

	<b>As required by ISO 9001</b> <b>Effective date - _____ 2014</b>	<b>IC-41/06</b> <b>Version 01</b> <b>Changed pages 00/02</b>
	The Executive Committee of Ivano-Frankivsk City Council	
	<b>INFORMATION CARD</b> <b>Providing with permits for disconnection residential buildings from network of central heating and hot water in Ivano-Frankivsk</b>	

**Original:** Authorized Representative for QMS Matters  
**copies:** according to the register of mailing

<b>Created by:</b> Head of Department of public utilities, transport and communications _____ <b>Smushak M.</b> "__"____ 2014p.	<b>Checked by:</b> Authorized Representative for QMS Matters _____ <b>Lys A.</b> "__"____ 2014 p.	<b>Approved by:</b> Mayor _____ <b>Anushkevychus V.</b> "__"____ 2014 p.
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<b>1</b>	<b>Body providing the service</b>	Department of public utilities, transport and communications
<b>2</b>	<b>Place of application and getting results of service</b>	<b>Center of Administrative Services Delivery</b> Nezalezhnosti Str, 9 Phone/fax : 75-01-19, 75-21-41 e-mail: <a href="mailto:cnap@mvk.if.ua">cnap@mvk.if.ua</a> , web-site: <a href="http://www.cnap.if.ua">www.cnap.if.ua</a> <b>Working hours:</b> Monday, Thursday: 9.00 - 20.00 Tuesday, Wednesday, Friday, Saturday: 9.00 - 16.00
<b>3</b>	<b>The documents required for obtaining administrative services</b>	<p style="text-align: center;"><b><u>Disabling the house.</u></b></p> 1. Written application addressed to the deputy mayor - the head of the interdepartmental commission. 2. Minutes of meeting of the house owners to disable building of central heating networks with further placement of the individual (in the apartment) heating. 3. Minutes of the meeting on the consent of the owners to create energy-saving building fund. <p style="text-align: center;"><b><u>Disabling of apartments in the riser.</u></b></p> 1. Written application addressed to the deputy mayor - the head of the interdepartmental commission. 2. Minutes of meeting of the house owners in the riser to disable building of central heating networks with further placement of the individual (in the apartment) heating. 3. Minutes of the meeting on the consent of the owners to create energy-saving building fund. <p style="text-align: center;"><b><u>Disabling of one or two apartments that were connected to central heating.</u></b></p> 1. Written application addressed to the deputy mayor - the head of the interdepartmental commission. 2. Minutes of the meeting on the consent of the owners to create energy-saving building fund.
<b>4</b>	<b>The procedure and method of submitting documents</b>	Personally by the representative of the initiative group or by procurance (notarized)
<b>5</b>	<b>Payment</b>	Free

<b>6</b>	<b>Term</b>	30 days
<b>7</b>	<b>Service result</b>	Extract from the decision of the Ivano-Frankivsk City Council or protocol of interagency committee to review issues related to the disconnection of consumers from central heating networks.
<b>8</b>	<b>Method of obtaining response (output)</b>	Personally by the representative of the initiative group or by procurance (notarized)
<b>9</b>	<b>Legislative and regulatory basis</b>	<p>1. Decree of the Ministry of Construction, Architecture and Housing and Communal Services of Ukraine "On approval of the disconnection of residential buildings from central heating and hot water supply in case of refusal of consumers from central heating" of November 22, 2005 № 4.</p> <p>2. Decision of Ivano-Frankivsk City Council "On Procedure for granting permits on disconnection of residential buildings from the central heating network in Ivano-Frankivsk" of May 29, 2012, № 766-25.</p>