

BUILDING WORKS LICENSE

Dear Mr.

Mayor of the Municipality of Arganil

Applicant:					
Name:					
Address:					
Parish:			Post Code:		
Tax No.:			Mobile No.:		
Town:			Email:		
Capacity:	Owner	Usufructuary	Tenant	Superficiary	Other
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Request:	
Pursuant to subparagraphs (c), (a), and (i) of paragraph 2 of Article 4 of Decree-Law No. 555/99 of 16 December, as amended (<i>Regime Jurídico da Urbanização e da Edificação – RJUE</i>), I hereby request a building works licence for the property identified below:	
Address:	
Town:	Parish:
Land Registry Office:	Land Registry No.:
Registered in the land register under article(s):	
Units:	Type of Work ^{a)} :
^{a)} To be completed in accordance with paragraph 2 of Article 4 of the RJUE	
<input type="checkbox"/> Submission of the necessary opinions for the assessment of the application	

List of Documents:	
Building Works Licence Application (Ordinance No. 71-A/2024 of 27 February) ANNEX I INSTRUCTIONAL ELEMENTS I	
<input type="checkbox"/>	1-Access code for the permanent land registry certificate for the property(ies) concerned by the urban development; or, if not available, the corresponding negative land registry certificate.
<input type="checkbox"/>	2- Delimitation of the area concerned and its surrounding context on a location plan provided by the municipality, or on a plan at 1:1,000 scale, indicating the geographical coordinates of the site's boundaries using the coordinate system adopted by the council. May be substituted by identification via the municipal GIS platform or equivalent.

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<input type="checkbox"/>	<p>3-Plans including extracts from the constituent maps of the applicable territorial planning instruments, showing the boundaries of the area subject to the operation and its surrounding context, at the same scale as the planning instrument or larger, with geographical coordinates of the urban development area's boundaries, using the coordinate system adopted by the municipality. May be replaced by identification of the location via the municipality's GIS platform, including, where applicable, extracts and legend of:</p> <p>a) Zoning, land-use or implementation maps, as applicable;</p> <p>b) Constraint maps from intermunicipal and municipal plans.</p>
<input type="checkbox"/>	<p>4-Topographic survey (at 1:200 scale, or 1:500 for subdivisions), when there are changes to site topography or building footprint, showing the site and its area, adjacent public spaces (roads, footpaths, parking, trees, infrastructure, street furniture, etc.).</p>
<input type="checkbox"/>	<p>5-Site plan drawn over the topographic survey (if required), showing proposed construction, impermeable areas, materials used, and any changes to public space.</p>
<input type="checkbox"/>	<p>6-Descriptive and justificatory report that describes the project and justifies the choices made, demonstrating compliance with the applicable legal and regulatory standards, containing:</p> <p>a) Identification of the area subject to the application and description of the territorial context in which it is located;</p> <p>b) Characterisation of the urban development operation, which must mandatorily include:</p> <p>i) Usage programme of the buildings, where applicable, including the area allocated to the various uses;</p> <p>ii) Areas designated for green spaces and collective use, infrastructure, facilities, and public housing, at controlled costs or for affordable rent, where planned, specifying obligatorily:</p> <p>a) The criteria followed for the sizing of infrastructure, spaces for facilities, green and other collective use spaces, parking, and public housing at controlled costs or for affordable rent;</p> <p>b) Demonstration of compliance with sizing parameters for green and collective use spaces, road infrastructure, facilities, and public housing at controlled costs or for affordable rent;</p> <p>c) When applicable, the grounds for total or partial exemption from the transfer to municipal domain of the areas intended for the purposes mentioned above, under the applicable territorial plans;</p> <p>iii) Solution adopted for the operation of water supply, electricity, sanitation, gas, and telecommunications networks and their connection to the main networks, where applicable;</p> <p>iv) Road structure adopted, specifying areas designated for roads, accesses, and vehicle parking, including those planned within built structures, where applicable;</p> <p>c) Contextualisation of the proposal within the applicable territorial plans, detailing:</p> <p>i) The classes and categories of land present in the intervention area;</p> <p>ii) Identification of other land-use rules applicable to the intervention area;</p> <p>iii) Identification of each parameter, index, and other urban criteria provided for in the applicable territorial plan, as well as a duly substantiated and detailed demonstration of compliance with each, with explicit reference to the article of the regulation in which it is established;</p> <p>d) Contextualisation of the proposal within the set of administrative easements and public utility restrictions applicable to the intervention area:</p> <p>i) Identification of each constraint affecting the urban development operation, accompanied, where applicable, by a drawing showing its cartographic representation;</p>

- ii) Demonstration of the adequacy of the urban development operation regarding the land-use regime resulting from each constraint affecting the operation, with explicit reference to the legal statute where it is set forth;
- e) Contextualisation of the proposal within other applicable legal and regulatory standards, for the purposes of articles 20 and 21 of the RJUE;
- f) Justification of the technical choices and of the urban and landscape integration of the operation within the surroundings of the intervention area, including mandatorily how the urban development operation relates to:
 - i) The morphology and urban fabric of the surroundings;
 - ii) Elements of patrimonial, archaeological, historical, and cultural relevance occurring in the surroundings;
 - iii) Public use spaces in the surroundings;
 - iv) Public roads, infrastructures, and existing facilities in the surroundings, and, when dealing with a subdivision operation or an operation of relevant impact or similar to subdivision, demonstration of the sufficiency of the road network or proposal for its reinforcement through urbanisation works;
 - v) The sizing of infrastructure networks, demonstrating their adequacy to serve the needs arising from the use of the buildings foreseen in or to be constructed following the urban development operation, or proposing their reinforcement through urbanisation works;
- g) Synoptic table identifying all quantitative elements necessary to demonstrate compliance with the urban parameters and indices set out in the applicable territorial plans, including mandatorily the total area of the land subject to the urban development operation and, depending on the operation in question, presenting total and partial values broken down by building and by plot or parcel, including: implantation area, construction area, volume, number of floors, facade height, building height, impermeabilised area, number of housing units, number of parking spaces, areas allocated to each intended use, areas designated for green and collective use spaces, road infrastructure, facilities, and public housing at controlled costs or for affordable rent;
- h) In the case of subdivision operations:
 - i) Number of lots and respective areas, as well as areas and constraints relating to the placement of buildings and ancillary constructions;
 - ii) Construction area and volume of the buildings, number of floors and housing units of each lot, specifying units intended for public housing at controlled costs, when planned, and indicating the urban indices adopted, namely the percentage distribution of the different proposed land uses, implantation and construction indices, and housing density, where applicable;
 - iii) Infrastructure networks and overloads that the proposal may imply, in the case of subdivision operations in areas not covered by detailed plans;
 - iv) Solution adopted for the operation of water supply, electricity, sanitation, gas, and telecommunications networks and their connection to the main networks, where applicable;
 - v) Road structure adopted, specifying the areas designated for roads, accesses, and vehicle parking, including those planned within built structures, where applicable.

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<input type="checkbox"/>	7-Extracts of the maps of the National Agricultural Reserve and the National Ecological Reserve, with the delimitation of the area subject to the application, when dealing with operations not covered by a municipal or intermunicipal territorial planning scheme and where the operations have not been preceded by a subdivision operation, nor is there a valid prior information request.
ITEM III No. 17	
<input type="checkbox"/>	a) Supporting documents proving entitlement to any rights that allow the applicant to carry out the proposed development or demonstrating the authority granted to act on behalf of the rightful holder, whenever such proof is not already established under paragraph 1;
	b) Architectural Project, including:
<input type="checkbox"/>	i) Floor plans at a scale of 1:50 or 1:100, indicating the dimensions, areas, and intended uses of all rooms, as well as the layout of fixed furniture and sanitary fittings;
	ii) Elevations at a scale of 1:50 or 1:100, indicating the colours and materials used in the façades and roof elements, along with any adjoining structures, if applicable;
<input type="checkbox"/>	iii) Longitudinal and cross-sections at a scale of 1:50 or 1:100, including the site and the adjoining plots, showing both the existing and proposed ground profiles, floor level heights, threshold level, and access to parking areas;
<input type="checkbox"/>	iv) Construction details at an appropriate scale, illustrating the adopted construction solution for the building's external walls and their junctions with the roof, openings for light/ventilation and access, as well as the interface with the surrounding external paving;
<input type="checkbox"/>	v) Identification of the various units and common areas of the building, indicating the relative value of each unit, expressed as a percentage or per mille of the total value of the property, where the building is intended to be subject to a horizontal property regime;
<input type="checkbox"/>	c) In the case of a development operation involving the transfer of land to the municipality, the following must be included: i) Land transfer plan; ii) Current land registry map; iii) Land transformation plan and schedule;
<input type="checkbox"/>	d) Seismic vulnerability assessment report, where required by law;
<input type="checkbox"/>	e) Accessibility plan outlining the network of accessible spaces and facilities, demonstrating compliance with Decree-Law No. 163/2006, of 8 August, as currently amended, where the building includes the typologies defined in Article 2 of the same;
<input type="checkbox"/>	f) Study demonstrating compliance of the development with the General Noise Regulation, approved by Decree-Law No. 9/2007, of 17 January, in its current wording;
<input type="checkbox"/>	g) Photographs of the property;
<input type="checkbox"/>	h) Optionally, the applicant may also submit, at this stage, the detailed engineering and speciality project designs referred to in the following item;
<input type="checkbox"/>	i) Schedule for the execution of the works, including estimated start and completion dates;
<input type="checkbox"/>	j) Estimated total cost of the works;

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<input type="checkbox"/>	k) Estimated urban development charges, including the calculation of the fee for the provision, maintenance, and reinforcement of urban infrastructure and any applicable urban compensation, or submission of the result of a fee simulation as provided by the municipality*; *In accordance with Article 110 of RUMA and Article 51 of the General Regulation and Table of Fees, Licences and Other Revenues of the Municipality of Arganil.
<input type="checkbox"/>	l) Statistical data form;
<input type="checkbox"/>	m) Statement from the project designers and coordinator declaring that the proposed development complies with the provisions set out in the favourable prior information, pursuant to paragraph 5 of Article 17 of the <i>Regime Jurídico da Urbanização e da Edificação</i> (RJUE), identifying the respective administrative procedure;
<input type="checkbox"/>	n) Declarations of responsibility signed by the project designers and coordinator confirming compliance with all applicable legal and regulatory requirements;
<input type="checkbox"/>	o) Proof of professional liability insurance coverage for the technical staff involved, in accordance with Law No. 31/2009, of 3 July, as currently amended.
ITEM III No. 18	
<input type="checkbox"/>	a) Structural design project, including the excavation and peripheral containment design;
<input type="checkbox"/>	b) Seismic strengthening project, where required by law;
<input type="checkbox"/>	c) Electrical installation project;
<input type="checkbox"/>	d) Gas installation project, where required by law;
<input type="checkbox"/>	e) Water supply and wastewater drainage systems project;
<input type="checkbox"/>	f) Rainwater drainage project;
<input type="checkbox"/>	g) External landscaping project, where there is an unpaved private yard;
<input type="checkbox"/>	h) Telecommunications infrastructure project;
<input type="checkbox"/>	i) Thermal performance project;
<input type="checkbox"/>	j) Electromechanical installations project, including systems for the transport of people and/or goods;
<input type="checkbox"/>	k) Fire safety design or fire safety form, in accordance with the building's risk category;
<input type="checkbox"/>	l) Acoustic insulation project;
<input type="checkbox"/>	m) HVAC system design (heating, ventilation, and air conditioning);
<input type="checkbox"/>	n) Centralised technical management system design, where required by law;
<input type="checkbox"/>	o) Declarations of responsibility signed by the project designers and coordinator confirming compliance with all applicable legal and regulatory provisions;
<input type="checkbox"/>	p) Proof of professional liability insurance coverage for the technical staff involved, in accordance with Law No. 31/2009, of 3 July, as currently amended.

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Date: ____/____/20____

Signature

(Signature as per ID Card / Citizen Card / Passport)

FOR OFFICE USE ONLY			
Reception Officer _____ Date: ____/____/20____			
APPLICATION		OFFICER'S NOTES	DECISION
Request No.:			APPROVED
Date:			REJECTED
Officer:			<div> Date The Mayor </div> <div> ____/____/____ </div>

The Municipality of Arganil complies with the General Data Protection Regulation (GDPR) in relation to the collection and processing of personal data. Data collected is used solely for the purpose of processing this request. For more information, contact: dpo@cm-arganil.pt