

- 1. Prior to the construction an interested person asks the appropriate design firm for the construction project (the fees are decided under the agreement)**

- 2. After the creation of the project the project firm submits request for agreement to the Batumi mayor's office.**

- 3. If the Batumi Mayor's Office likes the project the consumer will pay fee in connection with the issuance of building permit (price is calculated according to the per square meter)**

- 4. After obtaining the permission related to the construction, the user will have a right to begin the works according to the made project.**

- 5. During the construction any changes must be agreed with mayor's office. The draft amendments contain the same procedures as it is for taking permit of construction.**

- 6. If the person decides to put up a fence around the building, in order to be secured, he will file the demand to the Batumi mayor's office in written form for the permission connected to the fencing, for which the person should attach the fencing plan drawing.**

- 7. If the consumer is going to make a temporary advertising, the inscriptions of banners must be in Georgian, English and other language chosen by him (in the case of existence). Tags must be uniformed in the same size and quality.**

- 8. A person who carries out the construction works must have a security engineer on the staff, which controls on building the safety of the workers, otherwise the responsible person will be the firm's director in the case of accident may occur during construction.**

9. During the construction of such works which don't appear, must be made secret acts.

10. During the construction is mandatory to have an engineer on the staff.

11. After completion of the works, the consumer applies to the mayor's office for the building operations (to be suitable for recognition)

12. When the object constructed by the Batumi city hall is suitable for recognition the building must be registered.