



Republika e Kosovës
Republika Kosova - Kosova Cumhuriyeti



Komuna e Prizrenit
Opština Prizren – Prizren Belediyesi

The Municipal Assembly of the Municipality of Prizren:

Pursuant to Article 11 and Article 12, paragraph 2, sub-paragraph c), of Law No. 03/L-040 on Local Self Government (Official Gazette of Republic of Kosovo No. 28/2008, 4 June 2008); Chapter II and Chapter III of Law No. 03/L-049 on Local Government Finance (Official Gazette of the Republic of Kosovo No. 27/2008, 3 June 2008), as amended by Law No. 05/L-108 (Official Gazette of the Republic of Kosovo No. 28/2016, 3 August 2018); Article 25, paragraph 1, sub-paragraphs a) and h), Article 27, Article 50 and Article 72, paragraph 1, sub-paragraphs 1, 2, 3, and 6, of the Prizren Municipality Charter (Official Gazette of the Republic of Kosovo No. 01/011-5643, on 15 October 2008,

Adopted the following:

REGULATION ON MUNICIPAL FEES

Table of Contents:

CHAPTER I – GENERAL PROVISIONS	4
Article 1 - Purpose	4
Article 2 - Scope.....	4
Article 3 - Definitions.....	4
CHAPTER II – GENERAL FRAMEWORK OF MUNICIPAL FEES.....	5
Article 4 - General Principles of Municipal Fees.....	5
Article 5 - Payment of Municipal Fees	5
Article 6 - Exemption from Municipal Fees.....	5
DEPARTMENT OF ADMINISTRATION.....	6
Article 7 - Certificate and Civil Registry Fees.....	6
Article 8 - Exemptions from Paying the Application Fee for Certificates and Official Documents	7
Article 9 - Municipal Environmental Permit Application Fee.....	7
Article 10 - Shatërvan Area Access Permit Fee (for businesses only).....	7
Article 11 - Vehicle Registration Fee	7
Article 12 - Taxi Permit and Licensing Fees.....	8
Article 13 - Road and Green Space Excavation/Damage Fee	8
Article 14 - General Fees from the Energy and Telecommunications Sector	8
Article 15 - Municipal Vehicle Parking Fee	8
DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT.....	9
Article 16 - General Fees	9
Article 17 - Change of Use of Agricultural Land Charges	9
DEPARTMENT OF INSPECTIONS.....	9
Article 18 - Construction Inspectorate.....	9
Article 19 - Market Inspectorate.....	10
Article 20 - Municipal Inspectorate.....	10
Article 21 - Veterinary Inspectorate.....	10
Article 22 - Sanitary Inspectorate	10
Article 23 - Agriculture Inspectorate	11
DEPARTMENT OF LAND REGISTRY AND GEODETIC SURVEYING	11
Article 24 - General Fees and Charges	11
DEPARTMENT OF URBAN AND SPATIAL PLANNING	16
Article 25 - Construction and Demolition Permit Fees.....	16
Article 26 - Infrastructure Impact Fee.....	16
Article 27 - Increased Density Fee.....	17
Article 28 - Payment of Construction, Demolition, Infrastructure Impact, and Increased Density Fees	17
Article 29 - Exemption from Fees for Construction, Demolition, Infrastructure Impact, and Increased Density	18

Article 30 – Municipal Fee for the Temporary Placement of Various Facilities in Public Spaces	19
Article 31 - Construction Land Development Fee.....	20
DEPARTMENT OF ECONOMY AND FINANCE	20
Article 32 - Miscellaneous Fees	20
Article 33 - Municipal Business Registration Center Fees	20
DEPARTMENT OF HEALTH.....	22
Article 34 - Co-Payment Rates for Primary Health Care Services.....	22
Article 35 - Co-Payment Rates for Primary Dental Care Services.....	23
DEPARTMENT OF EDUCATION AND SCIENCE.....	24
Article 36 - Documents Issued for Use in Foreign Countries.....	24
Article 37 - Adult Learning.....	24
Article 38 - Adult Learning Re-Examinations Past Legal Exam Deadline.....	24
Article 39 - Class Exams	25
Article 40 - Short-Term Courses for Practicing Craft Activities.....	25
Article 41 - Enrollment in Pre-University Education.....	25
Article 42 - Use of Sports Spaces and Facilities of Educational Institutions.....	25
DEPARTMENT OF LABOR AND SOCIAL WELFARE.....	25
Article 43 - Fees	25
DEPARTMENT OF EMERGENCY AND SAFETY.....	26
Article 44 - Fees	26
Article 45 - Minerals and Mining Fees.....	26
CHAPTER III – FINES RELATED TO MUNICIPAL FEES	26
Article 46 - Fines for Non-Declaration of Birth and Death.....	26
Article 47 - Fines for Non-Payment of the Municipal Vehicle Registration Fee	27
Article 48 - Fines for Non-payment of the Municipal Fees for Placing Facilities in Public Spaces	27
Article 49 - Fines for Non-Payment of Municipal Fee for Blocking Secondary Roads.....	27
Article 50 - Payment of Fines and Other Mandatory Issues	27
CHAPTER IV – TRANSITIONAL AND FINAL PROVISIONS.....	28
Article 51 - Attachments.....	28
Article 52 - Transparency in Municipal Fees.....	28
Article 53 - Repeal.....	28
Article 54 - Publication	28
Article 55 - Entry into Force.....	28

CHAPTER I

GENERAL PROVISIONS

Article 1

Purpose

The purpose of this Regulation is to determine the activities subject to municipal fees in the Municipality of Prizren (hereinafter “Municipality”), the amount of municipal fees, the categories exempt from such fees, and the offenses and applicable sanctions for violating the provisions of this Regulation.

Article 2

Scope

The provisions of this Regulation are binding to all natural and legal persons who through any activity are required to pay the municipal fees determined by this Regulation, and to all municipal units applying the provisions of this Regulation.

Article 3

Definitions

3.1. Whenever used in this Regulation, the following terms have the following meanings:

3.1.1. **Municipal Fees** – the fixed and non-refundable amount of payment according to the provisions of this Regulation, paid by natural and legal persons to the authorities of the Municipality in the manner provided in this Regulation, on behalf of:

3.1.1.1. Issuance of certificates and other official documents by the Municipality

3.1.1.2. Administrative services delivered by the Municipality

3.1.1.3. Ownership of motor vehicles in the territory of the Municipality

3.1.1.4. Construction and demolition of buildings, interventions in municipal infrastructure within the municipal territory

3.1.1.5. Use of facilities, space, or other public goods within the municipal territory

3.1.2. **Central Fees** – the dues levied by the Government of the Republic of Kosovo and collected by the Municipality.

3.1.3. **Fiscal Year** – the period from January 1st to December 31st of the same year.

3.1.4. **Fine** – the monetary penalty imposed upon natural and legal persons for violating the provisions of this Regulation.

3.1.5. **Person** – a natural and legal person.

3.1.6. **Natural Person** - the non-business natural person who does not have a registered business activity; and the business natural person who has a business registered under the applicable legislation and conducts regular business activities.

3.1.7. **Legal Person** – the company or any other business organization enjoying legal person status pursuant to the applicable legislation for business organizations, and any other legislation applicable in Kosovo.

3.1.8. **Business Organization** – the general term that includes any of the business organization types established in Kosovo under the Law on Business Organizations or any other law.

CHAPTER II GENERAL FRAMEWORK OF MUNICIPAL FEES

Article 4

General Principles of Municipal Fees

4.1. All municipal fees are determined by this Regulation and any other Municipal regulation.

4.2. All municipal fees are determined pursuant to the principle of non-discrimination and proportionality, according to the applicable provisions of law.

4.3. Municipal fees resulting from actions or services delivered by the municipal authorities are based on the respective expenses incurred by the Municipality.

4.4. Any municipal fee not provided in this Regulation or any other Municipal Regulation cannot be required to be paid.

Article 5

Payment of Municipal Fees

5.1. All municipal fee payments that must be made pursuant to the provisions of this Regulation, are made according to the amounts stipulated in this Regulation and paid in Euro (€).

5.2. All payments over ten Euro (€ 10) are made through banks or licensed financial institutions, through a Payment Order provided by the relevant municipal officer, to the account of the Municipality determined by the Decision of the Mayor.

5.3. All payments under ten Euro (€ 10) are made to the relevant municipal authorities.

5.4. For payments made pursuant to paragraph three (3) of this Article, the Municipality issues the relevant receipt.

5.5. All payments made pursuant to paragraph three (3) of this Article and payments made through electronic kiosks (e-kiosk), are deposited in the account of the Municipality by the end of the day of receipt.

Article 6

Exemption from Municipal Fees

6.1. All categories exempt from paying the municipal fees are determined by this Regulation.

6.2. For any type of exemption from municipal fees determined by this Regulation, the persons benefiting from such exemption are required to provide proof of eligibility.

6.3. For any type of exemption from municipal fees determined by this Regulation, the responsible officers of the Municipality shall attach to the case files the letter providing the legal basis for exemption from payment.

6.4. If any procedure requiring payment of municipal fees is initiated at the request of more than one person, where not all applicants are exempt from paying municipal fees, then the municipal fee shall be paid by the Applicant who is not exempt from payment.

DEPARTMENT OF ADMINISTRATION

Article 7 Certificate and Civil Registry Fees

7.1.	Birth Certificate	€ 1
7.2.	Extract of Birth-Entry	€ 1
7.3.	Marriage Certificate	€ 1
7.4.	Marital Status Certificate	€ 1
7.5.	Certificate of Citizenship	€ 1
7.6.	Certificate of Residence	€ 1
7.7.	Residence Registration / De-Registration Certificate	€ 1
7.8.	Certificate from the Archives	€ 1
7.9.	Family Union Certificate	€ 1
7.10.	Death Certificate	€ 1
7.11.	Declaration of Death	€ 2
7.12.	Civil Marriage Ceremony During Working Hours	€ 10
7.13.	Late registration of birth in health care institutions past the legal deadline of 30 (thirty) days	€ 20
7.14.	Late registration of birth outside health care institutions within the territory of the Republic of Kosovo past the age of 12 years old	€ 20
7.15.	Late registration of birth outside the territory of the Republic of Kosovo not registered in the state of birth	€ 20
7.16.	Late registration of birth of persons who cannot provide any evidence	€ 20
7.17.	Late registration of death in health care institutions within the territory of the Republic of Kosovo	€ 20
7.18.	Late registration of death outside of health care institutions within the territory of the Republic of Kosovo	€ 50
7.19.	Late registration of death outside the territory of the Republic of Kosovo not registered in the state of death	€ 50
7.20.	Late registration of death where birth and death have not been registered	€ 50

7.21.	Correction of Personal Name	€ 2
7.22.	Change of Personal Name	€ 40
7.23.	Change of Personal Name (Restoration of Maiden/Former Name after divorce)	€ 5
7.24.	Cases from the Archives	€ 1
7.25.	Correction and Completion of Archived Documents	€ 2

Article 8

Exemptions from Paying the Application Fee for Certificates and Official Documents

8.1. The following categories are exempt from paying the application fees for certificates and official documents:

- 8.1.1. War Veterans
- 8.1.2. KLA War invalids and relatives of KLA martyrs and missing persons
- 8.1.3. Blind persons
- 8.1.4. Paraplegic and quadriplegic persons
- 8.1.5. Beneficiaries of social assistance schemes

DEPARTMENT OF PUBLIC SERVICES

Article 9

Municipal Environmental Permit Application Fee

9.1. Municipal Environmental Permit Applications are subject to the following application fees:

- 9.1.1 For projects with an investment value of up to €25,000, the fee is €50.
- 9.1.2 For projects with an investment value of over €25,000, the fee consists of 0.2% of the project investment value.

9.2. This fee is determined pursuant to Administrative Instruction (MESP) No. 01/2017 on Issuance of Municipal Environmental Permit

Article 10

Shatërvan Area Access Permit Fee (for businesses only)

10.1. Shatërvan Area Access Permit, for businesses only € 0

Article 11

Vehicle Registration Fee

11.1. Vehicles up to 3.5t € 10

11.2. Vehicles over 3.5t € 20

Article 12

Taxi Permit and Licensing Fees

12.1. Individual taxi permit € 60

12.2. Extension of the taxi permit (annual fee) € 20

12.3. Permit for local operators of passenger transportation (payable every 5 years) € 150

Article 13

Road and Green Space Excavation/Damage Fee

13.1. Asphalt road excavation/damage fee € 20 / m'

13.2. Cobble stone road excavation//damage fee € 10 / m'

13.3. Public green space excavation/damage fee € 0

Article 14

General Fees from the Energy and Telecommunications Sector

14.1 Use of public space for the placement of electric box units and other equipment for energy and telecommunications € 10 / m²
(annual fee)

Article 15

Municipal Vehicle Parking Fee

15.1. Any person who uses the municipal space intended for vehicle parking pays a municipal fee set by the provisions of this Article.

15.2. The municipal vehicle parking fee can be paid both as an hourly or an annual fee.

15.3. The applicable municipal fees for the hourly use of municipal parking are as follows:

15.3.1. Zone I (Historic Zone) – € 0.60 per hour

15.3.2. Zone II (Urban Zone) – € 0.40 per hour

15.3.3. Zone III (Non-Urban Zone) – € 0.30 per hour

15.4. The annual municipal vehicle parking fee schedule is as follows:

15.4.1. Zone I (Historic Zone) – € 2 / m²

15.4.2. Zone II (Urban Zone) – € 0.50 / m²

15.4.3. Zone III (Non-Urban Zone) – € 0.10 / m²

DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT

Article 16 General Fees

- | | |
|--|-----|
| 16.1. Damage assessment of forests, vineyards, orchards, and other agricultural assets | € 0 |
| 16.2. Certificate for agricultural producers in the field of agriculture and hydro-economics | € 0 |

Article 17 Change of Use of Agricultural Land Fees

17.1. The fees for changing the use of agricultural land vary according to the following classifications of the respective land:

- | | |
|--|-------------------------|
| 17.1.1. Change of use of Class 1-4 lands | € 1 / m ² |
| 17.1.2. Change of use of Class 5-6 lands | € 0.75 / m ² |
| 17.1.3. Change of use of Class 7-8 lands | € 0.50 / m ² |

17.2. If the change of use of agricultural land is made in accordance with the spatial plan, compensation shall be applied according to paragraph 1 of this Article.

17.3. For a temporary change of use, the applicable compensation is 20% per square meter according to the schedule of basic charges provided in paragraph 1 of this Article.

17.4. The amount of compensation is determined pursuant to the Administrative Instruction (MAFRD) No. 41/2006 on Change of Use of Agricultural Land.

DEPARTMENT OF INSPECTIONS

Article 18 Construction Inspectorate

- | | |
|---|-----|
| 18.1. Request for inner and outer city inspection, submitted by natural and legal persons | € 0 |
| 18.2. Request to verify the construction stages of individual residential buildings to establish whether construction works are being carried out in accordance with the construction permit | € 0 |
| 18.3. Request to verify the construction stages of collective residential buildings, business facilities, etc. to establish whether construction works are being carried out in accordance with the construction permit | € 0 |
| 18.4. Request for verification of construction stages by protocol to establish whether construction works are being carried out according to the construction permit for public and private buildings, where the Municipality of Prizren is an investor | € 0 |

18.5. Miscellaneous consents from the Construction Sector € 0

Article 19
Market Inspectorate

19.1. Request for inner and outer city inspection, submitted by natural and legal persons € 0

19.2. Request for permission to dispose of goods € 20

19.3. Consent to meeting the minimum technical requirements for individual businesses and business organizations € 15

Article 20
Municipal Inspectorate

20.1. Request for inner and outer city inspection, submitted by natural and legal persons € 0

Article 21
Veterinary Inspectorate

21.1. Request for inner and outer city inspection, submitted by natural and legal persons € 0

21.2. Request for slaughter per bovine head € 5

21.3. Request for slaughter per calf head € 2

21.4. Request for slaughter per swine head, less than 25 kg € 1

21.5. Request for slaughter per swine heads, more than 25 kg € 1

21.6. Ovine and caprine meat per head, less than 12 kg € 0.15

21.7. Ovine and caprine meat per head, more than 12 kg € 0.15

21.8. Request for permission to dispose of goods € 20

21.9. Consent required for business entity licensing € 0

Article 22
Sanitary Inspectorate

22.1. Request for inner and outer city inspection, submitted by natural and legal persons € 0

22.2. Request for permission to dispose of goods € 20

22.3. Consent to meeting the minimum technical requirements for individual businesses and business organizations € 15

Article 23
Agriculture Inspectorate

23.1. Request for inner and outer city inspection, submitted by natural and legal persons	€ 0
23.2. Request for permission to dispose of goods	€ 20

DEPARTMENT OF LAND REGISTRY AND GEODETIC SURVEYING

Article 24
General Fees

The following fees are determined pursuant to Administrative Instruction (MESP) No. 09/2020 on Service Fees for Registration of Immovable Property Rights, Administrative Instruction (MESP) No. 12/2019 on Subdivision and Registration of Parcels, and Administrative Instruction (MESP) No. on Subdivision of Buildings and Parts of Buildings.

24.1. Information from the Kosovo Cadastral Information System

24.1.1. Certificate that the natural or legal person does not own property	€ 3
24.1.2. Certificate of ownership (up to ten pages of printed records)	€ 4
24.1.3. Certificate of ownership (over ten pages of printed records)	€ 20
24.1.4. Copy of the parcel's plan	€ 4
24.1.5. Copy in A3 format with orthophoto (black and white)	€ 4
24.1.6. Copy in A3 format with orthophoto (color)	€ 5
24.1.7. History of the cadastral unit	€ 20
24.1.8. Miscellaneous certificates (free of charge for social assistance beneficiaries)	€ 5

24.2. Geodetic Baseline

24.2.1. Trigonometric Survey (Y, X, H coordinates with description)	€ 5
24.2.2. Connection Point Survey (Y, X, H coordinates with description)	€ 4
24.2.3. Polygonal Survey (Y, X, H coordinates with description)	€ 3
24.2.4. Leveling Survey (Y, X, H coordinates with description)	€ 5
24.2.5. Line Plot Survey (Y, X, H coordinates with description)	€ 2
24.2.6. Detail Survey (Y, X, H coordinates with description)	€ 1

24.3. Digital Format Data

24.3.1. Parcel in digital format - up to 1 ha, per unit	€ 10
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24.3.2.	Parcel in digital format - from 1ha to 2 ha, per unit	€ 20
24.3.3.	Parcel in digital format - from 2 ha to 5 ha, per unit	€ 40
24.3.4.	Parcel in digital format - over 5 ha	€ 60
24.3.5.	Building in digital format	€ 5
24.3.6.	CD – Compact Disc (both for parcels and buildings)	€ 0.50
24.4. Conversion of Parcel Culture		
24.4.1.	Change of a parcel's culture without geodetic surveying	€ 10
24.4.2.	Change of a parcel's culture with surveying shall be conducted according to the fees listed in items 5 and 6 of this Article.	
24.5. Subdivision of Parcels		
24.5.1.	Subdivision of parcel with a surface area of up to 0.50 ha, per unit	€ 80
24.5.2.	Subdivision of parcel with a surface area from 0.50 ha to 1 ha, per unit	€ 90
24.5.3.	Subdivision of parcel with a surface area from 1 ha to 2.5 ha, per unit	€ 120
24.5.4.	Subdivision of parcel with a surface area from 2.5 ha to 5 ha, per unit	€ 140
24.5.5.	Subdivision of parcel with a surface area from 5 ha to 10 ha, per unit	€ 170
24.5.6.	Subdivision of parcel with a surface area over 10 ha, per unit	€ 300
24.5.7.	Subdivision of parcel in urban areas according to the Urban Plan, per unit	€ 150
24.6. Merger of Parcels		
24.6.1.	Merger of two parcels	€ 80
24.6.2.	For any additional parcel along the boundary	€ 35
24.6.3.	Merger of two parcels in urban areas according to the Urban Plan	€ 150
24.6.4.	For any additional parcel along the boundary	€ 70
24.7. Parcel Boundary Stakeout		
24.7.1.	For a parcel with a surface area of up to 0.50 ha	€ 130
24.7.2.	For a parcel with a surface area from 0.5 ha to 1 ha	€ 180
24.7.3.	For a parcel with a surface area from 1 ha to 2.5 ha	€ 220
24.7.4.	For a parcel with a surface area from 2.5 ha to 5 ha	€ 330
24.7.5.	For any additional hectare	€ 100
24.7.6.	For an urban parcel under the Urban Plan	€ 300
24.8. Parcel Boundary Line Adjustment		
24.8.1.	For a parcel with a surface area of up to 50 ha	€ 80
24.8.2.	For a parcel with a surface area from 50 ha to 1 ha	€ 100

24.8.3.	For any other parcel over 1 ha	€ 100
24.9. Special Geodetic Works by Request of Parties		
24.9.1.	In-office identification of cadastral units	€ 10
24.9.2.	On-site identification of cadastral units	€ 30
24.9.3.	Professional consultation (per hour)	€ 10
24.9.4.	Transfer – on-site staking of information for individual buildings from urban plans	€ 1/m²
24.9.5.	Transfer – on-site staking of information for collective residential or business buildings from urban plans	€ 1.50/m²
24.10. Measurement of Buildings		
24.10.1.	Footprint measurement of individual buildings (residential houses) up to 100 m ²	€ 100
24.10.2.	Footprint measurement of individual buildings (residential houses) over 100 m ²	€ 1/m²
24.10.3.	Footprint measurement of collective residential buildings	€ 1.20/m²
24.10.4.	Footprint measurement of residential / business buildings	€ 1.50/m²
24.10.5.	Footprint measurement of governmental and public buildings	1 € m²
24.10.6.	Footprint measurement of sports facilities	1 € /m²
24.10.7.	Footprint measurement of cultural and/or religious buildings	€ 0.50/m²
24.11. Measurement of Building Subdivisions		
24.11.1.	Measurement and sketching of residential units and common areas up to 75 m ² , per unit	€ 80
24.11.2.	Measurement and sketching of residential units and common areas over 75 m ²	€ 1.20/m²
24.11.3.	Space subdivision of residential units and common areas up to 75 m ² , per unit	€ 110
24.11.4.	Space subdivision of space of residential units and common areas over 75 m ²	€ 1.50/m²
24.12. Registration of Ownership Based on Transaction Value		
24.12.1	For transactions up to € 10,000	€ 30
24.12.2	For transactions from € 10,001 to € 50,000	€ 50
24.12.3	For transactions from € 50,001 to € 100,000	€ 70
24.12.4	For transactions from € 100,001 to € 200,000	€ 90
24.12.5	For transactions from € 200,001 to € 500,000	€ 120
24.12.6	For transactions from € 500,001 to € 1,000,000	€ 240
24.12.7	For transactions over € 1,000,000	€ 500
24.12.8	For transactions certified before 1999	€ 50
24.13. Registration of Ownership Based on a Deed of Gift		
24.13.1.	Registration of ownership through a deed of gift to a family member	€ 30

24.13.2.	Registration of ownership through a deed of gift to a person who is not a family member and where property value has not been determined	€ 80
24.13.3.	For the ownership registration of immovable property through a deed of gift, where the property value has been determined and the gift recipient is not a family member, the applicable fee is set in accordance with point 24.12 of this Article.	
24.14. Registration of Ownership Based on Life Care Contract		
24.14.1.	Registration of ownership based on a contract to provide lifelong care for a person who is a family member (for each owner)	€ 30
24.14.2.	Registration of ownership based on a contract to provide lifelong care for a person who is not a family member and where the property value has not been determined	€ 80
24.14.3.	For the registration of ownership based on the Lifelong Care Contract, where the property value has been determined and the caregiver is not a family member, the applicable fee is set in accordance with point 24.12 of this Article.	
24.15. Registration of Ownership Based on the Legal Title of Administrative and Judicial Bodies		
24.15.1.	Registration of ownership rights over immovable property or other property rights based on the Decision of an administrative or judicial body (for each owner).	€ 30
24.16. Registration of Co-Ownership or Joint Ownership		
24.16.1.	Registration of co-ownership or joint ownership for co-owners or joint owners	€ 30
24.16.2.	Registration of joint ownership for spouses	€ 30
24.16.3.	Registration of cadastral unit as part of the building	€ 25
24.16.4.	Registration of joint ownership of collective buildings in co-ownership	€ 0
24.16.5.	Registration of common areas as separate units	€ 0
24.17. Registration of Severance of Co-Ownership or Joint Ownership		
24.17.1.	Registration of ownership based on severance from co-ownership or joint ownership for each co-owner who becomes an individual owner	€ 30
24.18. Registration of Ownership Based on Inheritance and Separation of Family Union		
24.18.1.	Registration of ownership based on inheritance (for each heir)	€ 10
24.18.2.	Registration of ownership based on a Will (for each heir)	€ 20
24.18.3.	Registration of ownership based on the separation of family union, for each family member who becomes an owner	€ 20
24.19. Registration of Ownership Based on Immovable Property Exchange		
24.19.1.	Registration of ownership based on the switch/exchange of immovable property for each owner	€ 40
24.20. Registration, Modification, and Deletion of Mortgage		
24.20.1.	Application (loan) in the amount of up to € 30,000	€ 20

24.20.2.	Application (loan) in the amount from € 200.00 to € 50,000	€ 30
24.20.3.	Application (loan) in the amount from € 50,001 to € 100,000	€ 60
24.20.4.	Application (loan) in the amount from € 100,001 to € 200,000	€ 90
24.20.5.	Application (loan) in the amount from € 200,001 to € 500,000	€ 120
24.20.6.	Application (loan) in the amount from € 500,001 to € 1,000,000	€ 240
24.20.7.	Application (loan) in the amount over € 1,000,000	€ 400
24.20.8.	Modification of registered mortgage	€ 10
24.20.9.	Deletion of registered mortgage	€ 0
24.21. Registration, Modification, and Deletion of Servitude		
24.21.1.	Registration of the servitude for each dominant parcel or person	€ 30
24.21.2.	Modification of servitude	€ 10
24.21.3.	Deletion of servitude from the Immovable Property Registry	€ 20
24.22. Registration of Right-Of-Use – Tenancy		
24.22.1.	Registration of right-of-use – tenancy for every cadastral unit where the owner is the Government or the Municipality, for a duration up to 10 years	€ 10
24.22.2.	Registration of right-of-use – tenancy for every cadastral unit, where the owner is the Government or the Municipality, for a duration from 10 to 40 years	€ 30
24.22.3.	Registration of right-of-use – tenancy for every cadastral unit where the owner is the Government or the Municipality, for a duration from 40-99 years	€ 50
24.22.4.	Registration of lease by a natural or legal person for every cadastral unit for up to 10 years	€ 10
24.22.5.	Registration of lease by a natural or legal person for every cadastral unit for over 10 years	€ 20
24.23. Registration, Modification, and Deletion of Liens and Other Encumbrances		
24.23.1.	Registration of lien on the real estate tax	€ 20
24.23.2.	Registration of security measure (Temporary Restraining Order) where the court or other proceedings are initiated by private action	€ 50
24.23.3.	Registration or modification of security measure (Temporary Restraining Order) where the court or other proceedings are initiated <i>ex officio</i>	€ 0
24.23.4.	Registration of caveat according to the Law on the Establishment of the Immovable Property Rights Register	€ 40
24.23.5.	Registration of bar by a private enforcement agent or by the court in enforcement proceedings for each cadastral unit	€ 30
24.23.6.	Registration of caveat by the caretaker of the immovable property upon concluding the Life Care Contract	€ 20
24.23.7.	Modification of lien or any other encumbrance	€ 10
24.23.8.	Deletion of lien or any other encumbrance	€ 0

24.23.9.	Registration of other immovable property rights not included in the provisions of Administrative Instruction No. 09/2020	€ 50
24.24. Correction of Cadastral Records		
24.24.1.	Correction of cadastral records found to have been incorrectly registered because of documentation submitted by the Party	€ 30
24.24.2.	Correction of cadastral records found to have been incorrectly registered due to an error by MCO or ACA officers	€ 0
24.24.3	Correction of “KCID” identification number in the personal number of the owners	€ 0
24.26. Administrative Services		
24.26.1	Registration, change (transfer), or deletion of the new possessor or immovable property rights	€ 20

DEPARTMENT OF URBAN AND SPATIAL PLANNING

Article 25

Construction and Demolition Permit Fees

25.1. Any person who intends to engage in building construction or demolition, must pay a municipal fee to obtain the relevant construction or demolition permit, as follows:

25.1.1. Construction permit for construction works measured in square meter (m²) for Category I – **€ 4.19 per square meter (€/m²)**

25.1.2. Construction permit for construction works measured in square meter (m²) for Category II – **€ 4.19 per square meter (€/m²)**

25.1.3. Construction permit for construction works measured in square meter (m²) for Category I – **€ 4.19 per square meter (€/m²)**

25.1.4. Construction permit for construction works measured in square meter (m²) for Category II – **€ 4.19 per square meter (€/m²)**, and

25.1.5. Demolition permit for construction works measured in square meter (m²) – **€ 4.19 per square meter (€/m²)**

Article 26

Infrastructure Impact Fee

26.1. Any person who constructs a new building or substantially rehabilitates an existing building, thereby directly affecting the municipal infrastructure and where such action requires the creation, improvement, repair, or expansion of affected infrastructure, pays a municipal infrastructure impact fee.

26.2. The municipal infrastructure impact fee is assessed based on the list of expenditures for different types of infrastructure, as follows:

- 26.2.1. Road excavation
- 26.2.2. Installation of water supply and sewerage pipes
- 26.2.3. Extension of underground utility network by KEDS
- 26.2.4. Extension of underground utility network by Telekom, Vala, Ipko
- 26.2.5. Extension of cable utility network by different operators
- 26.2.6. Rehabilitation of city parks and squares
- 26.2.7. Road pavement with asphalt
- 26.2.8. Street and sidewalk pavement with cobblestones
- 26.2.9. Rehabilitation of city bridges

26.3. The municipal infrastructure impact fee is calculated based on the building's gross surface area per square meter (m²) according to the technical documentation – main design, which has been approved and permitted for construction.

26.4. Following the assessments, the Municipality shall enter into a written agreement with the Applicant on a construction permit for the construction of infrastructure.

Article 27

Increased Density Fee

27.1. Any person who constructs a new building or substantially rehabilitates an existing building, thereby causing an increase in the number of housing units in the Municipality, pays a municipal fee for increased density, in the amount of € 0.50 per capita.

Article 28

Payment of Construction, Demolition, Infrastructure Impact, and Increased Density Fees

28.1. Payment of municipal fees for construction, demolition, and increased density is administered according to Administrative Instruction (MESP) No. 06/2017 on Setting Procedures for Submission and Review of Applications for Terms of Construction, Construction Permits, and Demolition Permits for Category I and II of Constructions, or any subsequent legislation.

28.2. Municipal infrastructure impact fees in the amount up to € 40,000 must be paid within thirty (30) days from the date of approval of the relevant permit application and neither construction nor demolition action can be performed without payment of this municipal fee.

28.3. Municipal fees for construction, demolition, infrastructure impact, and increased density, in the amount over € 40,000 can be paid in three (3) installments over 12 months, starting from the Receipt Date of the construction permit, as follows:

- 28.3.1. First Installment – payment of 40% of the fee,
- 28.3.2. Second Installment – payment of 30% of the fee, and
- 28.3.3. Third Installment – payment of 30% of the fee.

28.4. Municipal fees for construction, demolition, infrastructure impact, and increased density, in the amount of over one hundred thousand Euro (€ 100,000) can be paid in four (4) installments over 24 months, starting from the Receipt Date of the construction permit, as follows:

- 28.4.1. First Installment – payment of 30% of the fee,
- 28.4.2. Second Installment – payment of 25% of the fee,
- 28.4.2. Third Installment – payment of 25% of the fee, and
- 28.4.3. Fourth Installment – payment of 20% of the fee.

28.5. For the implementation of paragraphs 3 and 4 of this Article, the Municipality and the construction permit Applicant have to appear before a Notary and enter into a Special Agreement, which determines that the payment of the first installment is to be made within one (1) month from the Conclusion Date of the Agreement and the construction permit Applicant has to provide a bank guarantee to the Municipality, for the payment of subsequent installments.

28.6. In case of non-payment of the first installment according to the Agreement concluded pursuant to paragraph 4 of this Article:

- 27.6.1 The Municipality does not issue a construction or demolition permit to the Applicant; or
- 27.6.2. The Municipality collects the full amount outstanding by the Applicant through the bank guarantee and then issues the construction or demolition permit.

28.7. Calculation of the amount of payment of contributions for the development of construction land and other procedures until the technical acceptance of buildings that were constructed or provided with a construction permit before the entry into force of Law No. 04/L-110 on Construction, dated 31 May 2012, is made by the Department of Urban and Spatial Planning, based on the technical documentation, respectively the amounts in the Bill of Quantities attached to the design submitted to this body, determining the amount to be charged to the investor.

28.8. Buildings that were constructed and procedures that were applied in accordance with Law No. 04/L-110 on Construction, dated 31 May 2012, and the relevant Administrative Instructions that govern these processes, shall be treated in full compliance with the applicable law and provisions of the Law on Treatment of Constructions Without Permit (Legalization).

Article 29

Exemption from Fees for Construction, Demolition, Infrastructure Impact, and Increased Density

29.1. The following construction categories are exempt from paying the application fees for construction, demolition, infrastructure impact, and density increase:

- 29.1.1. Constructions funded by the Budget of the Republic of Kosovo
- 29.1.2. Constructions funded by donations or public interest guarantees following the applicable legislation for public finance management
- 29.1.3. Constructions of individual housing buildings (houses up to 100 m²) built exclusively with donations, for beneficiaries of social assistance schemes
- 29.1.4. Rehabilitations of damaged buildings due to war, social unrest, or *force majeure*

29.1.5. Constructions of educational, cultural, religious, sports, health facilities, and recreational centers, built with budget funds, community investments, or donations, as well as other facilities of public interest built by domestic or foreign donors.

Article 30

Municipal Fee for the Temporary Placement of Various Facilities in Public Spaces

30.1. Any person who places various types of facilities in public spaces, shall pay a municipal fee as follows:

30.1.1. Placement of a temporary facility or any other (mobile) modular building for commercial activity purposes:

	Zone I	Zone II	Zone III
Monthly payment for facilities up to 10m ² – per square meter (m ²)	€ 0.40	€ 0.20	€ 0.05
Monthly payment for facilities over 10 m ² – per square meter (m ²)	€ 1	€ 0.60	€ 0.30

30.1.2. Setting up service tables in front of the facility where the commercial activity is exercised:

	Zone I	Zone II	Zone III
Monthly payment per square meter (m ²)	€ 0.20	€ 0.10	€ 0.05

30.1.3. Installation of static generators in public spaces, for generators over 2m²:

	Zone I	Zone II annual	Zone III
Annual payment per square meter (m ²)	€ 50	€ 20	€ 10

30.1.4. Placement of a temporary facility or any other modular building for recreational purposes (e.g., trailer, children’s entertainment, etc.):

	Zone I	Zone II annual	Zone III
Monthly payment for spaces over 10 m ² – per square meter (m ²)	€ 0.20	€ 0.10	€ 0.05

30.1.5. Placement of a temporary facility or any other modular building (e.g., kiosk, barrack, garage, etc.)

	Zone I	Zone II	Zone III
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Monthly payment for barracks and garages – per square meter (m ²)	€ 4.00	€ 3.00	€ 1.00
Monthly payment for kiosks – per square meter (m ²)	€ 6.50	€ 4.00	€ 1.50

Article 31
Construction Land Development Fee

31.1. The Decision on determining the administrative fee for issuing construction permits and applicable fees for infrastructure development in the territory of the city of Prizren, approved by the Ministry of Environment and Spatial Planning, shall apply accordingly.

DEPARTMENT OF ECONOMY AND FINANCE

Article 32
Miscellaneous Fees

32.1. Certificate of economic status	€ 0
32.2. Visa certificate for all countries	€ 0

Article 33
Municipal Business Registration Center Fees

33.1. Fees applied by KBRA-MBRC for Business Organizations are based only on the type of service provided by KBRA and may not be based in any way on the turnover value or the capital of the Business Organization.

33.2. According to the applicable laws, the types of Business Organizations that are established and those that may be established in the Republic of Kosovo, are subject to paying the following fees:

33.2.1. Fees for Joint Stock Companies, Limited Liability Companies, General Partnerships, Branches of Foreign Business Organizations, and Agricultural Cooperatives:

2.1.1. Alignment or complete update of the charter or memorandum	€ 10
2.1.2. Initial business registration	€ 0
2.1.3. Business dissolution application	€ 0
2.1.4. Business unit registration and any change thereof	€ 10
2.1.5. Registration of the official business and trade name	€ 0
2.1.6. Transfer of the official business and trade name	€ 0
2.1.7. Changes to authorized persons (authorized representative, director, and board of directors)	€ 0

2.1.8. Change of address and business name	€ 10
2.1.9. Change of owner, capital, and stock value	€ 10
2.1.10. Change of business activity	€ 10
2.1.11. Change of business type; merger or division of the business	€ 10
2.1.12. Change of number of employees, residential address of the owner or authorized representative, and business telephone number	€ 0
2.1.13. Copy (duplicate) of the business certificate or with a new date	2 €
2.1.14. Copy (duplicate) of the business dissolution certificate	€ 0
2.1.15. Confirmation regarding the business, owner, or director	€ 2
2.1.16. Certification (stamping) of authentic copies of documents (per page)	€ 0.50
2.1.17. Business information: business history or photocopy of business documents (per page)	€ 0.20
2.1.18. Issuance of electronic information of 10KB (per page)	€ 0

Individual Business and General Partnership Fees:

2.2.1. Initial business registration	€ 0
2.2.2. Business dissolution application	€ 0
2.2.3. Change of address and business name	€ 5
2.2.4. Changes to authorized persons (authorized representative or other)	€ 0
2.2.5. Unit registration and any change thereof	€ 5
2.2.6. Change of business type from individual business (IB) to general partnership (GP) or vice versa	€ 5
2.2.7. Change of number of employees, residential address of owner or authorized persons and business telephone number	€ 0
2.2.8. Copy (duplicate) of the business certificate or with a new date	€ 2
2.2.9. Copy (duplicate) of the business dissolution certificate	€ 0
2.2.10. Confirmation regarding the business, owner, or director	€ 2
2.2.11. Certification (stamping) of authentic copies of documents (per page)	€ 0.50
2.2.12. Business information: business history or photocopy of business documents (per page)	€ 0.20
2.2.13. Issuance of electronic information of 10KB (per page)	€ 0

32.2.3 These fees are determined pursuant to the Administrative Instruction (MESP) No. 11/2018 on Determining the Fees for Services Provided by KBRA.

DEPARTMENT OF HEALTH

Article 34

Co-Payment Rates for Primary Health Care Services

No.	Type of Service	€
1	Medical examination by the general practitioner at MFMC, FMC, or FMA, without laboratory and additional diagnostic testing	1
2	Specialist examination by the family medicine physician at the MFMC, FMC, or FMA	2
3	Specialist examination at MFMC, FMC with referral by the family physician	2
4	Specialist examination at MFMC, FMC without referral by the family physician	5
5	Examination at home, except in emergencies	6
6	Medication from the list of essential medicines, provided at public pharmacy	0.3
7	Standard ultrasound	2
8	X-ray	2
9	ECG	0.5
10	Laboratory tests (blood and urine)	1
11	Laboratory tests (comprehensive)	3
12	Determination of blood sugar level with glucometer at request of service user	1
13	Administration of intramuscular injection at home, except in emergencies	1
14	Administration of intravenous injection at home, except in emergencies	1
15	Treatment of wounds with sutures and cleansing until healing (only on first visit)	3
16	Daily infusion treatment in health care institution	1
17	Medical certificate issued at request of health service user for employment	15
18	Medical report, certificate, or other document requested by health care receivers	5
19	Provision of health services during sports activities, etc. (per hour)	25
20	Medical certificate for enrollment in the university and other levels of education (over the age of 26 years old)	10
21	Certificate of psychophysical assessment of spouses for child adoption	50
22	Health certificate/card of psychophysical assessment of amateur athletes (over the age of 26 years old)	10

Co-payment rates for health services for foreign nationals and foreign insurance holders are 5 times higher than for Kosovo residents.

Article 35
Co-Payment Rates for Primary Dental Care Services

No.	Type of Service	€
1	First dental visit	1
2	Dental X-ray	1.5
3	Permanent amalgam filling	4
4	Permanent composite filling	5
5	Biological tooth treatment with permanent filling (amalgam or composite)	5
6	Vital pulp amputation with permanent filling (amalgam or composite)	6
7	Vital pulp extirpation with permanent filling (amalgam or composite)	6
8	Mortal pulp amputation with permanent filling (amalgam or composite)	6
9	Mortal pulp extirpation with permanent filling (amalgam or composite)	6
10	Infected root canal therapy with permanent filling (amalgam or composite)	6
11	Conservative tooth reconstruction with permanent filling	6
12	Root canal filling revision	1
13	Teeth fluoridation by session	1
14	Fissure sealing	1
15	Removal of soft dental deposits	1
16	Removal of hard dental deposits (removal of tartar using ultrasonic tips)	3
17	Periodontal pocket curettage (per tooth)	1
18	Tooth extraction	1.5
19	Intra and extra-oral photograph	1.5
20	Crown removal by cutting	1
21	Denture repair (adhesion)	1.5
22	Splints (tooth fixation)	7
23	Selective tooth decoration	1
24	Surgical tooth extraction	4
25	Levels of alveolar distraction	6
26	Apicoectomy	12
27	Sinuplasty	12
28	Frenectomy	2
29	Partial or complete dentures, resin	20

30	Denture repair (adhesion)	2
31	Replacement of missing tooth in denture (up to three teeth)	3
32	Direct or indirect denture relining	3
33	Active orthodontic appliance	25
34	Orthodontic appliance repair	3
35	Space maintainer	6
36	Medical certificate issued at request of health care receivers	18

Co-payment rates for health services for foreign nationals and foreign insurance holders are 5 times higher than for Kosovo residents.

DEPARTMENT OF EDUCATION AND SCIENCE

Article 36

Documents Issued for Use in Foreign Countries

36.1.	Certificate for child benefits	€ 2
36.2.	Certificate of student grades and attendance	€ 3
36.3.	Completion and stamping of forms issued by international educational institutions and diplomatic missions	€ 5

Article 37

Adult Learning

37.1.	Annual tuition	€ 100
37.2.	Professional practice	€ 50
37.3.	Differential exam	€ 10
37.4.	Final class exams (internal evaluation and issuance of certificate)	€ 30
37.5.	Diploma of completion of education	€ 50
37.6.	Written and oral exam	€ 10
37.7.	Oral exam	€ 8

Article 38

Adult Learning Re-Examinations Past the Legal Exam Deadline

38.1.	Professional practice	€ 15
38.2.	Written and oral exam	€ 10
38.3.	Oral exam	€ 8

Article 39
Class Exams

39.1. Professional practice	€ 10
39.2. Written and oral exam	€ 8
39.3. Oral exam	€ 6

Article 40
Short-Term Courses for Practicing Craft Activities

40.1. Tuition	€ 100
40.2. Professional practice (practical modules of the profession)	€ 60
40.3. Professional theory (technology of the profession)	€ 20
40.4. General theory (mathematics of the profession, entrepreneurship, language and communication, information technology)	€ 40

Article 41
Enrollment in Pre-University Education

41.1. Application for enrollment in 10th grade	€ 5
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Article 42
Use of Sports Spaces and Facilities of Educational Institutions

42.1. Outdoor sports space	€5/per hour; €20/per day
42.2. Indoor sports space/hall	€10/per hour; €50/per day

DEPARTMENT OF LABOR AND SOCIAL WELFARE

Article 43
Fees

43.1. Certificate of release from Kosovo citizenship	€ 0
43.2. Certificate of acceptance of Kosovo citizenship	€ 0
43.3. Certificate that the person is not under guardianship	€ 0
43.4. Certificate that the person is not a beneficiary of social assistance	€ 0

43.5. Family reunion certificate	€ 0
43.6. Weapons carry certificate	€ 0
43.7. Any other certificate	€ 0
43.8. Application for the late registration of birth	€ 0

DEPARTMENT OF EMERGENCY AND SAFETY

Article 44

Fees

44.1. Approval/consent on site (fuel station, gas station, hazardous materials warehouse)	€ 50
44.2. Approval/consent that project's draft documents meet the construction requirements of fire and natural disaster safety measures (high-rise and commercial construction)	€ 30
44.3. Approval/consent to meeting the minimum technical requirements for exercising the activity	€ 15

Article 45

Mines and Minerals Fees

Law No. 04/L-158 on Amending and Supplementing the Law No. 03/L-163 on Mines and Minerals, Law No. 03/L-163 on Mines and Minerals, and the applicable Administrative Instructions shall be implemented in this area.

CHAPTER III FINES RELATED TO MUNICIPAL FEES

Article 46

Fines for Non-Declaration of Birth and Death

46.1. Any responsible natural person failing to declare the birth of a child in the territory of the Municipality within thirty (30) days from the date of birth, commits a minor offense and is subject to a fine of € 20 imposed by the Municipality.

46.2. Any responsible natural person failing to report the death of a person registered as a resident in the Municipality within thirty (30) days from the date of death of the person inside the Republic of Kosovo, or within six (60) days for deaths occurring outside the Republic of Kosovo, commits a minor offense and is subject to a fine of € 50 imposed by the Municipality.

46.3. Any manager of a hospital, prison, re-education institution, and any other relevant institution, failing to report the death of a person registered as resident in the Municipality within (5) days from the date of death that occurred in their institutions, commits a minor offense and is subject to a fine of € 50 imposed by the Municipality.

Article 47

Fines for Non-Payment of the Municipal Vehicle Registration Fee

47.1. Any natural person failing to pay the annual municipal vehicle registration fee set by Article 11 of this Regulation, commits a minor offense and is subject to a fine imposed by the Municipality of ten Euro (€ 10).

47.2. Any business organization operating as an individual business, failing to pay the annual municipal vehicle registration fee set by Article 11 of this Regulation, commits a minor offense and is subject to a fine imposed by the Municipality of thirty Euro (€ 30).

47.3. Any business organization or other legal person that does not operate as an individual business, failing to pay the annual municipal vehicle registration fee set by Article 11 of this Regulation, commits a minor offense and is subject to a fine imposed by the Municipality of hundred Euro (€ 100).

Article 48

Fines for Non-payment of the Municipal Fee for Temporarily Placing Facilities in Public Spaces

48.1. Any person failing to pay the municipal fee for the temporary placement of various facilities in public spaces as set by this Regulation, exceeding the value of one hundred Euro (€ 100), commits a minor offense and is subject to a fine imposed by the Municipality in the following manner:

48.1.1. Individuals and business organizations registered as individual businesses – fifty Euro (€ 50), and

48.1.2. Other business organizations – one hundred Euro (€ 100).

Article 49

Fines for Non-Payment of the Municipal Fee for Blocking Secondary Roads

49.1. Any person failing to pay the municipal fee for blocking secondary roads as set by this Regulation, commits a minor offense and is imposed a fine in the following manner:

49.1.1. Natural persons and business organizations registered as individual businesses – thirty Euro (€ 30)

49.1.2. Legal persons – one hundred Euro (€ 100).

Article 50

Payment of Fines and Other Mandatory Issues

50.1. Fines determined by this Regulation must be paid within fifteen (15) days from the date of their imposition, but not later than ninety (90) days from the date of their imposition.

50.2. In case the fine imposed by this Regulation is paid within thirty (30) days, the offender is liable to pay only fifty percent (50%) of the amount of fine imposed.

50.3. The person subject to penalty by fine imposed according to the provisions of this Regulation has the right to appeal, according to the deadlines and procedures provided in the applicable legislation governing the general administrative procedure.

50.4. Minor offense proceedings will be conducted by the Municipality in accordance with the applicable legislation on minor offenses.

CHAPTER IV TRANSITIONAL AND FINAL PROVISIONS

Article 51 Attachments

51.1. The following are attached to this Regulation:

51.1.1. Attachment No. 1 listing in tabular form all municipal fees determined according to the provisions of this Regulation

51.1.2. Attachment No. 2 listing in tabular form all central fees determined by the Government of the Republic of Kosovo, and

51.1.3. Attachment No. 3 listing other administrative services.

Article 52 Transparency in Municipal Fees

The Municipal Assembly updates Attachment No. 2 of this Regulation by Decision and publishes it whenever the Government of the Republic of Kosovo or any independent agency changes the existing central fees or introduces any other fee.

Article 53 Repeal

Upon entry into force of this Regulation, the Regulation (indicate the name of Regulation to be repealed) is repealed.

Article 54 Publication

This Regulation is published on the website of the Municipality and the Official Gazette of the Republic of Kosovo.

Article 55 Entry into Force

This Regulation enters into force on _____.