

**Datasheet for business formalities.**

**Technical Assistance for Business Regulation Review and Rationalization in Lao PDR**

REGISTRATION DATA		
<b>Name of formality</b>	<b>Permit to Construct a Building Structure</b>	
<b>Type of formality</b>	Permit	
<b>Formality Code</b>	<b>Date of last modification</b>	<b>Responsible Authority</b>
VCPG-PWTD-7	11.01.2018	Public Work and Transportation Department

BACKGROUND DATA	
<b>Means of presentation</b>	At the Authority Offices
<b>Specific sector linked to the formality</b>	All sectors
<b>Purpose for enforcing the business formality</b>	Construction work may cause any impact on environment and neighbouring communities, therefore, it is necessary to manage and control those construction works. Also, it is necessary to manage and control the construction work in order to ensure safety of all the constructed buildings.
<b>Who should complete this business formality?</b>	Any person or legal entity that intends to construct any buildings or structures that include construction of a new building; big reparation (including dismantling and removal of any building structures); soil excavation and soil filling for the construction purpose; and installation of poles and advertisement signage.
<b>The formality has online information?</b>	NO
<b>Link to online information</b>	
<b>The formality has an application form?</b>	YES
<b>Any additional comment concerning the formality</b>	1. Formality for Construction Level I - the construction that has minimal impacts on environment or neighbouring community shall be issued by the District Office of Public Works and Transportation; while the Formality for Construction Level II - the construction that has moderate to high impacts shall be issued by the Provincial Department of Public Works and Transportation; 2. The relevant authority will inspect the construction site twice before the completion of all construction to give advice; 3. Once the construction is completed, the applicant shall notify the relevant authority in writing not later than 15 days to conduct final inspection before issuance the confirmation letter to assure the construction completion.

REQUIREMENTS AND SUPPORTING EVIDENCE		
<b>Time it takes to the</b>	30	After receipt of the application package, the authority will conduct

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REQUIREMENTS AND SUPPORTING EVIDENCE	
<b>authorities to process the formality</b>	site inspection and if the application package is incomplete or the construction plan does not meet the technical standards, the authority will inform the applicant within 7 working days. Then, after the completeness of all the required application package, this Formality shall be issued within 30 working days thereafter.
<b>Qualifications needed by the business to get the formality</b>	Construction plan shall be made pursuant to the technical standards and in compliance with urban planning and other related regulations (i.e. land use urban planning, architectural requirements and other requirements).
<b>Is there any reason for the authority to deny the issuing of the formality?</b>	Deny in the case that the applicant cannot meet the required qualification or conditions defined under the law.

RENEWAL INFORMATION	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
YES	3
<b>What is the process and conditions to renew the formality?</b>	This Formality shall be valid for 3 months so the construction shall be undertaken within that timeframe. This Formality can only be renewed twice before it will be void.

ISSUING FEES				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	0.00	200000.00	0.00	200000.00
<b>Comments</b>	Reference: Authority's written confirmation. Fee is collected depending on type and size of the building structure.			

RENEWAL FEES				
<b>Has renewal fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Renewal fees businesses need to disburse</b>	<b>Total renewal fees businesses need to disburse</b>
NO	0.00	0.00	0.00	0.00

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RENEWAL FEES	
Comments	

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Order on the Management of Construction Activity	7681/ຄຂປກ	29.06.2005	
Law on Urban Planning	03/99/ສພຊ	03.04.1999	Chapter 4 Permit and Management of Construction Article 27 to Article 29
Law on Construction	05/ສພຊ	26.11.2009	Part II Construction Activity Chapter 4 Construction Permit Article 24 to Article 26

REQUIRED DOCUMENTS	
Document Name	Comment
Request Letter	
Site Inspection report	
Certificate to confirm Land Ownership	
Contract with Neighborhood	
Environmental and Social Impact Assessment	ໃບຢັ້ງຢືນປະເມີນຜົນກະທົບຕໍ່ສິ່ງແວດລ້ອມ (ອີງຕາມຄວາມຈໍາເປັນ)
Construction Layout	ແຜນຜັງທີ່ຕັ້ງ ແລະ ຮູບຖ່າຍຂອງສະຖານທີ່ຈະປຸກສ້າງ, ແຜນຜັງລວມ (ແຕ້ມລະບົບລະບາຍນໍ້າເປື້ອນ, ນໍ້າຝົນ ແລະ ສິ່ງກໍ່ສ້າງທີ່ມີຢູ່ອ້ອມຂ້າງອາຄານຈະປຸກໃໝ່ ຫຼື ຖ້າເປັນການສ້ອມແປງມີການຕໍ່ເຕີມອາຄານ ຕ້ອງແຕ້ມອາຄານຫຼັງທີ່ຈະຕໍ່ເຕີມໃສ່ນໍ້າ) ແຜນຜັງສະຖາປັດຕະຍະກໍາ ແລະ ເຕັກນິກ ຊຶ່ງອອກແບບໂດຍບໍລິສັດສໍາຫຼວດອອກແບບເຄຫາສະຖານ ທີ່ຖືກຕ້ອງຕາມກົດໝາຍ
Address Certification	ໃບຢັ້ງຢືນທີ່ຢູ່ຂອງຜູ້ຂໍອະນຸຍາດປຸກສ້າງ

STATISTICS (Issue or/and renewed number)
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<b>STATISTICS (Issue or/and renewed number)</b>		
<b>Year</b>	<b>Issued</b>	<b>Renewed</b>
2017	290	0
2016	345	0

<b>LIST OF ATTACHED DOCUMENTS</b>		
<b>Name of document</b>	<b>Type of document</b>	<b>File of document</b>
ໃບສະເໜີຂໍອະນຸຍາດປຸກສ້າງ	Application form	59c9b51b3c32a.pdf