Construction, physical planning, design and/or professional construction supervision, design audit

1. **FREEDOM TO PROVIDE CROSS-BORDERS SERVICES:**

A legal person established in another EEA state that carries out activities of physical planning, design and/or professional construction supervision, or design audit tasks, and a legal person or natural person – craftsman who carries out the construction activity and who already has a registered establishment in another EEA state may temporarily or occasionally provide services in that activity in Croatia, after fulfilling the following conditions:

- submitting a statement by e-mail
- providing evidence/an attestation of the right to pursue the activities in the state of establishment or a valid licence/document regulating this right to pursue the activities
- submitting proof of liability insurance of the foreign person for damage it may incur to the investor or other persons while performing its activities (equivalent guarantee is recognised, or insurance concluded in the state of establishment of the foreign person)
- providing proof of paid administrative fee.

The Ministry of Construction and Physical Planning, based on the statement of the person from another EEA state, shall issue a certificate on the performance of the activities of construction, physical planning, design and/or professional construction supervision, or design audit in Croatia on a temporary or occasional basis.

**Administrative fees**

*Ministry of Construction and Physical Planning*

HRK 20 for administrative fees - proof of payment:
Payee: State budget of the Republic of Croatia
IBAN: HR1210051863000160
Model (payment code): HR 64
Credit reference number: 5002-47061-OIB (PIN) of the payer
Payment description: administrative fee

**e-mail for document submission:** strani.izvodaci@mgiou.hr

- The form shall be filled in and signed in person
- The form shall be sent to the e-mail of the competent procedural body, together with all the necessary documents – all in scanned PDF format, and proof of paid administrative fee shall be submitted
- If the documents were sent by e-mail, there is no obligation to send them by post or person

Upon request, the attestation of activity performance may be obtained by e-mail (from the competent procedural body). The attestation shall subsequently be obtained also by post. The deadline is 30 days from the duly submitted request.

A certified natural person from another EEA state, an employee of a foreign legal entity performing physical planning activities or activities of design and/or professional construction supervision, or design audit, has the right to periodically or temporarily perform in Croatia the tasks of design and/or professional construction supervision, or the activities of design audit in the capacity of a responsible person under the professional title that certified persons for performing these tasks have in Croatia, provided that he:

- submits by e-mail a statement for the architectural profession
- submits by e-mail a statement for the civil engineering profession
- submits by e-mail a statement for the mechanical engineering profession
- submits by e-mail a statement for the electrical engineering profession
and in doing so, he shall submit the following documents:

1. proof of nationality — copy of the valid identity document with photo (passport or identity card) or certificate of nationality issued in the home country;
2. attestation that its holder is established in a contracting state of the EEA for the purpose of performing physical planning, design and/or professional construction supervision tasks, or construction management tasks in the capacity of a certified person;
3. evidence of professional qualification or evidence of: formal education (diploma and diploma supplement), professional experience and professional training;
4. attestation confirming that the right to pursue professional activities has not been temporarily or permanently revoked, since it is a profession that has an impact on public health and safety;
5. proof that the candidate has pursued the profession for at least one year during a ten-year period, in the event that the profession is not regulated in the Member State of establishment;
6. details of any insurance or other means of personal or collective protection with regard to professional liability;
7. statement by the candidate that he possesses the necessary level of knowledge of the Croatian language for the purpose of performing the profession in Croatia in the capacity of a responsible person or that he will use translation services in the capacity of a responsible person in performing the profession in Croatia;
8. copy of the fee paid in accordance with the decision of the competent body of the Chamber.

The statement shall be made for each year in which a foreign certified natural person intends to provide services in Croatia on a temporary or occasional basis, provided that he:

- submits by e-mail a statement for the architectural profession
- submits by e-mail a statement for the civil engineering profession
- submits by e-mail a statement for the mechanical engineering profession
- submits by e-mail a statement for the electrical engineering profession

and in doing so, he shall submit the following documents:

1. details of any insurance or other means of personal or collective protection with regard to professional liability;
2. copy of the fee paid in accordance with the decision of the competent body of the Chamber.

If substantial changes occur in the circumstances confirmed by the previously submitted documents, documents decisive for the assessment of this substantial change shall also be submitted.

The competent Chamber shall verify whether a certified natural person from another EEA state meets the stipulated conditions and shall issue an attestation thereof.

A professional from another EEA state may start to provide services at his own responsibility immediately after the statement has been made.

e-mail for sending documents for the architectural profession: clanstvo@Architects-hka.hr
e-mail for sending documents for the civil engineering profession: mirko.francic@hkj.hr
e-mail for sending documents for the mechanical engineering profession: pisarnica@hkis.hr
e-mail for sending documents for the electrical engineering profession: elektrinjenjeri@hkie.hr

- The statement form shall be completed and signed in person
- The form shall be sent to the e-mail of the competent procedural authority, together with all the necessary documents and proof of e-payment of the fee to the account - all in scanned PDF format
- If the documents are sent by e-mail, there is no obligation to send them by post or person

An attestation of the performance of tasks may be obtained by e-mail upon request (from the competent procedural authority). The attestation is subsequently obtained also by post. The deadline is 30 days from the duly submitted request.
2. **REQUIREMENTS FOR ESTABLISHMENT**

A legal person established in another EEA state that performs the activity of physical planning, design and/or professional construction supervision, and a legal or natural person - craftsman, from another EEA state performing the construction activity, may permanently perform the activity in Croatia under the same conditions as a person established in Croatia.

**A) Construction**

Construction and/or execution of construction works may be done by a legal person or natural person – craftsman, or contractor respectively.

The contractor may commence the construction activity provided that:

- it is registered for the performance of the construction activity, or for the performance of individual works;
- has a site engineer and/or a works manager in its employment, or a manager of less complex works, depending on the works it performs;
- ensures that the construction and/or other works carried out on the construction work are performed by a person with appropriate professional qualifications;
- it is insured against liability for damage that it may incur to the investor or other persons while performing the activity.

**B) Physical planning**

Professional physical planning tasks may be performed by a certified architect – urban planner in a legal person registered for that activity, in a sole-practice office for the performance of professional physical planning tasks or in a joint-practice office.

In a joint-practice office a certified architect - urban planner may perform all professional physical planning tasks.

In a sole-practice office a certified architect - urban planner may as sole practitioner perform tasks related to the preparation of urban development plans or perform all professional physical planning tasks provided that:

- he submits by [e-mail](mailto:application.form) for [authorisation](mailto:authorisation) to perform all professional physical planning tasks, and provides evidence of payment of the administrative fee and:
- proof that he can ensure the participation of another certified architect – urban planner in performing the tasks; or
- proof that in the performance of the tasks he can ensure the participation of at least three experts from different disciplines referred to in Article 15(1) of the Act on Physical Planning and Construction Tasks and Activities (OG 78/15, 118/18).

The Ministry shall verify the fulfilment of the conditions and issue a decision thereon.

A legal person registered for performing professional tasks of physical planning may start performing tasks of physical planning provided that it:

- submits by [e-mail](mailto:application.form) for [authorisation](mailto:authorisation) to perform professional physical planning tasks of drafting urban development plans, and submits proof of paid administrative fee and that in performing the tasks it can ensure the participation of a certified architect - urban planner, or
- submits by [e-mail](mailto:application.form) for [authorisation](mailto:authorisation) to perform all professional physical planning tasks, and submits proof of paid administrative fee and:
  - proof that in performing the tasks it can ensure the participation of another certified architect - urban planner, or
• proof that in performing the tasks it can ensure the participation of at least three experts from different disciplines referred to in Article 15(1) of the Act on of Physical Planning and Construction Tasks and Activities (OG 78/15, 118/18).

The Ministry shall verify the fulfilment of the conditions and issue a decision thereon.

Administrative fees
Ministry of Construction and Physical Planning
HRK 35 for administrative fees - proof of payment:
Payee: State budget of the Republic of Croatia
IBAN: HR1210051863300160
Model (payment code): HR 64
Credit reference number: 5002-47061-PIN of the payer
Payment description: administrative fee

e-mail for submission of documents: prostorno.uredjenje.suglasnosti@mgiou.hr
- The statement form shall be completed and signed in person
- The form shall be sent to the e-mail of the competent procedural authority, together with all necessary documents and proof of the e-payment of the fee to the account - all in scanned PDF format
- If the documents are sent by e-mail, there is no obligation to send them by post or person

The authorisation/decision to carry out an activity may at request be obtained by e-mail (from the competent procedural authority). The authorisation is subsequently obtained by post. The deadline is 30 days from the duly submitted request. Upon obtaining the authorisation, performance of the service activity may start.

A sole-practice office for autonomous performance of professional physical planning tasks shall be established by registration in the register of sole-practice offices carrying out physical planning tasks kept by the Croatian Chamber of Architects, provided that:
- an application is submitted by e-mail

and in doing so, the following is submitted:
1. a copy of the fee paid in accordance with the decision of the Chamber Assembly;
2. proof of paid administrative fee.

The Croatian Chamber of Architects shall verify the fulfilment of conditions and pass a decision thereon.

A joint-practice office for performing professional physical planning tasks shall be established by registration in the register of joint-practice offices of the Croatian Chamber of Architects, provided that:
- an application is submitted by e-mail

and in doing so, the following is submitted:
1. a contract on establishing a joint-office;
2. proof of paid administrative fee;
3. proof of paid fee in accordance with the decision of the Chamber Assembly.

The Croatian Chamber of Architects shall verify the fulfilment of conditions and pass a decision thereon.

e-mail for submission of documents: clanstvo@Architects-hka.hr
- The application form shall be completed and signed in person
- The form shall be sent to the e-mail of the competent procedural authority, together with all the necessary documents and proof of e-payment of the fees to the account - all in scanned PDF format
The decision on entry in the register of sole-practice offices or the register of joint-practice offices may be obtained by e-mail upon request (from the competent procedural body). The decision is subsequently obtained by post. The deadline is 30 days from the duly submitted request.

C) Design and/or professional construction supervision

A certified architect or certified engineer may perform design and/or professional construction supervision tasks in a legal person registered for this activity, as a sole practitioner or in a joint-practice office.

A legal person may commence the activities of design and/or professional construction supervision, provided that:
- it is registered to perform the activities of design and/or professional construction supervision;
- it has a certified architect or a certified engineer in its employment.

A sole-practice office for the Autonomous conduct of Design and/or expert supervision of Construction shall be established by registration in the Register of the Office for the Autonomous conduct of the Chamber’s activities, provided that it:
- submits by e-mail an application for the architectural profession
- submits by e-mail a statement for the construction profession
- submits by e-mail a statement for the mechanical profession
- submits by e-mail a statement for the electrical profession

and in doing so, it submits:

1. a copy of the fee paid in accordance with the decision of the competent body of the Chamber;
2. proof of paid administrative fee.

The competent Chamber shall check the fulfilment of the conditions and issue a decision thereon.

A joint office for the performance of design and/or expert supervision of construction shall be established by registration in the register of joint offices of the Chamber, provided that it:
- submits by e-mail an application for the architectural profession
- submits by e-mail a statement for the construction profession
- submits by e-mail a statement for the mechanical profession
- submits by e-mail a statement for the electrical profession

and in doing so, it submits:

1. a contract on establishing a joint office;
2. proof of paid administrative fee;
3. proof of paid charge in accordance with the decision of the competent body of the Chamber.

The competent Chamber shall verify the fulfilment of the conditions and issue a decision thereon.

E-mail for sending documents for the architectural profession: clanstvo@arhitektnih.hr
E-mail for sending documents for the construction profession: mirko.franc@hkis.hr
E-mail for sending documents for the mechanical profession: pisarnica@hkis.hr
E-mail for sending documents for the electrical profession: elektroinzenjeri@hkie.hr

- The application form shall be completed and signed in person
The form shall be sent to the e-mail of the competent procedural authority, together with all necessary documents and evidence of the e-payment of fees and charges to the account - all in scanned PDF format.
- If documents are sent by e-mail, there is no obligation to send them by post or person.

The decision on entry in the Register of sole-practice offices or the decision on entry in the Register of joint offices may be obtained by e-mail upon request (from the competent procedural authority). This shall be obtained subsequently by post. The deadline is 30 days from the duly submitted request.

Certified natural persons from another EEA state

General system of recognition of professional qualifications

The tasks of physical planning, design and/or professional construction supervision or design audit in the capacity of responsible person, within the scope of the tasks of his profession, may in Croatia be permanently performed by a certified natural person from another EEA state, who:

a) has undergone the procedure for the recognition of foreign professional qualifications; and
b) has been entered in the directory of foreign certified persons.

The procedure for the recognition of foreign professional qualifications for performing design and/or expert professional construction supervision, or design audit shall be carried out by the respective chamber, provided that he:

- submits by e-mail an application for the architectural profession
- submits by e-mail a statement for the construction profession
- submits by e-mail a statement for the mechanical profession
- submits by e-mail a statement for the electrical profession

and in doing so, he submits:

1. proof of nationality — copy of the valid identity document (passport or identity card) or certificate of nationality issued in the home country;
2. evidence of professional qualification or evidence of formal education (diploma and diploma supplement), professional experience and professional training;
3. copy of the fee paid in accordance with the decision of the competent body of the Chamber;
4. proof of paid administrative fee.

The competent Chamber may also request other documents from the applicant, depending on the individual case, and all documents that the Chamber can obtain ex officio shall be obtained in this way.

Upon completion of the procedure for recognition of foreign professional qualifications, the competent Chamber shall issue a decision.

Automatic recognition of professional qualifications

The provisions on automatic recognition of qualifications apply to architects wishing to perform design and/or professional building supervision tasks in Croatia and possess evidence of formal qualifications, provided that they:

- submit by e-mail the application and in doing so they deliver:

1. proof of nationality — copy of the valid identity document with photo (passport or identity card) or certificate of nationality issued in the home country;
2. evidence of formal qualification of architect, or proof of qualifications referred to in Annex V or VI of Directive 2005/36/EU (diploma and diploma supplement issued by the competent authority listed in Annex V or VI of Directive 2005/36/EU);
3. certificate of passed professional examination, if passing of the professional examination is prescribed by the regulations of that EEA state and is specified in Annex V or VI of Directive 2005/36/EU;
4. certificate of qualification conformity with Directive 2005/36/EU issued by the competent authority (college or chamber) listed in Annex V or VI of Directive 2005/36/EU;
5. evidence of professional experience;
6. copy of the fee paid in accordance with the decision of the Assembly of the Croatian Chamber of Architects;
7. proof of paid administrative fee.

Registration in the directory of certified persons

Upon recognition of a foreign professional qualification, a certified natural person from another EEA state may be entered in the directory of foreign certified persons, provided that he:

- submits by e-mail an application for the architectural profession
- submits by e-mail a statement for the construction profession
- submits by e-mail a statement for the mechanical profession
- submits by e-mail a statement for the electrical profession

and in doing so, he delivers:

1. the decision of the chamber on the recognition of the foreign professional qualification;
2. the list and description of the professional tasks carried out by the applicant until the date of application for entry in the relevant chamber directory;
3. data on residence (e.g. copy of the identity card);
4. evidence of work experience (e.g. electronic record of data entered in the registry of the Croatian Pension Insurance Institute or other relevant evidence);
5. photograph in digital form (identity card size, resolutions 300 dpi and 500 x 400 px);
6. a copy of the fee paid in accordance with the decision of the competent body of the Chamber;
7. proof of paid administrative fee.

The competent Chamber may also request other documents from the applicant, depending on the individual case, whereas all documents that the Chamber can obtain ex officio shall be obtained in this way.

First entry in the directory of certified persons

Persons seeking registration in the appropriate directory of the Chamber, and having not yet performed the tasks of physical planning, design and/or professional construction supervision in the capacity of responsible person, shall, instead of the decision on recognition of foreign professional qualification, enclose evidence of formal education (diploma and diploma supplement).

Upon entry in the directory, the competent Chamber shall issue a decision.

| E-mail for sending documents for the architectural profession: clanstvo@arhitektni-hka.hr |
| E-mail for sending documents for the construction profession: mirko.franci@hkij.hr |
| E-mail for sending documents for the mechanical profession: pisarnica@hkis.hr |
| E-mail for sending documents for the electrical profession: elektroinzenjeri@hkie.hr |

- The application form shall be completed and signed in person
- The form shall be sent to the e-mail of the competent procedural authority, together with all necessary documents and proof of the e-payment of the fee and charge to the account - all in scanned PDF format
- If documents are sent by e-mail, there is no obligation to send them by post or in person.

A decision on the recognition of foreign professional qualification, a decision on entry in the directory of foreign certified persons, or a decision on entry in the directory of certified persons, can upon request be obtained by e-mail (from the competent procedural authority). The decision is subsequently obtained also by post. The deadline is 30 days from the duly submitted request. Upon obtaining the decision on entry in the appropriate directory of the Chamber, performance of the service activity may begin.

**Fees**

**Croatian Chamber of Architects**
HRK 70 for administrative fees - proof of payment:
Payee: State budget of the Republic of Croatia
IBAN: HR1210051863000160
Model (payment code): HR 64
Credit reference number: 5002-47061-85986018932
Payment description: administrative fee

HRK 1,500 for the first occasional and temporary provision of services
HRK 1,500 for each annual renewal of the notice on occasional/temporary provision of services

HRK 1,000 for establishment - registration fee
HRK 1,800 for establishment - annual membership fee

Data required for e-payments:
Payee: Croatian Chamber of Architects
IBAN: HR91236001102088676

Data required for payments from abroad:
Croatian Chamber of Architects
Ulica grada Vukovara 271
10000 Zagreb, Croatia
IBAN: HR91236001102088676
SWIFT: ZABAY2X

**Croatian Chamber of Civil Engineers:**
70 HRK of administrative fee - proof of payment:
Payee: State budget of the Republic of Croatia
IBAN: HR1210051863000160
Model (payment code): HR 64
Credit reference number: 5002-47061-65080653676
Description of payment: administrative fee

HRK 2,800 for the first occasional/temporary provision of services
500 HRK the administrative cost of checking foreign professional qualifications for occasional/temporary provision of services
HRK 1,800 for the annual renewal of the certificate on temporary/occasional provision of services

1,000 HRK enrolment fee for establishment
HRK 1,800 annual membership fee for establishment

Data for the payment of the Chamber charge in accordance with the decision of the Chamber's Board of Directors:
Payee: Croatian Chamber of Civil Engineers
IBAN: HR83236001102087559
Model (payment code): HR 99
Description of the payment: payment of charge for
SWIFT: ZABAY2X

**Croatian Chamber of Electrical Engineers:**
70 HRK of administrative fee - proof of payment:
Payee: State budget of the Republic of Croatia
IBAN: HR1210051863000160
Model (payment code): HR 64
Credit reference number: 5002-47061-31185646618
Description of payment: administrative fee

HRK 3,920 for the first occasional/temporary provision of services
HRK 1,920 for the annual renewal of the certificate on temporary/occasional provision of services

HRK 2,000 of enrolment fee for establishment
HRK 1,920 annual membership fee for establishment

Data for the payment of the Chamber charge in accordance with the decision of the Chamber Assembly:
Payee: Croatian Chamber of Electrical Engineers
IBAN: HR78236001102094148
Model (payment code): HR 99
Description of payment: payment of fees
SWIFT: ZABAY2X

**Croatian Chamber of Mechanical Engineers**
70 HRK of administrative fee - proof of payment:
Payee: State budget of the Republic of Croatia
IBAN: HR1210051863000160
Model (payment code): HR 64
Credit reference number: 5002-47061-26023027358
Description of payment: administrative fee

HRK 3,800 for the first occasional/temporary provision of services
HRK 1,800 for the annual renewal of the certificate on temporary/occasional provision of services

HRK 2,000 of enrolment fee for establishment
HRK 1,800 annual membership fee for establishment

Data for the payment of the Chamber charge in accordance with the decision of the Chamber Assembly:
Payee: Croatian Chamber of Mechanical Engineers
IBAN: HR56236001102094156
Model (payment code): HR 99
Description of payment: payment of fee for
SWIFT: ZABAY2X

**Competent authority and regulations:**

**Ministry of Construction and Physical Planning**
Ulica Republike Austrije 20, 10 000 Zagreb
+385 1 3782 444
strani.izvodaci@mgipu.hr
prostorno.uredjenje.suglasnosti@mgipu.hr

Act on Tasks and Activities of Physical Planning and Construction (OG 78/15, 118/18 and 110/19)
Act on the Chamber of Architects and Chambers of Engineers in Construction and Physical Planning (OG 78/15, 114/18 and 110/19)
Act on Regulated Professions and Recognition of Foreign Professional Qualifications (OG 82/15 and 70/19)
Ordinance on professional examination of persons performing construction and physical planning tasks (OG 129/15)
Ordinance on issuing authorisations for performing professional physical planning tasks (OG 136/15)

**Croatian Chamber of Architects**
Ulica grada Vukovara 271, 10000 Zagreb
+385 1 5508 404
clanstvo@arhitekti-hka.hr

Statute of the Croatian Chamber of Architects - informal consolidated text in PDF format
Ordinance on entries in directories, registers and records of the Croatian Chamber of Architects
Ordinance on the conditions for temporary or occasional provision of services and the recognition of foreign professional qualifications
Ordinance on fees for working in the bodies of the Croatian Chamber of Architects

**Croatian Chamber of Civil Engineers**
Ulica grada Vukovara 271, 10000 Zagreb
+385 1 5508 420
info@hkiig.hr

Statute of the Croatian Chamber of Civil Engineers
Ordinance on the conditions and procedure for issuing certificates for the provision of services on a temporary or occasional basis and the recognition of foreign professional qualifications for persons of the construction profession
Ordinance on entries in directories, registers and records of the Croatian Chamber of Civil Engineers and stamps, ID cards and inscriptions
Decision on charges for services provided by the Croatian Chamber of Civil Engineers

**Croatian Chamber of Electrical Engineers**
Ulica grada Vukovara 271, 10000 Zagreb
+385 1 5508 444

Statute of the Croatian Chamber of Electrical Engineers (OG 137/15, 35/19)
Ordinance on conditions and procedure for the temporary or occasional provision of services and the recognition of foreign professional qualifications for persons of the electrical engineering profession
Ordinance on the entries by the Croatian Chamber of Electrical Engineers
Decision on the amount of membership fee, enrolment fee and charges for the tasks through which the Croatian Chamber of Electrical Engineers achieves its own revenues

**Croatian Chamber of Mechanical Engineers**
Ulica grada Vukovara 271, 10000 Zagreb
pisarnica@hkis.hr

Statute of the Croatian Chamber of Mechanical Engineers
Ordinance on registrations in directories, registers and records of the Croatian Chamber of Engineers and stamps, membership cards and inscription tables
Ordinance on the conditions and procedure for issuing certification for the provision of services on a temporary or occasional basis and the recognition of foreign professional qualifications for persons of the mechanical profession
Decision on charges for services provided by the Croatian Chamber of Mechanical Engineers
Authorisation
Decision on the recognition of foreign professional qualifications
Decision on entry into the Chamber directory
Decision on entry in the register of sole-practice offices
Decision on entry in the register of joint offices

Remedies and appeals
Against the Chamber’s decision an appeal can be lodged with the Ministry of Construction and Physical Planning, Ulica Republike Austrije 20, 10 000 Zagreb within 15 days from the day of decision delivery.

All information derive from regulations within the competence of the competent body or professional chambers and is presented in a unified manner.

Modification date: 20 January 2020