



Investor's Guide

In order to be able to implement an investment project in the Municipality of Wałbrzych the potential investor should:

STAGE I – OBTAIN A DEVELOPMENT CONSENT or a PUBLIC PURPOSE PROJECT IMPLEMENTATION CONSENT

Such decisions are issued by the Mayor of the City of Wałbrzych. Appropriate application forms may be obtained from the **Municipal Office in Wałbrzych, Department of Spatial Planning and Environment, ul. Matejki 1, room 34 (2nd floor)**.

Please note: A development permit or a public purpose project implementation permit must be obtained if no local development plan exists for each building construction project on which the building law imposes the obligation to obtain a planning permission, as well as in case of an intended change in the use of a building structure or its part.

STAGE II - ACQUIRE LAND

Land in possession of the Wałbrzych Municipality is obtained by purchasing it or by otherwise acquiring the right to dispose of a property for building purposes (perpetual usufruct, lease).

All matters relating to land acquisition are handled by the **Department of Municipal Assets Management of the Municipal Office in Wałbrzych, ul. Matejki 1, room 18 (1st floor)**.

Land use is determined in local development plans, or if they are unavailable, in development permits or public purpose project implementation permits.

Any person has the right of inspect to the local development plan and may obtain a copy and extract, for which an administrative charge is levied.

Extracts from the local development plan may be obtained from the **Department of Spatial Planning and Environment, ul. Matejki 1, room 34 (2nd floor)**.

STAGE III – PREPARE A DESIGN

A building design, to be appended to the planning permission application, should be prepared by a person possessing building qualifications to draw up designs in a given speciality and being a member of an appropriate chamber of the professional self-government. A building design should contain all the required opinions, decisions, permits and other documents specified in special regulations.

STAGE IV – ACQUIRE A PLANNING PERMISSION

Planning permissions are issued by the Starost of the Wałbrzyski Powiat. Planning permission applications are available from the **General Office of the Powiat Starost's Office, Wałbrzych al. Wyzwolenia 24, room 16 (ground floor)**. The application should be accompanied by a building design (4 copies), a statement of possession of the right to dispose of the property for building purposes, and a development permit or a public purpose project implementation permit if this is required.

STAGE V – COMMENCE PROJECT IMPLEMENTATION

Project implementation may be commenced on the basis of a final planning permission or a notification of construction work for which no planning permission is required. The notification should be filed with the **Starost of th Włabrzyski Powiat**.

The investor is obliged to report the intended date of commencement of construction work for which a planning permission is required to the authority referred to above, to the **Powiat Building Inspector in Wałbrzych, al. Wyzwolenia 22, room 335 (3rd floor)** and to the designer supervising the compliance of the project implementation with the design, at least seven days prior to such commencement.

STAGE VI - PLACE A STRUCTURE IN SERVICE

Permits to use a structure are issued by the Powiat Building Inspector.

After project completion the investor should:

- a) submit a notification of project completion and the intention to begin operating (where a permit to use is not required);
- b) submit a notification of project completion and an application for a permit to use (where the obligation to obtain such a permit was imposed in the planning permission).