

	As required by ISO 9001 Effective date - _____ 2014	IC-31/10 Version 01 Changed pages 00/02
	The Executive Committee of Ivano-Frankivsk City Council	
	INFORMATION CARD Appropriation (amendment) of the postal address	
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. "___"_____ 2014p.	Authorized Representative for QMS Matters _____ Lys A. "___"_____ 2014 p.	Mayor _____ Anushkevychus V. "___"_____ 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	<p>For newly constructed objects:</p> <ol style="list-style-type: none"> 1. Application addressed to the Mayor. 2. Institutional documents for legal persons, the certificate of registration of an individual entrepreneur or passport and identification code for an individual (certified copies). 3. Certificate / declaration of readiness of the object for operation / act of completion of the object (certified copy). 4. Technical passport (certified copy). 5. Situational plan. 6. Testing and executive survey at 1:500 scale. 7. Document certifying the ownership or use of land (certified copy). 8. Reference from Financial Management of Executive Committee on the participation of the construction customers in the development of social and engineering-transport infrastructure (certified copy) (excluding individual houses with a total area of 300 sq. m.). <p>For existing objects:</p> <ol style="list-style-type: none"> 1. Application addressed to the Mayor, telephone number. 2. Institutional documents for legal persons, the certificate of registration of an individual entrepreneur or passport and identification code for an individual (certified copies). 3. Document of ownership to the real estate object (except new building) (certified copy). 4. Technical passport (certified copy). 5. Situational plan. 6. Conclusion of the licensed organization on the technical possibility of division into parts (separation of particles) in the case of division / separation of real estate object (if necessary).
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	Excerpt from the decision of the City Council Executive Committee
8	Method of obtaining response (output)	Personally by the customer or by procurance (notarized)
9	Legislative and regulatory basis	<ol style="list-style-type: none"> 1. The Law of Ukraine "On Local Self-Government in Ukraine". 2. Regulation "On the procedure for appropriation (amendment) and registration of addresses of real estate objects in Ivano-Frankivsk approved by the decision of Ivano-Frankivsk City Council of June 20, 2013 № 1134-36.