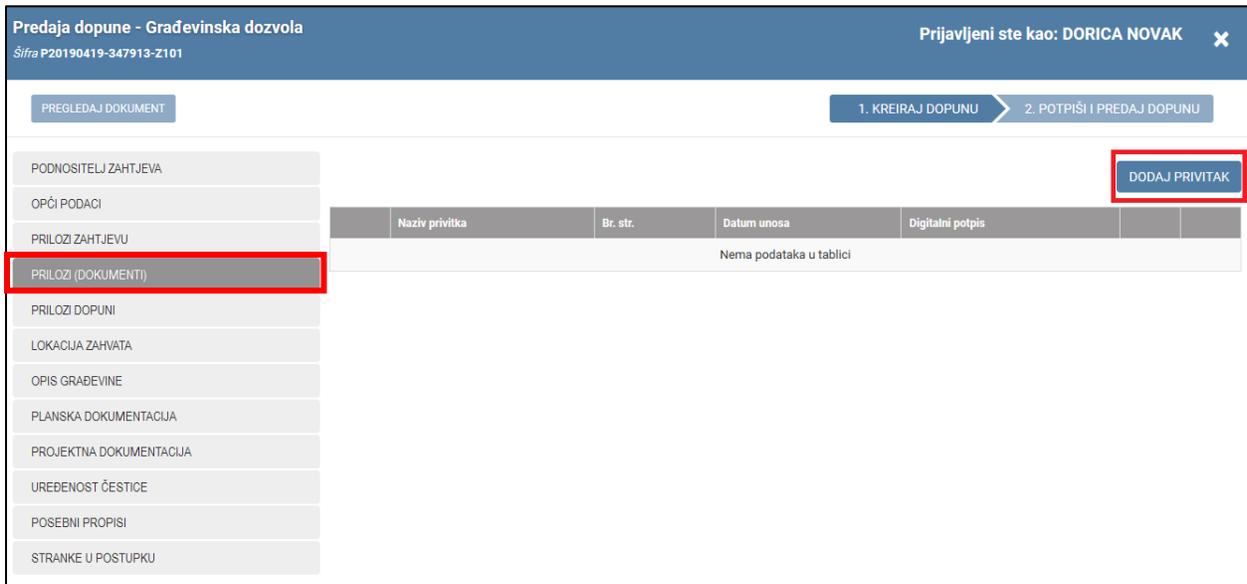


Fig. 21 Appending enclosure

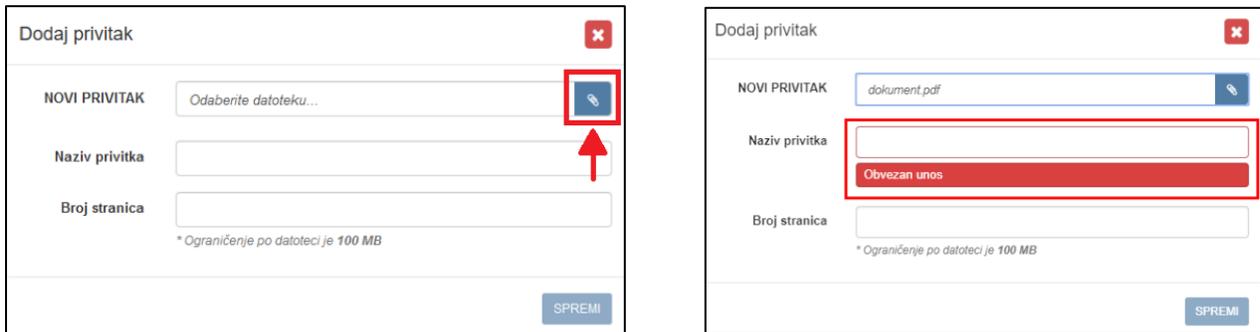


Fig. 22. Selection of computer file

Upon completion of all mandatory and wished fields, by selecting the button „**SAVE**“ a row is created with the newly added enclosure.

Predaja dopune - Građevinska dozvola
Prijavljeni ste kao: DORICA NOVAK ✕

Sifra P20190419-347913-Z101

PREGLEDAJ DOKUMENT

1. KREIRAJ DOPUNU
2. POTPIŠI I PREDAJ DOPUNU

- PODNOŠITELJ ZAHTJEVA
- OPĆI PODACI
- PRILOZI ZAHTJEVU
- PRILOZI (DOKUMENTI)
- PRILOZI DOPUNI
- LOKACIJA ZAHVATA
- OPIS GRAĐEVINE
- PLAŠKA DOKUMENTACIJA
- PROJEKTA DOKUMENTACIJA
- UREĐENOST ČESTICE
- POSEBNI PROPISI
- STRANKE U POSTUPKU

DODAJ PRIVITAK

	Naziv privitka	Br. str.	Datum unosa	Digitalni potpis		
	Dopuna1	2	29.04.2019. 10:46	NE		

Fig. 23. Newly created enclosure

22

ENCLOSURES TO THE AMENDMENT

The type of the submitted enclosure shall be indicated, through the relevant file tab (on the left side of the interface):

The screenshot shows the 'Predaja dopune - Građevinska dozvola' interface. The top navigation bar includes the title and the user 'DORICA NOVAK'. The left sidebar contains a list of document types, with 'PRILOZI DOPUNI' highlighted in red. The main content area shows a progress bar with steps '1. KREIRAJ DOPUNU' and '2. POTPIŠI I PREDAJ DOPUNU'. Below this, there are fields for 'PRILOZI UZ DOPUNU' and 'Kratki opis dopune'. A section titled 'PRILOZI DOPUNI ZAHTJEVA' contains a dropdown menu with the text 'nije dostavljen nikakav prilog zahtjevu' and a 'DODAJ PRILOG DOPUNI' button, both highlighted in red.

Fig. 24. Adding enclosure to the amendment

This screenshot is similar to Fig. 24, but the 'DODAJ PRILOG DOPUNI' button is no longer highlighted. Instead, the dropdown menu in the 'PRILOZI DOPUNI ZAHTJEVA' section, which displays 'nije dostavljen nikakav prilog zahtjevu', is highlighted in red.

Fig. 25. Selection of enclosure to application amendment

AMENDMENT SUBMISSION

Steps for submission of eAmendment to the competent body:

1. Saving the entered data and document creation by selecting the action „**CREATE AMENDMENT**“
2. Digital signature of the document and submission by selecting the action „**SIGN AND SUBMIT AMENDMENT**“
 - a. The signature procedure is described in chapter **Fig. 32. Signing the application/PDF** document

The screenshot displays the 'Predaja dopune - Građevinska dozvola' interface. The sidebar on the left lists various document sections, with 'PRILOZI DOPUNI' selected. The main area shows a 'DODAJ DOPUNU' button (labeled 1.) and a 'PRILOZI DOPUNI ZAHTJEVA' section. A modal window titled 'Validacija digitalno potpisanog dokumenta' (labeled 2.) is open, containing a '2. POTPIŠI I PREDAJ DOPUNU' button (labeled 3.).

Fig. 26. Creation, signature and submission of amendment

DIGITAL SIGNATURE

The eUsluga/eService of permit issuance enables a fully electronic communication between the applicant, the involved designers and the parties involved in the procedure with the body competent for permit issuance.

- A precondition for electronic operation is the digital signature of all documents exchanged.
- In the process of application or amendment preparation, the ePermit system requires the signing of documents prior to submission -> by selecting the foreseen actions (shown in the figures below).

Fig. 27. Overview of application submission prior to editing

	Naziv privitka	Br. str.	Datum unosa	Digitalni potpis		
	prilog		29.04.2019. 10:03	NE		

Fig. 28. Signing in the tab Enclosures (documents)

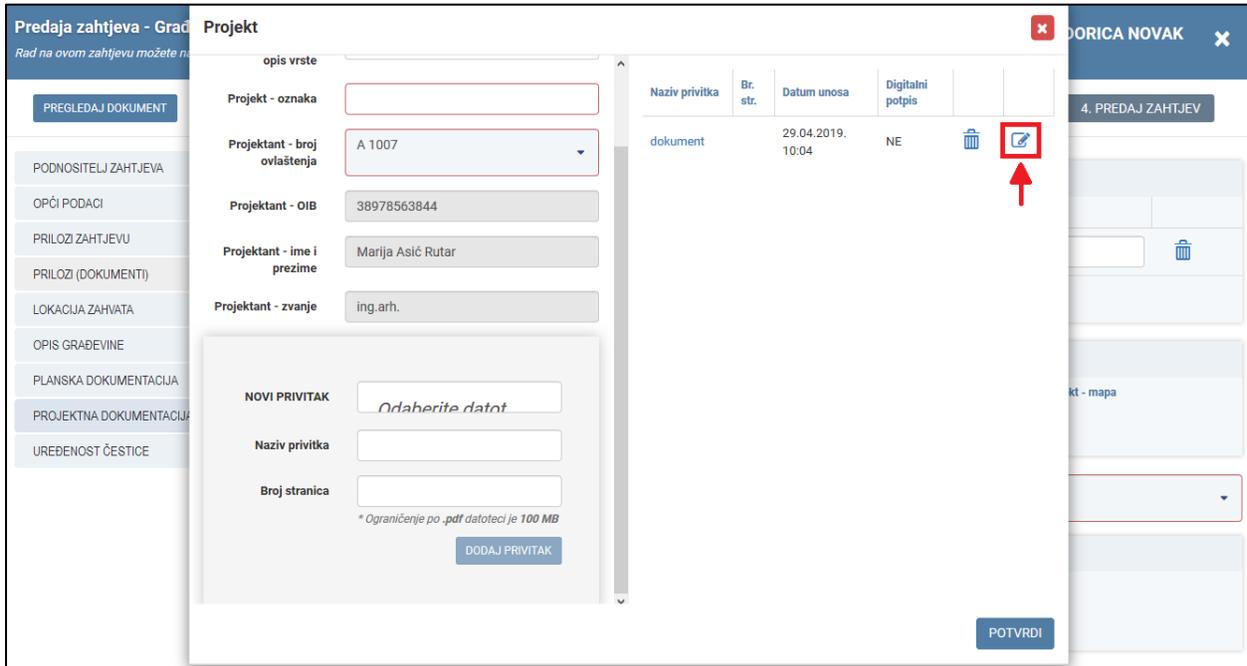


Fig. 29. Signing in the tab Enclosures (documents)

If the user has failed to sign all the enclosures in the design documents, then the system notifies him prior to application submission (Fig. 29.).

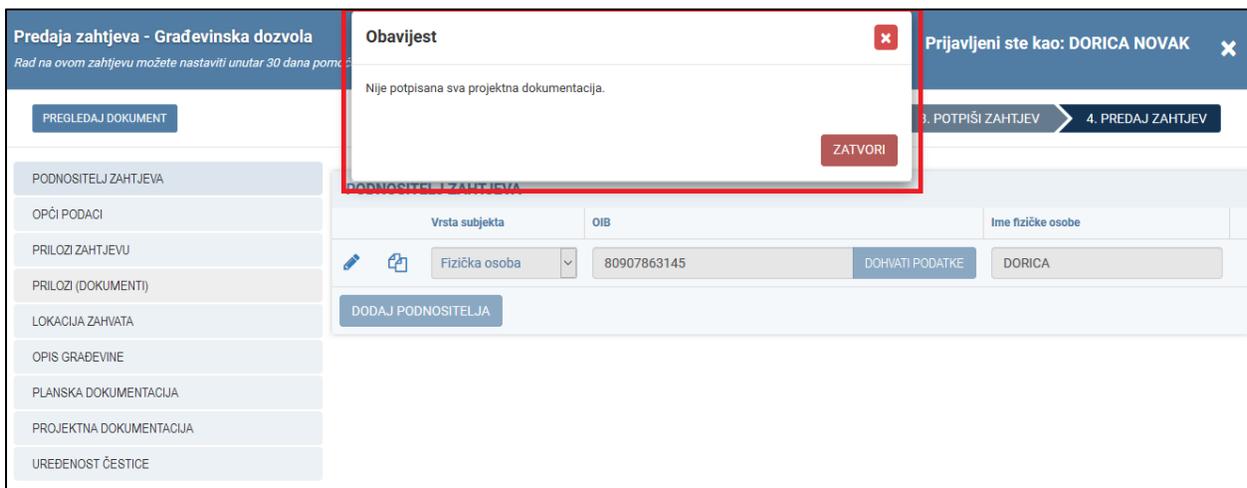


Fig. 30. Notification of signed design documents

STEPS FOR SUCCESSFUL SIGNATURE

1. By selecting one of the actions for signing, the procedure of digital signature is initiated
2. The AKD signature interface is shown in which the action **SIGN (figure)** shall be selected
1. Thereupon the certificates of the logged-in user shall be confirmed that shall be used for signing the document
2. and the signature PIN entered that has been obtained from the body that has issued the personal or business certificate



Fig. 31. Signing the application

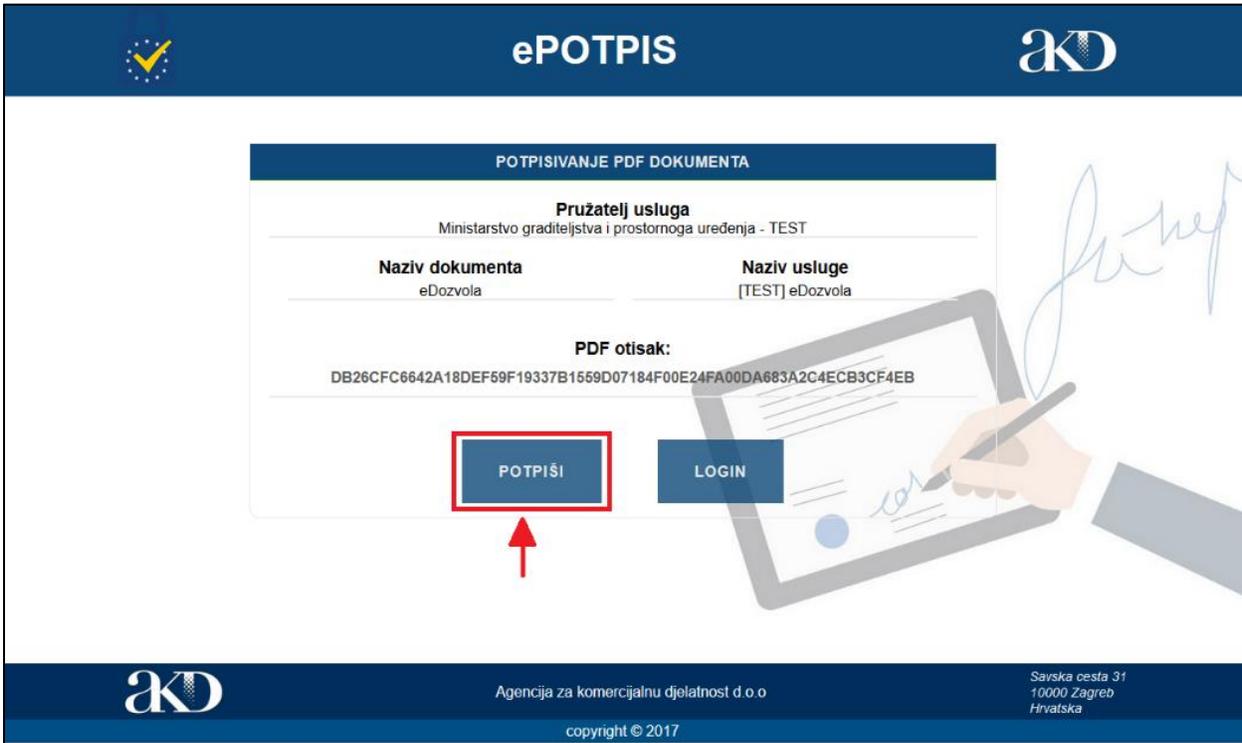


Fig. 32. Signing the application/PDF document

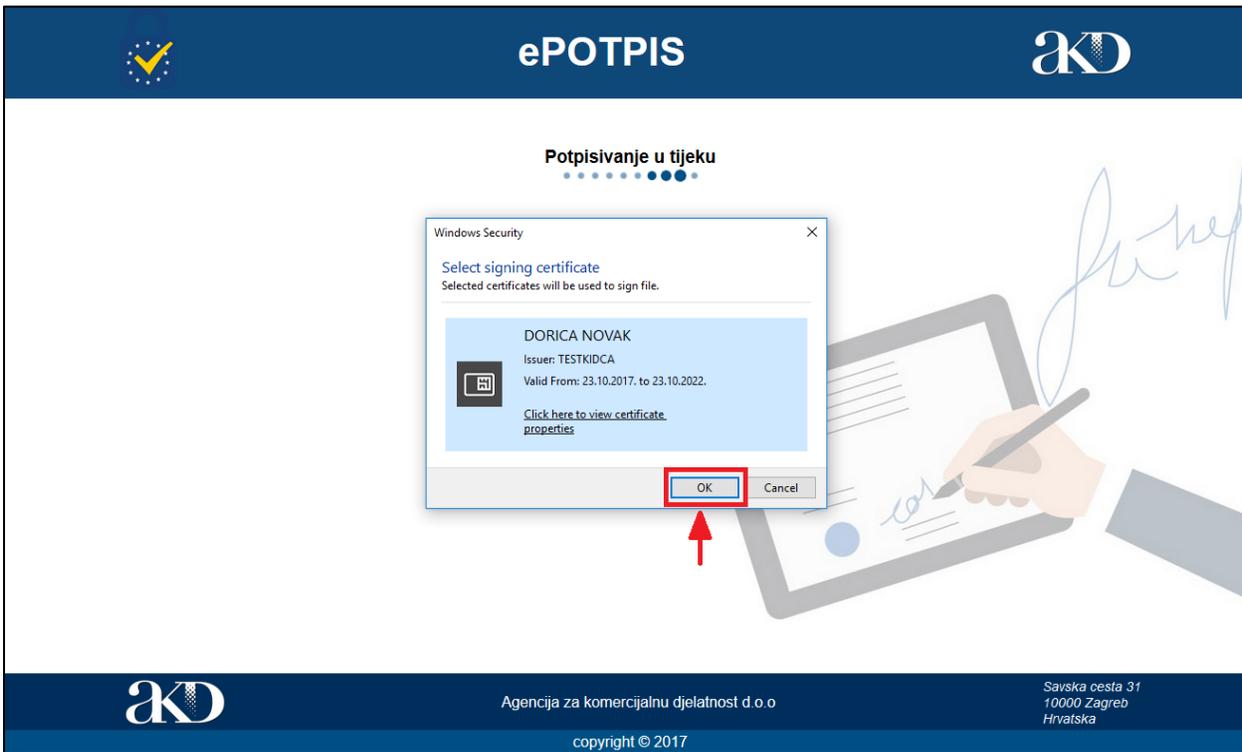


Fig. 33. Signing the application – certificate confirmation

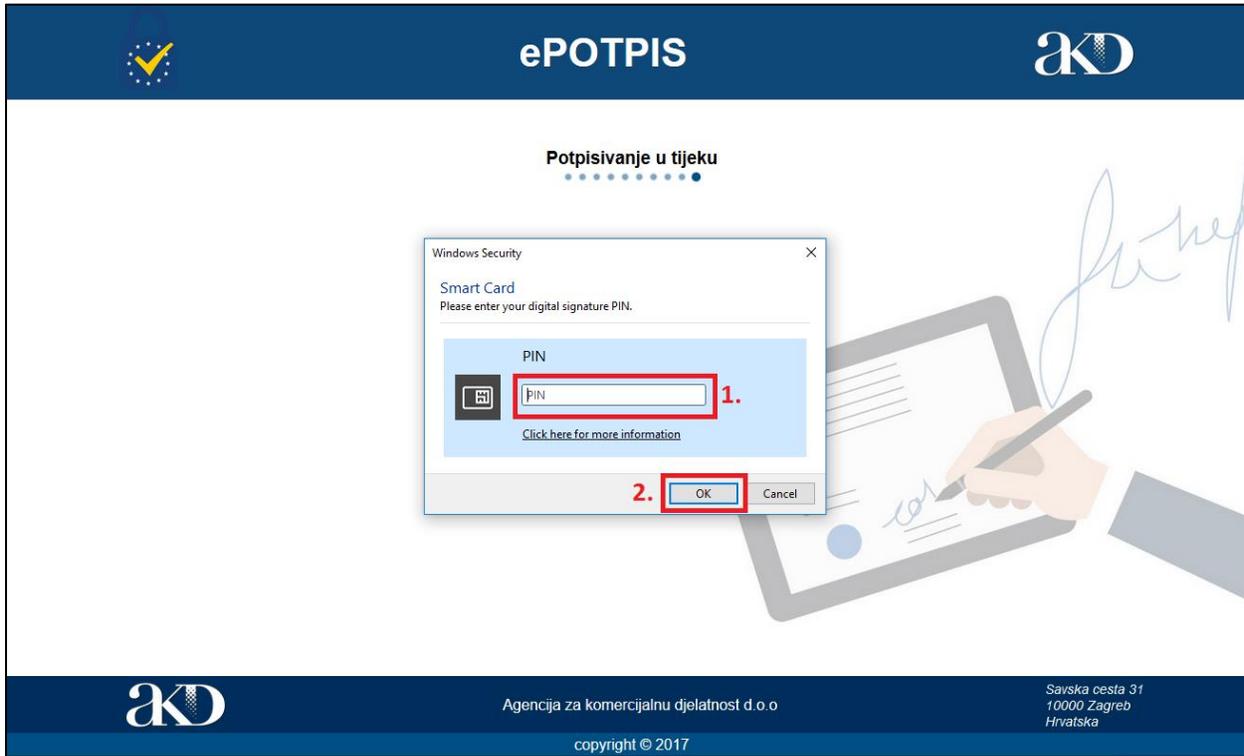


Fig. 34. Entry of the respective PIN of the AKD certificate

ENTRY OF DATA

To submit the application, all the **mandatory fields** shall be filled in. If the user tries to submit the application without having filled in the mandatory fields, the system shall warn the user and clearly mark the mandatory fields that have not been filled in.

Fig. 35. Mandatory fields

SAVING OF DATA

When filling in a new application, successive saving of data is recommended by clicking the button „**SPREMI PODATKE**“/”**SAVE DATA**“. By clicking the ”**SAVE DATA**“ button all entered data is saved, and in the application header the following notification with the file code appears: „**Work on this application can be continued within 30 days by using the code Pxxxxxxx-xxxxxx-yyy**“.

Fig. 36. Notification about continuation of work on the application

APPLICANT

When filling in a new application, in the tab „*APPLICANT*“, upon entry of the „*Type of subject*“ and the OIB/PIN, by selecting the button „**IMPORT DATA**“ the following fields shall be completed provided that the user is recorded in the OIB/PIN system and is a natural person :

- „*Name of the natural person*“,
- „*Surname of the natural person*“,
- „*State*“,
- „*Postal code*“,
- „*Locality*“,
- „*Street and house number*“.

The screenshot shows a web form titled "Podnositelj" (Applicant) with a sidebar on the left containing menu items like "DOKUMENT", "ZAHTRAJEVA", "JEVU", "HVATA", "INE", "KUMENTACIJ", "DOKUMENTA", and "ŠESTICE". The form fields are as follows:

Field Label	Value
Vrsta subjekta	Fizička osoba
OIB	80907863145
Ime fizičke osobe	DORICA
Prezime fizičke osobe	NOVAK
Naziv pravne osobe	
Država	Hrvatska
Pošanski broj	32271
Mjesto	ANDRIJAŠEVCI
Ulica i kućni broj	LIPA 10
Email	
Telefon	+385
Mobitel	+385

A red box highlights the "DOHVATI PODATKE" button next to the OIB field. A "POTVRDI" button is located at the bottom right of the form.

Fig. 37. Action Import data

GENERAL DATA

On the tab „GENERAL DATA“, first the „*Competent body - county*“ shall be selected from the drop-down menu.

- As help to the user, the list of competences can be found by selecting the action „**OVDJE**“/“**HERE**“.
- As next upon county selection, the values from the field „*Competent body – administrative department*“ are filtered by selected county, and by selecting the administrative department the value in the field „*Competent body – locality of administrative department*“ is automatically filled in.

Fig. 38. Help at the selection of competences

ENCLOSURES (DOCUMENTS)

By saving data, the tab „ENCLOSURES (DOCUMENTS)“ becomes visible (Fig. 39. Data saving), and the user is enabled to add enclosures and to open the ISPU locator in the tabs „*Project location* “ (Fig. 40. Project location - ISPU locator) and „*Construction work description*“ (Fig. 41. Construction work description - ISPU locator (1/2), Fig. 42. Construction work description - ISPU locator (2/2)).

Predaja zahtjeva - Građevinska dozvola ✕

Rad na ovom zahtjevu možete nastaviti unutar 30 dana pomoću šifre P20190429-348091-Z101

PREGLEDAJ DOKUMENT 1. SPREMI PODATKE 2. PREDAJ ZAHTJEV

PODNOŠITELJ ZAHTJEVA DODAJ PRIVITAK

OPĆI PODACI

2. PRILOZI ZAHTJEVU

Naziv privitka	Br. str.	Datum unosa	Digitalni potpis
Nema podataka u tablici			

PRILOZI (DOKUMENTI)

LOKACIJA ZAHVATA

OPIS GRAĐEVINE

PLANSKA DOKUMENTACIJA

PROJEKTNJA DOKUMENTACIJA

UREĐENOST ČESTICE

Fig. 39. Data saving

Predaja zahtjeva - Građevinska dozvola ✕

Rad na ovom zahtjevu možete nastaviti unutar 30 dana pomoću šifre P20190429-348091-Z101

PREGLEDAJ DOKUMENT 1. SPREMI PODATKE 2. PREDAJ ZAHTJEV

PODNOŠITELJ ZAHTJEVA

OPĆI PODACI

PRILOZI ZAHTJEVU

PRILOZI (DOKUMENTI)

LOKACIJA ZAHVATA

OPIS GRAĐEVINE

PLANSKA DOKUMENTACIJA

PROJEKTNJA DOKUMENTACIJA

UREĐENOST ČESTICE

LOKACIJA ZAHVATA

Lokacija - županija	Lokacija - lokalna samouprava	Lokacija - mjesto
<input type="text"/>	<input type="text"/>	<input type="text"/>

DODAJ LOKACIJU

GML građevne čestice ISPU LOKATOR

IZGRADENOST GRAĐEVINAMA ▼

Dokaz postojeće građevine

Postojeća građevina dokazuje se Građevinskom dozvolom, KLASA: _____
 URBROJ: _____, od _____ godine, izdana po Upravnom odjelu za
 prostorno uređenje, graditeljstvo i zaštitu okoliša _____ županije, Ispostava
 _____, izvršna dana _____ godine

Fig. 40. Project location - ISPU locator

Predaja zahtjeva - Građevinska dozvola ✕

Rad na ovom zahtjevu možete nastaviti unutar 30 dana pomoću šifre P20190429-348091-Z101

PREGLEDAJ DOKUMENT **1. SPREMI PODATKE** **2. PREDAJ ZAHTJEV**

PODNOŠITELJ ZAHTJEVA OPIS GRAĐEVINE

OPĆI PODACI

PRILOZI ZAHTJEVU

PRILOZI (DOKUMENTI)

1. LOKACIJA ZAHVATA

2.

OPIS GRAĐEVINE

Građevina - vrsta zahvata	Građevina - dodatni opis zahvata	Građevina - namjena
<input type="text"/>	<input type="text"/>	<input type="text"/>

DODAJ GRAĐEVINU

PLANSKA DOKUMENTACIJA

PROJEKTNJA DOKUMENTACIJA

UREĐENOST ČESTICE

Fig. 41. Construction work description - ISPU locator (1/2)

Građevina ✕

Građevina - vrsta zahvata

Građevina - dodatni opis zahvata

Građevina - namjena

Građevina - dodatni opis namjene

Građevina - skupina prema zahtjevnosti

Građevina - GML lomnih točaka

POTVRDI

Fig. 42. Construction work description - ISPU locator (2/2)

DOCUMENT REVIEW

Upon saving data, the user can review the document with the data entered up to that moment. By clicking the button „**PREGLEDAJ DOKUMENT**“/”**REVIEW DOCUMENT**” a new window is opened displaying the application, the file code and data that is saved linked to the file (data shall be saved prior to the review).

The screenshot shows a web application window titled "Predaja zahtjeva - Građevinska dozvola". At the top, there is a blue header bar with the text "Rad na ovom zahtjevu možete nastaviti unutar 30 dana pomoću šifre P20190429-348091-Z101". Below the header, there are two buttons: "1. SPREMI PODATKE" and "2. PREDAJ ZAHTJEV". A red box highlights the "PREGLEDAJ DOKUMENT" button. On the left side, there is a sidebar menu with options: "PODNOŠITELJ ZAHTJEVA", "OPĆI PODACI", "PRILOZI ZAHTJEVU", "PRILOZI (DOKUMENTI)", "LOKACIJA ZAHVATA", "OPIS GRAĐEVINE", "PLANSKA DOKUMENTACIJA", "PROJEKTNJA DOKUMENTACIJA", and "UREDENOST ČESTICE". The main content area is titled "PODNOŠITELJ ZAHTJEVA" and contains a form with fields for "Vrsta subjekta", "OIB", and "Ime fizičke osobe". There are also buttons for "DOHVATI PODATKE" and "DODAJ PODNOŠITELJA".

Fig. 43. Document review

The screenshot shows a web application window titled "Građevinska dozvola". The header bar displays "eDozvola" and "ID ZAHTJEVA: P20190429-348091-Z101". Below the header, there is a table with the following data:

REPUBLIKA HRVATSKA		
Prijmjeno:		
Klasif. oznaka:		
Unutarnji broj:		
Org. jed.:	Broj priloga:	Vrij.:

Below the table, the word "ZAHTJEV" is displayed. The main content area shows a list of items, with the first item being "HR-00000, po opunomoćeniku zastupan po _____". Below this, there are sections for "Nadležno tijelo kojem se podnosi zahtjev:", "Predmet: Građevinska dozvola", and "Kratki opis zahtjeva: Poštovani, Moli se naslov da izda _____". At the bottom, there is a note: "U skladu s odredbama članka 108. stavak 2. i stavak 3. Zakona o gradnji, podnosi se sljedeća dokumentacija:".

Fig. 44. Temporary review of application