



As required by ISO 9001
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The Executive Committee of Ivano-Frankivsk City Council

INFORMATION CARD
**A survey of housing on conformity to health standards and
recognition to be suitable for living**

Original: Authorized Representative for QMS Matters

copies: according to the register of mailing

Created by:	Checked by:	Approved by:
Head of Department of public utilities, transport and communications _____ Smushak M.	Authorized Representative for QMS Matters _____ Lys A.	Mayor _____ Anushkevychus V.
"__"____ 2014p.	"__"____ 2014 p.	"__"____ 2014 p.

1	Body providing the service	Department of public utilities, transport and communications
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	1. Application. 2. A copy of the certificate of ownership. 3. A copy of the technical passport. 4. Certificate of family members (given by the homeowner). 5. A copy of intermediate house plan (given by the homeowner). Note: Copies of the documents shall be submitted with the originals for verification or notarized.
4	The procedure and method of submitting documents	Personally or by procurance (notarized)
5	Payment	Free
6	Term	30 days
7	Service result	Extract from the decision of Executive Committee of Ivano-Frankivsk city council
8	Method of obtaining response (output)	Personally or by procurance (notarized)
9	Legislative and regulatory basis	1. The Law of Ukraine "On Local Self-Government in Ukraine" and order of the Mayor of December 10, 2013 № 524-p