

	As required by ISO 9001 Effective date - _____ 2014	IC-31/01 Version 01 Changed pages 00/03
	The Executive Committee of Ivano-Frankivsk City Council	
	INFORMATION CARD Providing with a permit for installation (continuing a permit for location) of temporary trading buildings for conducting entrepreneurial activity	
Original: Authorized Representative for QMS Matters copies: according to the register of mailing		

Created by:	Checked by:	Approved by:
Acting Director of the Department of City Planning and Architecture _____ Gaydar V.	Authorized Representative for QMS Matters _____ Lys A.	Mayor _____ Anushkevychus V.
"__" "____" 2014p.	"__" "____" 2014 p.	"__" "____" 2014 p.

1	Body providing the service	Department of City Planning and Architecture
2	Place of application and getting results of service	Center of Administrative Services Delivery Nezalezhnosti Str, 9 Phone/fax : 75-01-19, 75-21-41 e-mail: cnap@mvk.if.ua , web-site: www.cnap.if.ua Working hours: Monday, Thursday: 9.00 - 20.00 Tuesday, Wednesday, Friday, Saturday: 9.00 - 16.00

3	The documents required for obtaining administrative services	To obtain permission for TS of groups "A", "B", "C" 1. Application addressed to the Mayor, telephone number. 2. Excerpt from the decision of the Executive Committee of the City Council to extend a permit for location of TS. 3. Photo of the main façade of TS. 4. Plan of TS (M 1:50). 5. Scheme of TS on updated engineering and geodetic underlying basis in 1:500 scale. 6. Facades of TS (M 1:50). 7. Excerpt from the Unified State Register. 8. Information references concerning presence of employees and their average salaries with relevant supporting documents. For development / renewal of TS bindings passport (for TS groups "A", "B", "C", "D"). 1. Application addressed to the Head of the Department and City Planning Development, telephone number. 2. Agreement on the right of temporary use of certain elements of accomplishment of municipal property for placement of temporary structures for conducting business activities. 3. Scheme of TS location with project accomplishment of adjoining territory. 4. TS facades and passport of their painting in M 1:50, made by a business entity that is licensed to perform project works or by an architect who has the qualification certificate. 5. Technical conditions on engineering support received by the customer in balance-keeper of appropriate engineering networks (for TS new location). 6. Excerpt from the decision of the Executive Committee of the City Council to approve the minutes of the auction to establish TS (TS for group "D"). 7. A copy of the minutes of the auction to establish TS (TS for group "D").
4	The procedure and method of submitting documents	Personally by the customer or by procurance (notarized)
5	Payment	Free
6	Term	30 days
7	Service result	- Extract from the decision of the Executive Committee of the City Council (for TS groups "A", "B", "C"). - Agreed passport of TS bindings (including for TS group "D").
8	Method of obtaining response (output)	Personally by the customer or by procurance (notarized)

9	Legislative and regulatory basis	<p>1. The Law of Ukraine "On regulation of urban development", Art. 28.</p> <p>2. Decree of the Ministry of Regional Development, Construction and Housing and Communal Services of Ukraine of October 21, 2011, № 244 "On approval of the procedure of the placement of temporary structures for conducting business activities."</p> <p>3. Resolution of the Ivano-Frankivsk City Council of October 18, 2013, the № 1240-38 «On approval of procedure of placement of temporary structures for conducting business activities in Ivano-Frankivsk."</p>
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