

Republic of Latvia  
Cabinet  
Regulation No. 631  
Adopted 14 October 2014

## **Construction Regulations for Structures in the Internal Waters, Territorial Waters and Exclusive Economic Zone of the Republic of Latvia**

*Issued pursuant to  
Section 19, Paragraph four, Clauses 1, 2, 3 and 4 of  
Marine Environment Protection and Management Law and  
Section 5, Paragraph one, Clause 2 and Paragraph two, Clause 9 of  
Construction Law*

### **1. General Provisions**

1. This Regulation prescribes:
  - 1.1. the procedures for determining a licence area in the sea;
  - 1.2. the procedures for organising a tender regarding the right to use a licence area in the sea;
  - 1.3. the procedures for use, suspension or cancellation of the licence for use of area in the sea;
  - 1.4. the requirements in respect of exploitation of structures, and also demolition thereof after complete termination of operation thereof;
  - 1.5. the construction process procedures, the institutions involved in the construction process and the responsible building specialists;
  - 1.6. the documents necessary for the construction process and their content;
  - 1.7. the conditions to be included in the construction permit;
  - 1.8. the procedures for co-ordinating deviations;
  - 1.9. the scope of expert-examination of a building design;
  - 1.10. the institution responsible for the control and rule of law of the construction process;
  - 1.11. the procedures for the preservation of a structure;
  - 1.12. the procedures for conducting a survey of the layout of a structure and the procedures for accepting a structure for service;
  - 1.13. the time periods of guarantees for construction work after a structure has been accepted for service.
2. This Regulation shall apply to structures in internal waters, territorial waters and exclusive economic zone of the Republic of Latvia (hereinafter - the structure), except hydrotechnical, environmental protection, communication, transport, border guard, State protection and military structures of ports in the sea.
3. The Ministry of Economics shall be responsible regarding control and rule of law of the construction process of structures laid down in this Regulation, by performing functions of the building authority, but in the cases laid down in Section 6.<sup>1</sup>, Paragraph one, Clause 1 of the Construction Law - the State Construction Control Office (hereinafter - the Office).

4. A person is entitled to submit the documents laid down in this Regulation in electronic form, if the document is drawn up in conformity with the laws and regulations regarding drawing up of electronic documents.

5. Construction intention documentation regarding planned construction shall be submitted to the Ministry of Economics. If construction is planned in internal waters, territorial waters or exclusive economic zone of the Republic of Latvia and in the administrative territory of local government, the construction intention documentation shall be submitted to the Ministry of Economics and relevant building authority and the construction process shall take place in each territory separately from intention to acceptance into service.

6. After approval of the draft Cabinet Order drawn up by the Ministry of Agriculture (for structures necessary for commercial activities in the fisheries sector) or the Ministry of Economics (for structures necessary for energy supply and commercial activities abovementioned, and also for research works necessary for preparation of design of such structures) (hereinafter - the responsible ministry) and submitted for examination in accordance with the laid down procedures regarding the rights to use a licence area in the sea, the Ministry of Economics shall issue the relevant licence (licence for research, where appropriate, a construction permit and licence for exploitation) and it shall be registered in the unified register regarding establishment and administration of which the Ministry of Economics is responsible.

7. Construction of artificial islands (land created artificially with water around it) is allowed if it does not cause any damage to the environment and makes no obstacles for construction or exploitation of permitted structures.

## **2. Determining Area in the Sea**

8. Determination of area in the sea may be initiated by a merchant, who wants to use the sea for construction of structures and exploitation thereof, by selecting corresponding area in the sea in conformity with the technology to be installed.

9. A merchant shall lodge a submission to the responsible ministry with proposal to determine an area in the sea.

10. A justification of selection, scheme and plan shall be appended to a submission in electronic form, by indicating ellipsoidal (geographic) co-ordinates of the area in the World Geodetic System 1984 (WGS84) (hereinafter - co-ordinates), area size, distance to coast and location thereof (schematic) in respect of sea or land territory, that is co-ordinated with the State stock company "Latvian Maritime Administration" (hereinafter - Latvian Maritime Administration) from the point of view of navigation safety, and also the information referred to in Paragraph 11 of this Regulation.

11. The following information shall be appended to a submission in conformity with the planned activities:

11.1. regarding the impact of the planned activities on bio-diversity and protected nature territories of European significance (*Natura 2000*);

11.2. regarding official hydrographical measurements;

11.3. regarding geomorphology;

11.4. regarding flows of streams and sediments;

11.5. regarding acoustic measurements of underwater;

- 11.6. regarding shipping traffic;
- 11.7. regarding geology of the selected area;
- 11.8. regarding hydrological, hydrochemical and hydrobiological measurements;
- 11.9. regarding measurements of wind resources.

12. The responsible ministry shall, within a month from the day of receipt of the submission abovementioned in Paragraph 10 of this Regulation shall examine and evaluate whether the submission, information and documents appended thereto conform to the requirements of this Regulations and the laws and regulations in the field of environmental protection and use of the sea, and:

12.1. if a merchant has failed to submit the information and documents indicated in Paragraph 10 of this Regulation, request to submit it to the responsible ministry. If a merchant fails to submit the requested information or documents, the responsible ministry shall refuse the submission and inform the merchant thereon in writing;

12.2. if a submission, information appended thereto and documents complies with the requirements of the this Regulation and laws and regulations of environmental protection, the responsible ministry shall evaluate it, draw up a draft Cabinet Order within two months regarding determination of the area in the sea and submit it for examination to the Cabinet.

13. The Cabinet, taking into account the evaluation provided by the responsible ministry, shall take a decision to determine the area in the sea or to refuse to determine the area in the sea. The responsible ministry, within 30 days after the taking of the Cabinet decision, shall inform the merchant thereon.

### **3. Organising a Tender Regarding the Right to Use Area in the Sea**

#### **3.1. Tender Commission**

14. Composition of the tender commission shall be approved by the Cabinet. The tender commission shall contain at least one representative from the Ministry of Defence, the Ministry of Economics, the Ministry of Environmental Protection and Regional Development, the Ministry of Agriculture, the Ministry of Interior, where necessary, by inviting representatives from other institutions with advisory rights.

15. The responsible ministry shall ensure the work of the tender commission.

16. The tender commission has the right:

16.1. to request that a tenderer clarifies the submitted information, where it is necessary for selection of tenderers or assessment and comparison of applications by tenderers. If a tenderer has failed to submit the requested information within a time period laid down by the tender commission, the tender commission shall take a decision to refuse application. The responsible ministry shall inform and tenderer in writing thereon and send the application back;

16.2. to attract independent experts in the evaluation of tenderer applications. Expert opinions and views have recommendatory nature and they are not binding on the tender commission in evaluating the tenderer applications;

16.3. to take a decision regarding the winner of the tender or determination of winners for use of area in the sea;

16.4. to take a decision regarding termination of the tender, without determining any winner in the tender, if none of the tenderers to the tender comply with the requirements laid down in the tender regulations;

16.5. to take decisions binding on the tender commission regarding organising the work of the tender commission.

17. Duties of the tender commission:

17.1. to examine applications submitted by all tenderers for the tender;

17.2. to assess documents submitted by tenderers in conformity with the procedures provided for in this Regulation.

18. The chair of the commission shall be the representative of the relevant ministry, who:

18.1. organises and manages the work of the tender commission;

18.2. determines the time of the meetings of the tender commission and agenda thereof in conformity with the procedures and time periods for the occurrence of the tender laid down in this Regulation;

18.3. convenes and manages the meetings of the tender commission.

19. The chair of the commission during his or her absence shall be replaced by the deputy chair of the commission.

20. The meetings of the tender commission are closed, except the meeting of opening of tenderer applications regarding which the responsible ministry shall notify not later than 10 days before, by publishing information thereon on the website of the responsible ministry.

21. The minutes shall be taken during meetings of the tender commission. The responsible ministry shall within five days following the meeting send a draft minutes of the meeting to members of the tender commission by electronic means for co-ordination. The members of the tender commission shall within three working days co-ordinate electronically the draft minutes of the meeting or make the relevant adjustments therein. If within three working days after sending of the draft minutes of the meeting objections are not received, the draft shall be regarded as co-ordinated.

22. The following data shall be entered in the minutes of the meeting of the tender commission:

22.1. the name of the commission;

22.2. the location, date and time of the meeting of the board of directors;

22.3. given name and surname of the chairperson and participants of the meeting;

22.4. given name, surname, institution represented and position of the persons abovementioned in Paragraph 14 and Sub-paragraph 16.2 of this Regulation;

22.5. given name and surname of the members of the commission who are not participating in the meeting;

22.6. the agenda issues of the meeting;

22.7. the decisions of the commission;

22.8. opinions of the members of the commission and invited persons which differ from the decision taken by the commission, if any of the participants to the meeting requests it;

22.9. signatures and full names of the members of the commission.

23. Decisions of the tender commission shall be taken by open ballot. In the event of a tied vote, the vote of the chairperson of the tender commission shall be the deciding vote.

24. The tender commission shall have a quorum if more than one half of members of the commission participate in the meeting thereof.

25. The members of the tender commission have no right to refrain from voting.

26. The responsible ministry within five working days from the day of taking of the decision shall notify all participants of the tender regarding the decisions of the tender commission, publish them in the official publication *Latvijas Vēstnesis* [the official Gazette of the government of the Republic of Latvia] and put on the website of the responsible ministry.

### **3.2. Procedures for Announcing the Tender**

27. The responsible ministry within a month after the Cabinet has issued the order on determining area in the sea shall announce the tender for construction of structures in the sea on the areas laid down in the Cabinet Order (hereinafter - the tender).

28. A call for the tender (hereinafter - call) shall be published in the newspaper *Latvijas Vēstnesis* and put on the website of the responsible ministry.

29. The following information shall be indicated in the call:

29.1. announcer of the tender (the responsible ministry);

29.2. a type of licence;

29.3. a place and time of publication of the tender regulations;

29.4. the deadline for submitting the application;

29.5. other information that could be necessary for tenderers in order to prepare qualitative application for the tender.

30. The tender regulations shall be developed by the tender commission and approved by the responsible minister. The tender regulations shall include:

30.1. information regarding the subject of the tender;

30.2. procedures for drawing up, submission and registration of application;

30.3. requirements for selection of tenderers;

30.4. content of an application and qualification requirements for the participants to the tender;

30.5. term of validity of the application;

30.6. procedures for explaining of the tender regulations;

30.7. procedures for amending, supplementing and revocation of the application;

30.8. procedures for opening of the applications;

30.9. application form of the tenderer and experience certification form of the tenderer in conformity with the planned type of use of the sea;

30.10. the minimum number of points to be obtained in order the commission could take a decision to grant the licence;

30.11. documents to be appended additionally to the tenderer application;

30.12. procedures for communication of tenderers with the tender commission;

30.13. other information necessary for occurrence of the competition.

31. If a tender application conforms to the requirements referred to in Annex 1 to this Regulation and tender regulations, the tender commission shall evaluate it, by granting points in conformity with the assessment criteria referred to in Annex 1 to this Regulation.

### **3.3. Licence for Use of Area in the Sea**

32. The responsible ministry, by taking into account the laws and regulations regarding the procedures for accepting intended activity, shall submit a draft to the Cabinet regarding

granting the licence for use of area in the sea to the winner of the tender, by intending the conditions for use of the licence therein.

33. After the Cabinet has taken a decision to grant a licence for use of area in the sea or to refuse the relevant draft, the responsible ministry shall inform the merchant thereon within 30 days.

34. The following shall be indicated in the licence abovementioned in Paragraph 33 of this Regulation:

- 34.1. justification for issue of the licence and type of use of area in the sea;
- 34.2. information regarding a licence recipient (a merchants firm, registration number, place of registration and legal address);
- 34.3. time of validity of the licence;
- 34.4. size of area in the sea;
- 34.4. co-ordinates of area in the sea;
- 34.6. the duties laid down for the winner of the tender in accordance with this Regulation and other laws and regulations.

35. The responsible ministry shall, within three working days after issue of the licence abovementioned in Paragraph 33 of this Regulation, place the information on the website thereof regarding licences issued for use of area in the sea.

### **3.4. Licence for Research of Area in the Sea**

36. The Ministry of Economics shall issue a licence to the winner of the tender for research of area in the sea within a month after the Cabinet has taken a decision to grant a licence for use of area in the sea. The research in conformity with the planned activities shall be performed by taking into account the programme of research works laid down in the licence.

37. A research shall be carried out by a merchant by his or her own resources not more than two year from the day when the Ministry of Economics has issued a licence for research in the territory indicated in the submission of the merchant.

38. A merchant shall, not later than a month before commencement of the relevant works, submit the schedule for performance of works to be performed in the research to the Ministry of Economics, where the planned time periods for commencement and completion of the works are indicated.

39. A merchant shall submit the schedule abovementioned in Paragraph 38 of this Regulation in one copy, by appending electronic copy thereof. The Ministry of Economics shall send the schedule electronically to the Latvian Maritime Administration for co-ordination.

40. A merchant shall be the owner of data obtained during research works.

41. A winner of the tender, shall within a month after completion of the research, submit to the Ministry of Economics all obtained data, samples and summary of results.

42. The Ministry of Economics and other persons which in accordance with the procedures laid down in this Regulation receive data obtained during research works, shall act with them in conformity with Section 5, Paragraph two and Section 7 of the Freedom of Information Law. A merchant is entitled to enter into agreement with the abovementioned persons regarding transfer of restricted access information belonging to the merchant.

43. If research works are related to shipping or use of aircraft, a merchant shall co-ordinate the works with the Latvian Maritime Administration or State agency "Civil Aviation Agency" before performance of the relevant works.

44. Navigation regime shall be limited, and also performance of works in the sea shall be notified in accordance with the laws and regulations regarding procedures for use Latvian waters and navigations regime in them. The use of aircraft shall be limited, and also the use of aircraft in performance of the works laid down in this Regulation shall be notified in accordance with the laws and regulations regarding procedures for performing special aviation works.

45. If a merchants wants to carry out additional research works that are not indicated in a research work programme laid down in the licence, he or she shall, not later than 30 days before commencement of additional works, submit to the Ministry of Economics a programme of works to be carried out and a schedule for performance thereof in conformity with the requirements abovementioned in Paragraph 38 of this Regulation. A merchant shall, within 60 days after completion of the research works, submit all the data, samples and results obtained to the Ministry of Economics.

46. A State fee for the research works in the sea, that are necessary to be carried out before construction of structures, shall be paid in accordance with the procedures laid down in the laws and regulations.

#### **4. Documentation of the Construction Intention**

47. Initiator of the construction (a winner of the tender) after research of a licence area in the sea and environmental impact assessment shall agree with the developer of a building design in the corresponding field of construction designing regarding the development of the documentation necessary for the relevant construction intention in the cases laid down in the laws and regulations.

48. A developer of a building design may invite other construction specialists for the development of documentation of the construction intention. Invited construction specialists shall sign the documentation of the construction intention developed by them.

49. Documentation of the construction intention shall be developed in conformity with the laws and regulations governing construction by taking into account the construction principles laid down in the Construction Law.

50. If the intended construction need technical or special regulations in conformity with the relevant laws and regulations, the initiator of the construction work, in developing documentation of the construction intention, may requests and receive the necessary technical or special regulations from the State institutions, as well as from owners of engineering networks.

51. Documentation of the construction intention (a submission for the construction, a building design in minimum composition) shall be developed in three copies, but in the cases referred to in Section 6.<sup>1</sup>, Paragraph one, Clause 1 of the Construction Law - in four copies. One copy shall be stored in the Ministry of Economics, one - in the office and one copy with the initiator of the construction work and developer of the building design. Conditions of this

Paragraph regarding the number of copies shall not apply to documents drawn up and submitted electronically.

52. An initiator of the construction work shall append to a submission for construction (Annex 2) a building design in minimum composition which consists of:

52.1. an authorisation of the initiator of the construction work, if the submission is submitted by authorised person;

52.2. explanatory description where the information regarding the place of performance of the intention of the construction work, amount of construction work and method of performance, management of waste caused during the construction work, amount thereof and the place of processing or disposal are indicated;

52.3. a general plan of the territory to be designed with attraction of structures to the licence are in the sea (hereinafter - general plan of the building design) in appropriate and perceptible scale (M 1:250; M 1:500; M 1:1000) on the plane-table of the measurement of the sea depth;

52.4. characteristic sections with height marks, except the case when a structure is renewed or destroyed;

52.5. graphic documents with visual solution of the structure and height marks, if above-water part is intended for the structure, except construction of engineering networks and the case when a structure is destroyed;

52.6. technical documentation of the completed article of the manufacturer for electricity production devices to be installed in the structure, where it is intended to install such devices;

52.7. drawings by indicating the borders of construction stages and sequence thereof, and also explanatory description, if the construction of putting into service is intended by stages of the structure;

52.8. information regarding application of particular normative regulation of the European Union Member State, where development of the building design is intended, by applying the technical requirements of national standards and construction standards of the European Union Member States.

53. The building design in the minimum composition in addition to that laid down in Section 15, Paragraph one, Clause 2 of the Construction Law shall be co-ordinated with the Latvian Maritime Administration from the point of view of navigation safety and with the National Armed Forces regarding continuous readiness of technical provision thereof to carry out emergency liquidation works of consequences of a disaster in area in the sea, if performance of construction works or exploitation of the structure may cause risk of pollution with oil or dangerous or harmful substances.

54. Co-ordination of a person shall be documented on the general plan of the building design or as a separate agreement so as unambiguous consent would arise from a person for the construction intention.

## **5. Examination of Construction Intention and Conditions to be Included in a Construction Permit**

55. Upon receipt of a construction submission, the Ministry of Economics shall examine the conformity of the construction intention with the laws and regulations and the relevant licence within the time period laid down in Section 12, Paragraph four, Clause 1 of the Construction Law and take a decision in conformity with Section 14, Paragraph three, Clause 1 of the Construction Law.



56. The Ministry of Economics, upon taking a decision to accept the construction intention in accordance with Section, 14, Paragraph three, Clause 1 of the Construction Law, shall issue a construction permit (Annex 3).

57. A construction permit shall include:

57.1. designing conditions, by including:

57.1.1. the parts of the building design to be submitted to the Ministry of Economics;

57.1.2. requirements for receipt of technical or special regulations from the State institutions;

57.1.3. in the cases laid down in the laws and regulations – requirements laid down for other documents, permits or co-ordinations;

57.1. conditions for commencement of construction work, by including:

57.2.1. requirements for documents to be submitted to the responsible building specialists (statement of duties, an author's supervision agreement);

57.2.2. requirements for documents intended for recording of construction work processes for the structure (construction work log-book, author's supervision log-book, construction supervision plan);

57.2.3. requirements for documents regarding civil legal liability insurance (insurance policies for performer of construction and responsible construction specialists);

57.2.4. in the cases laid down in the laws and regulations – requirements laid down for other documents;

57.3. time periods for performance of conditions of the construction permit.

58. The Ministry of Economics, in deciding regarding granting of a construction permit, may intend that the devices of the National Armed Forces necessary for sea monitoring or rescue works must be placed on structures without charge. In this case a building design shall be co-ordinated with the National armed Forces. Expenditure for installation of devices shall be covered by the National Armed Forces.

59. Conditions included in the construction permit for commencement of construction works shall be carried out within two years from the note on the construction permit regarding performance of designing conditions.

60. The State fee for construction in the sea shall be paid in accordance with the procedures laid down in the laws and regulations.

## **6. Designing**

### **6.1. Development of Building Design and Composition Thereof**

61. After receipt of a construction permit a commissioning party shall organise performance of the conditions for the designing of the construction permit. The necessary technical or special regulations shall be requested from the relevant institutions, if they are not received when developing a building design in minimum composition.

62. A building design shall be developed in Latvian. The textual part of the building design may be translated into a foreign language according to the customer party's wish. A textual part of the building design developed in a foreign language shall be translated in Latvian.

63. A developer of a building design shall develop a building design in such amount which is laid down in this Regulation and necessary for implementation of the construction intention.
64. When co-ordinating with the Ministry of Economics, a building design may be developed by applying the technical requirements of the national standards and construction standards of the European Union Member States. It is not permissible to simultaneously apply several European Union Member States national standards or construction standards in the design of one construction element or one engineering system in one building design object.
65. Building design, the development and implementation of which in the territory of the Republic of Latvia is financed in the amount of at least 40 % by international financial authorities, the European Union or a Member State thereof (if the relevant investments are not to be repaid), may be developed according to the construction standards of the investor if these standards are not in contradiction with the standards of the European Standards Organisation. The referred to building design and implementation thereof shall be subject to other requirements laid down in the Construction Law and this Regulation. In applying the construction standards of the investor, they may not lower the essential requirements laid down for a structure in the national laws and regulations.
66. A building design, except a building design for demolition of a structure, shall have the following parts:
- 66.1. a general part:
    - 66.1.1. the documents required for the commencement of building design work;
    - 66.1.2. engineering research documents for a licence area in the sea in the cases laid down in general construction regulations;
    - 66.1.3. explanatory description where general information is indicated regarding technical indicators of the structure and type of use thereof in conformity with the classification of structures (by indicating a four-figure code of classification);
    - 66.1.4. technical or special regulations;
    - 66.1.5. permits and co-ordinations;
    - 66.1.6. a sheet of general parameters with co-ordinates of the construction site;
    - 66.1.7. a general plan of the building design in appropriate an perceptible scale (M 1:250; M 1:500; M 1:1000) on the plane-table of the measurement of the sea depth;
    - 66.1.8. a combined plan of engineering networks to be design in appropriate an perceptible scale (M 1:250; M 1:500; M 1:1000) on the plane-table of the measurement of the sea depth;
  - 66.2. a part of architecture, except underwater structures:
    - 66.2.1. vertical planning of the territory;
    - 66.2.2. an architectural subpart:
      - 66.2.2.1. graphical documents with visual solution of the structure and height markings;
      - 66.2.2.2. characteristic sectional views with height markings;
      - 66.2.2.3. specifications of construction products;
  - 66.3. an engineering solutions part:
    - 66.3.1. the building constructions;
    - 66.3.2. engineering networks necessary for the structure;
    - 66.3.3. technical schemes and calculations;
    - 66.3.4. specifications of construction products;
    - 66.3.5. drawings and description of installation and fixing of construction products;

- 66.3.6. other engineering solutions;
  - 66.3.7. environmental protection measures;
  - 66.4. organisational design plan;
  - 66.5. summary of fire safety measures, except underwater structure:
    - 66.5.1. a description which includes the characteristics of the fire safety of the structure;
    - 66.5.2. fire safety solutions of the general plan (the location of structures, construction of external engineering networks, provision of fire extinguishing and rescue operations);
    - 66.5.3. the fire safety requirements for building constructions and solutions (for example, evaluation of fire hazard risks and description of fire-risk zone, fire safety levels of structures, requirements for bearing and delimiting building structures, fire-resistance limits thereof and reaction to fire classes, requirements for finishing of building structures, fire-load density, smoke protection solutions, requirements against spread of fire and smoke in case of fire, special fire safety measures taking into account peculiarities of structures);
    - 66.5.4. provision of evacuation;
    - 66.5.5. explosion protection solutions, if a structure is intended for transport, manufacture, treatment or obtaining of explosive substance;
    - 66.5.6. fire protection systems (fire detection and alerting system, fixed fire-fighting system, fire alarm system, smoke and heat control systems);
    - 66.5.7. fire safety solutions of the engineering systems;
    - 66.5.8. ensuring of continuous power supply for fire protection systems;
    - 66.5.9. special fire safety measures in the stage of exploitation;
  - 66.6. instructions for use of the structure and procedures for interruption of operation of the structure in case of accident or catastrophe;
  - 66.7. expert-examination of the building design.
67. A technological part shall be included additionally in the building design for the industrial production structure:
- 67.1. technological schemes for production processes;
  - 67.2. the location(s), schemes and descriptions of equipment;
  - 67.3. the technical regulations or descriptions of the production processes.
68. Economic part shall be included additionally in the building design for a structure, which is financed from a legal person governed by public law, policy instrument of the European Union or other foreign financial aid resources:
- 68.1. a summary of equipment, constructions and calculation of materials;
  - 68.2. amount of the construction work;
  - 68.3. a calculation of costs (estimate).
69. A building design for demolition of the structure has the following parts:
- 69.1. a general part:
    - 69.1.1. the documents required for the commencement of building design work;
    - 69.1.2. engineering research documents for a land parcel in the cases laid down in general construction regulations;
    - 69.1.3. explanatory description where general information is indicated regarding technical indicators of the structure and type of use thereof in conformity with the classification of structures;
    - 69.1.4. technical or special regulations;
    - 69.1.5. permits and co-ordinations;

- 69.1.6. a sheet of general parameters;
- 69.1.7. a territorial subpart:
  - 69.1.7.1. a general plan of the building design in appropriate and perceptible scale (M 1:250; M 1:500; M 1:1000) on the plane-table of the measurement of the sea depth;
  - 69.1.7.2. a combined plan of engineering networks in appropriate and perceptible scale (M 1:250; M 1:500; M 1:1000) on the sea map;
  - 69.1.7.3. vertical planning of the territory;
- 69.2. organisational design plan.

70. The manager of the building design shall certify with a signature on the front page of the building design and general plan of the building design, where there are also main characterising indicators of construction designs, that all required parts have been included and developed in the building design in conformity with the conditions included in the construction permit (Annex 4).

71. The manager of a part of the building design shall certify with a signature on the main drawing page (page of general parameters) of the part of the building design that the resolutions of the part of the building design conform to the requirements of the construction standards of Latvia and other laws and regulations, and also technical or special regulations (Annex 4). If a building design is developed by applying the technical requirements of national standards and construction standards of the European Union Member States, the manager of a part of the building design shall certify with a signature on the main drawing page (general parameters) of the part of the building design that the resolutions of the part of the building design conform to the requirements of the construction standards of Latvia and other laws and regulations, and also technical or special regulations (Annex 4). The pages of the general parameters of all parts of the building design shall be signed by the manager of the building design.

72. The technical development engineer of an individual part of a building design, drawings and text shall sign each page of the drawings or part of the text developed. If the development engineer does not have the relevant certificate, the pages of drawings, shall also be signed by the manager of a part or building design who has verified thereof.

## **6.2. Contents of the Organisational Design Plan**

73. The organisational design plan shall be developed for the entire scope of the construction work (building design) and it shall have the following parts:

- 73.1. explanatory description;
- 73.2. a general plan for the construction work;
- 73.3. a situation plan, if the construction process is intended also outside construction site;
- 73.3. labour protection plan;
- 73.5. a calendar plan for the construction work, if requested by the commissioning party.

74. The explanatory description shall characterise the general and specific conditions of construction, any possible difficulties and unique features, substantiate the total duration of the construction work, and also indicate the most important environmental protection measures and recommendations for the organisation of quality control and provision on a construction site.

75. A general plan for the construction work shall be developed for separate construction stages and the structures to be built, existing and temporary structures shall be indicated therein, by specifying permanent and temporary connection points to engineering networks for them, and also areas for unloading of materials and constructions.

76. When developing organisational design plans for reconstruction or renewal of the structure, which is in use, to be performed without interrupting the basic functioning thereof:

76.1. in the organisational design plan the kinds of work and the sequence in which they shall be performed without interrupting the basic functioning of the structure, and the kinds of work, the sequence and the time periods - during intended breaks in such performance of basic functions;

76.2. structures the functioning of which is temporary or permanently interrupted shall be indicated in general plans for construction work;

76.3. measures which will potentially ensure uninterrupted basic functioning of the structure and performance of construction work shall be indicated in the explanatory description.

### **6.3. Co-ordination of Deviations from Technical Requirements of Construction Design**

77. If any of the requirements of the technical and special regulations cannot be met, the technical solutions of a building design shall be co-ordinated with the authorities, which have determined the relevant requirements. Deviations from the technical or special regulations shall be co-ordinated in a timely manner in the course of the design work. A note regarding co-ordination shall be made on a general plan of the building design or technical or special regulations shall be amended accordingly.

78. If technical requirements of the laws and regulations governing the construction cannot be met, it is allowed to co-ordinate them with the relevant State and local government institutions in the cases laid down in Section 9, Paragraph three of the Construction Law. Co-ordination shall be made during the development of conditions for designing of the construction permit. A note regarding co-ordination shall be made on the general plan of the building design.

### **6.4. Expert-examination of Building Design**

79. Expert-examination of the building design shall be made for the entire building design, except building design of demolition.

80. If disputable issues are to be solved regarding conformity of the building design with the laws and regulations and requirements laid down in technical or special regulations, the expert-examination of the building design shall be carried out for those parts or sub-parts of the building design regarding which the dispute arose between participants to the construction.

81. The commissioning party shall append the opinion of the expert-examination of the building design to the documentation of the building design.

### **6.5. Co-ordination and Examination of Building Design**

82. The developed building design shall be co-ordinated with the commissioning party, the Latvian Maritime Administration (from the point of view of navigation safety) and other persons in conformity with the designing conditions included in the construction permit.

83. The original of the developed building design in three copies (with original signatures of the developer of the building design and commissioning party and co-ordinations on the drawing sheet of the general plan of the building design), but in the cases referred to in Section 6.<sup>1</sup>, Paragraph one, Clause 1 of the Construction Law - in four copies, where appropriate, with expert-examination of the building design shall be submitted to the Ministry of Economics during the time period for performance of conditions of designing of the construction permit. One copy shall be kept in the Ministry of Economics and one copy by the commissioning party and developer of the building design or responsible construction specialist in the relevant field of designing. Conditions of this Paragraph regarding the number of copies shall not apply to documents drawn up and submitted electronically.

84. The Ministry of Economics shall evaluate the conformity of the developed building design with the conditions of designing included in the construction permit and the laws and regulations.

85. If all designing conditions have been met, the Ministry of Economics shall make a note in the construction permit regarding performance of the conditions of designing within the time period laid down in Section 12, Paragraph five of the Construction Law. After making the note in the construction permit, one copy of the building design shall be stored in the Ministry of Economics.

86. If the Ministry of Economics detects that all conditions of designing have not been met or all the required co-ordinations or permits have not been received, it shall assign the commissioning party to revise the building design or receive lacking co-ordinations or permits. One copy of the examined building design shall be stored in the Ministry of Economics.

87. After rectification of deficiencies detected by the Ministry of Economics, the commissioning party shall repeatedly submit the building design for evaluation to the Ministry of Economics during the time period for performance of the conditions of designing of the construction permit.

88. After performance of the conditions included in the construction permit the commissioning party of performance of the conditions shall submit the documents necessary for performance of the construction work to the Ministry of Economics.

## **7. Construction Work**

### **7.1. Performance of Conditions for Commencement of Construction Works of Construction Permit and Time Period for Performance of Construction Work**

89. If conditions for commencement of construction works included in a construction permit are performed and a commissioning party has submitted the documents indicated therein, the Ministry of Economics shall, within the time period laid down in Section 12, Paragraph five of the Construction Law:

89.1. make a note in the construction permit regarding performance of the conditions for commencement of construction works;

89.2. indicate in a construction permit the duration of performance of construction works requested by the commissioning party in the construction permit, however not longer than the time period of mandatory civil liability insurance of the performer of construction

works, except the case when the insurance contract of the performer of construction works is entered into for one year regarding all construction objects to be carried out by him or her;

89.3. in conformity with general construction regulations indicated in a construction permit the duration until which it is possible to extend the construction permit (performance of construction works) and until which the structure is to be put into service;

89.4. append Annex (Annex 5) to the construction permit where the performer of construction works and invited construction specialists are indicated.

90. The Ministry of Economics may extend the duration of performance of construction works after performance of the conditions referred to in Paragraph 92 or 93 of this Regulation.

91. If a structure, for which environmental impact assessment has been carried out in conformity with the Law On Environmental Impact Assessment, has not been put into service within the laid down time period, the commissioning party shall carry out initial environmental impact assessment in accordance with the procedures laid down in the Law On Environmental Impact Assessment, if actual and legal circumstances have changed on the basis for which the construction has been commenced. If actual or legal conditions have changed, the Ministry of Economics may take a decision to destroy a structure non-conforming to the sea planning.

92. If in accordance with Paragraph 92 of this Regulation the construction intention is evaluated repeatedly, the construction permit (performance of construction works) shall be extended for a time period laid down by the Ministry of Economic, but not more than for three years, if updated cadastral survey file of the structure, for which cadastral survey is provided for in the laws and regulations, is presented to the Ministry of Economics and structure layout survey has been submitted, and also a copy of mandatory civil liability insurance policy of the relevant performer of the construction works has been submitted to the Ministry of Economics.

93. If a structure for which environmental impact assessment has not been carried out in conformity with the Law On Environmental Impact Assessment, or a stage thereof (if it is intended to implement the structure by stages) has not been put into service within the laid down time period, a construction permit shall be extended for a time period requested by the commissioning party, if updated cadastral survey file of the structure, for which cadastral survey is provided for in the laws and regulations, is presented to the Ministry of Economics and structure layout survey has been submitted, and also a copy of mandatory civil liability insurance policy of the relevant performer of the construction works has been submitted to the Ministry of Economics.

94. During construction works a performer of construction works or invited construction specialists may be changes, if the Ministry of Economics is informed thereon and a copy of mandatory civil liability insurance policy of a new performer of the construction works or a statement of duties of a new construction specialist and a copy of mandatory civil liability insurance policy of a new construction specialist are submitted. A new performer of construction works or new invited construction specialist is entitled to commence performance of duties on the construction site after issue of a new annex to a construction permit (Annex 5).

## **7.2. Preparation of Construction Work**

95. Preparation of construction work shall be commenced after a construction permit may not be contested anymore and the conditions included in the construction permit are performed.

96. Preparation of construction work and construction work shall be carried out by performer of construction work.

97. Mutual relations of the commissioning party and performer of construction work shall be determined by the contract on construction work which is entered into in conformity with this Regulation, construction standards of Latvia and other laws and regulations and where preparation of construction work is also referred to.

98. The commissioning party shall obtain permits related to performance of construction work and before commencement of construction work:

98.1. shall issue to a performer of construction work a building design and a copy of the construction permit accepted by the Ministry of Economics with a note regarding performance of conditions set for the commencement of construction work;

98.2. shall assign one or several labour protection co-ordinators, if construction work will be carried out by more than one performer of construction work, in conformity with the laws and regulations in the field of the labour protection.

99. The performer of construction work shall employ one or several labour protection specialists or attract a competent specialist or institution in conformity with the laws and regulations in the field of labour protection.

100. If the performer of construction has entered into contracts on construction work with performers of separate construction work, he or she shall issue a copy of the construction permit to performers of separate construction work.

101. The necessary organisational measures, and also work both on and off the construction site to ensure the successful course of the construction work and the co-ordinated action of all participants shall be performed as part of the process of the preparation of construction work.

102. A performer of construction work, upon receipt of a building design, shall ascertain whether detailed drawings are necessary. If a performer of construction work has not requested the development of detailed drawings or has not developed them himself or herself, the performer of construction work is liable for the possible consequences. The detailed drawings may be developed in the course of the construction work and shall be co-ordinated with the developer of the building design and the commissioning party.

### **7.3. Documentation of the Performance of Construction Work**

103. If during construction work other solutions are necessary than it is intended in the building design, implementation thereof shall be permissible after making changes in the building design in the cases laid down in the Construction Law and general construction regulations.

104. Construction work shall be organised and performed in accordance with the building design and organisational design plan of the construction work contained therein, and also with a work performance design.

105. Work performance design, on the basis of the building design, shall be developed by the performer of construction work (main performer of construction work), but for separate and special work - by performers of separate construction work. The work performance design components shall be determined in accordance with the laws and regulations regarding work



performance design, and the level of detail of a work performance design shall be determined by the developer thereof, depending on the nature and scope of work to be done.

106. Depending on the amount of construction work and intended duration of construction work the work performance design shall be developed for the entire building or cycle of construction work.

107. If a work performance design is developed by a performer of separate construction work, the referred to design shall be co-ordinated with the main performer of construction work. On the basis of authorisation issued by the manager of the construction merchant a work performance design shall be approved by a construction specialist (official) of the performer of separate construction work. The work performance design plan for renovation or reconstruction work shall also be co-ordinated with the developer of a building design and the commissioning party.

108. A work performance design plan shall be submitted to the responsible manager of the construction work before the commencement of any construction work intended in the building design.

109. A work performance design shall be accessible for construction specialists working on the construction site and controlling institutions.

110. Entries in the construction work log-book shall be made for each working day and they shall characterise actual situation on the construction site. Objections or instructions expressed by a construction supervisor and author's supervisor in the construction work log-book shall be regarded as completed, if a construction supervisor or author's supervisor has made the relevant note in the construction work log-book. Entries in the construction work log-book shall be made also by managers of construction work of performers of separate construction work regarding the works performed by them.

#### **7.4. The Performance of Construction Work and Quality Control**

111. A responsible manager of construction work of the performer of construction work (main performer of construction work) shall be responsible for the labour protection on the construction site in conformity with the competence thereof, but regarding separate work types - managers of construction work of performers of separate construction work. The managers of construction work shall observe the instructions of the labour protection co-ordinator.

112. The quality of construction work shall not be below the construction work quality indicators laid down in the construction standards of Latvia and other laws and regulations or contract on construction work.

113. Each performer of construction work shall develop a quality control system for construction work in conformity with the profile, type and scope of the work to be performed. Quality control for construction work shall include:

113.1. initial inspection of the documentation for the performance of the construction work, any supplied materials, products and construction elements, equipment, mechanisms and similar facilities;

113.2. technological control of any individual work operations or work processes;

113.3. final control of the completed work (to be delivered) or the completed cycle of construction work (construction element).

114. Works, the examination of which is not possible after complete performance of construction work, shall be accepted by a deed on hidden work immediately after performance thereof.

115. Completed significant construction elements and hidden work, as well as built fire safety engineering and technical systems (external and internal fire extinguishing water supply system, automatic and non-automatic fire protection system) shall be put into service with a deed on acceptance (Annexes 6, 7 and 8).

116. Continuation of construction works is not permissible, if the commissioning party or construction supervisor (if construction supervision is carried out) and representatives of performers of construction work have not drawn up and signed a deed on acceptance of hidden work at the place of performance of works. If a construction work supervisor or author's supervisor detects non-conformity of the performed works with building design or technology requirements of construction work, further work shall be discontinued, by making the relevant entry in the construction work log-book or author's supervision journal. Works shall be continued after all persons have signed the relevant deed on hidden work.

117. If in the course of the construction work an interruption occurs during which damage to the hidden work approved by a deed is possible, a repeated quality inspection of any previously performed hidden work shall be carried out and the relevant deed shall be drawn up prior to the commencement of any work.

118. The commissioning party shall invite a construction supervisor to carry out quality control for construction work in the cases laid down in the general construction regulations.

119. The commissioning party shall invite a developer of the building design for performance of author's supervision in the cases laid down in the general construction regulations.

120. Prior to commence construction work, the commissioning party shall send information regarding commencement of construction work to the National Armed Forces in order to ensure that sea monitoring system is adjusted and plans for rescue and search operations at sea are improved.

121. If performance of construction work is related to impact on the sea bed and may cause increased risk, the performer of construction work or commissioning party:

121.1. before commencement of construction work shall co-ordinate with the National Armed Forces the necessity for safety inspection of the bed (explosive articles, polluting and dangerous sunk objects etc.);

121.2. shall carry out safety inspection of the bed together with the National Armed Forces;

121.3. shall notify the National Armed Forces regarding the found explosive articles, and also regarding explosive articles which are to be destroyed;

121.4. shall enter into agreement with the National Armed Forces regarding destruction of articles of military nature found during the safety inspection of the bed and compensate resources used for destruction of such articles;

121.5. until commencement of construction work shall co-ordinate action plan with the National Armed Forces which intend readiness of rescue technical provision for the personnel which is employed during the construction and use of structures.

122. If explosive articles are detected during the safety inspection of the bed for the destruction of which technical equipment is necessary which is not at the disposal of the National Armed Forces, the National Armed Forces shall, within 10 days after receipt of the notification abovementioned in Sub-paragraph 121.3 of this Regulation shall inform the performer of construction work thereon in writing. After receipt of the abovementioned information the performer of construction work shall attract a competent person for destruction of explosive articles with which he or she enters into agreement on destruction of explosive articles. A performer of construction work shall co-ordinate a draft agreements before the signing thereof with the National Armed Forces.

### **7.5. Conditions for Environmental Protection**

123. Construction work shall be organised and performed so that there is as little environmental damage as possible. Construction work in restricted sanitary and safety zones for the protection of environmental and natural resources, shall be organised and performed in compliance with the restrictions and requirements laid down in the laws and regulations. The consumption of natural resources must be economically and socially justified.

124. When performing renovation, reconstruction or demolition of the structure, where possible, recycling and recovery of waste caused during construction shall be performed. All waste caused during construction shall be managed in conformity with the laws and regulations in the field of waste management.

### **7.6. Preservation of a Structure in Case of Interruption or Suspension of Construction Work**

125. Preservation of a structure shall be performed if after interruption or suspension of construction work risk to the environment, human life or health or dangerous damage to construction elements may be caused.

126. A decision regarding interruption of construction work may be taken by the commissioning party by notifying the Ministry of Economics or the Office thereon. In the case abovementioned in Paragraph 125 of this Regulation, before interruption of construction work the commissioning party shall submit a design for the performance of preservation work of a structure to the Ministry of Economic or the Office for co-ordination.

127. A design for the performance of preservation work of the structure shall include:

- 127.1. a list of the necessary work to be completed;
- 127.2. how the loss of solidity of the building constructions and further damage to elements of the structure will be rectified;
- 127.3. how the dangerousness to human life and health or environment will be rectified;
- 127.3. a calendar plan for the performance of preservation work on the structure.

128. If the institution other than the Ministry of Economics or the Office in conformity with the competence thereof has suspended construction work, the referred to institution shall immediately notify the Ministry of Economics or the Office thereon.

129. The Ministry of Economics or the Office shall, within a month after receipt of the information abovementioned in Paragraph 126 and 128 of this Regulation regarding interruption or suspending of construction work, carry out a survey of the object and take a

decision regarding a permit to interrupt construction work, co-ordinated the design for the performance of preservation work of the structure or take a decision to preserve the structure.

130. If after the survey of the object the necessity for preservation of the structure is detected, but the commissioning party has not submitted the design for the performance of preservation work of the structure to the Ministry of Economics or the Office, the Ministry of Economics or the Office shall indicate the following in the decision to preserve the structure:

130.1. the reasons for the preservation of a structure;

130.2. the conditions for the preservation of the structure (including also the measures to be taken for the provision of the safety, stability and immunity of the construction elements of the structure, and also the scope of the design for the performance of preservation work of the structure, if necessary);

130.3. a time period for the submission of the design for the performance of preservation work of the structure.

131. The Ministry of Economics or the Office shall, within a month from the receipt of the design for the performance of preservation work of the structure by evaluating the compliance thereof with the requirements of the laws and regulations, co-ordinate it or take a decision in which deficiencies detected and time period for rectification of such deficiencies shall be indicated.

132. After performance of the decision abovementioned in Paragraph 131 of this Regulation the commissioning party shall repeatedly turn to the Ministry of Economics or the Office.

133. When performing preservation work of the structure, the requirements for performance of construction work shall be applicable thereto, including requirements regarding civil liability insurance of the performer of construction work. Civil liability insurance of the performance of construction work for all time period of implementation of preservation work.

134. Construction work shall be regarded interrupted on the day when the Ministry of Economics or the Office has taken a decision to allow to suspend construction work or when the commissioning party has completed preservation work of the structure in conformity with the design for the performance of preservation work of the structure co-ordinated with the Ministry of Economics or the Office.

135. If after interruption of construction work the Ministry of Economics or the Office detects that the structure may cause danger to the environment, human life or health or it has dangerously damaged construction elements, the Ministry of Economics or the Office shall take a decision to preserve the structure in accordance with the procedures laid down in this Chapter.

136. If after suspension of construction work the Ministry of Economics or the Office detects that preservation of the structure is necessary, the Ministry of Economics or the Office shall take a decision regarding preservation of the structure in accordance with the procedures laid down in this Chapter.

## **8. Putting into Service and Acceptance of Destruction Work**

137. Before putting into service of the structure or initiation of demolition of the structure the performer of construction work shall carry out performance measurement of the structure or construction site.

138. Upon written request of the commissioning party the institutions, which have issued technical or special regulations, shall verify and within 14 days from the receipt of the submission provide an opinion in conformity with competence thereof regarding readiness of the structure for use or demolition of the structure, conformity thereof with the technical regulations and requirements of the laws and regulations.

139. When initiating putting into service or acceptance of demolition of the structure, the commissioning party shall submit the following documents to the Ministry of Economics or in the cases referred to in Section 6.<sup>1</sup>, Paragraph one, Clause 1 of the Construction Law – to the Office:

139.1. certification regarding readiness of the structure for use or demolition of the structure (Annex 9);

139.2. changed parts of the building design which may be changed during performance of construction work in accordance with that laid down in the general construction regulations;

139.3. the structure layout survey plan with relief markings and height and depth markings of the structures, except demolition of the structure;

139.4. construction site survey plan, if the structure is destroyed;

139.5. updated cadastral survey file, if the relevant structure is surveyed in cadastral way in conformity with the laws and regulations;

139.6. opinions of the institutions abovementioned in Paragraph 138 of this Regulation;

139.7. deeds on acceptance of significant construction elements and hidden work;

139.8. a construction work log-book;

139.9. inspection statements and deed on acceptance of technological equipment, special systems and equipment intended in the building design, and also documentation approving conformity, except demolition of the structure;

139.10. documentation approving the conformity of built in construction products;

139.11. author's supervision journal, if author's supervision has been carried out in accordance with the procedures laid down in the laws and regulations during the performance of construction work;

139.12. opinion of developer of the building design regarding conformity of performed construction work with the building design, if author's supervision has not been carried out;

139.13. a report of the construction supervisor regarding performance of the construction supervision plan, if construction supervision has been carried out in accordance with the procedures laid down in the laws and regulations during the construction work.

140. The commissioning party shall transfer copies of the documents abovementioned in Sub-paragraphs 139.1, 139.2, 139.3, 139.4, 139.6., 139.12, 139.13 and 139.14 of this regulation to the Ministry of Economics for storage.

141. Construction work shall be accepted by the Ministry of Economics or the Office. The Office shall invite an official of the Ministry of Economics for the acceptance work. If a structure necessary for fisheries sector is put into service, an official of the Ministry of Agriculture shall be invited for the acceptance work. The invited official of the Ministry of Economics or the Ministry of Agriculture shall sign a deed on putting into service of the structure or acceptance of the demolition work.

142. The commissioning party, by inviting the performer of construction work or authorised representative thereof, shall present a structure or construction site to the building authority or the Office.

143. A task of the Ministry of Economics or the Office is to assess the readiness of the structure for use or demolition on the basis of the documents abovementioned in Paragraph 139 of this Regulation submitted to the Ministry of Economics or the Office, and also the conformity with the laws and regulations in the field of construction and with the building design.

144. The Ministry of Economics or the Office, upon putting into service the structure or accepting demolition thereof, has the right to invite a construction supervisor and developer of the building design. The invited construction supervisor or developer of the building design shall sign a deed on putting into service of the structure or acceptance of demolition.

145. The Ministry of Economics or the Office is not entitled to put the structure into service or accept demolition of the structure, if any of the institutions abovementioned in Paragraph 138 of this Regulation has not provided a positive opinion regarding readiness of the structure for putting into service or demolition of the structure.

146. A stage of the structure may be put into service, if construction work thereof is completely finished and all fire, safety, labour protection and environmental protection measures intended for the relevant stage of the structure have been taken.

147. Engineering networks of structures to be reconstructed and renewed regarding construction of which a construction permit joint with the relevant structure has been issued may be connected to engineering networks in use and commence using thereof before a deed on putting into service of the structure is received (hereinafter - the deed) (Annex 10), if opinions abovementioned in Paragraph 138 of this Regulation are signed regarding readiness of the relevant engineering networks for putting into service in conformity with the building design and executive documentation.

148. The Ministry of Economics or the Office shall, within 14 days after receipt of the certification regarding readiness of the structure for use or demolition thereof, by coordinating the time period with the commissioning party for presenting the structure or construction site, accept by a deed the construction work performed or, if the structure is destroyed, issue a statement on non-existence of the structure (Annex 11), or take a decision regarding deviations detected.

149. A co-ordinated time period shall be indicated in a deed with the commissioning party and performer of construction work within which the commissioning party may request that the performer of construction work rectifies defects (deficiencies) of construction work at his own expense, which have been discovered after acceptance of construction work. The referred to time period counting from the signing of the deed may not be less than five years.

150. A deed shall be drawn up in three copies, but if the structure is put into service by the Office - in four copies. Two copies shall be issued to the commissioning party, one copy shall be stored in archives of the Ministry of Economics and one in the Office. Conditions of this Paragraph regarding the number of copies shall not apply to documents drawn up and submitted electronically.

151. If several structures have been put into service on the basis of one building design and construction permit, section six of the deed "Technical-economical indicators of the structure" shall be completed for each structure separately.

152. A structure shall be regarded put into service after signing of the deed.

153. A structure shall be regarded as destroyed after signing of the statement on non-existence of the structure.

154. If the construction work carried out fail to comply with the accepted intention or laws and regulations governing construction, the Ministry of Economics or the Office shall indicate deviations in the decision regarding deviations detected from the construction permit or laws and regulations governing construction and time period for rectification of such deviations.

155. After rectification of deviations indicated in the decision abovementioned in Paragraph 154 of this Regulation the commissioning party shall repeatedly turn to the Ministry of Economics or the Office. If the commissioning party has rectified the deviations detected, the Ministry of Economics or the Office shall put the structure into service or issue a statement on non-existence of the structure.

## **9. Issuing Licence for Use of Structures**

156. The Ministry of Economics shall, within five working days after the signing the deed, issue a licence for use of structures to the winner of the tender.

157. The following shall be indicated in the licence abovementioned in Paragraph 156 of this Regulation:

157.1. substantiation for issuance of a licence, by indicating certification for the readiness of the structure for use and the date and number of the deed on acceptance;

157.2. a time period of validity of the licence;

157.3. procedures for extension of the licence;

157.4. duties laid down for the licence recipient in accordance with this Regulation and other conditions.

158. The State fee regarding use of structure in the sea shall be paid in accordance with the procedures laid down in the laws and regulations.

159. A structure after complete termination of the operation or cancellation of a licence regarding the right to use a licence area in the sea shall be destructed by the commissioning party (the winner of the tender) or his or her successor in rights at his or her own expense. A construction permit is needed for a person for demolition of the structure.

## **10. Suspension or Cancellation of Licence for Use of Area in the Sea**

160. The responsible ministry shall take a decision to suspend or cancel a licence for use of area in the sea for a time period up to 12 months, if it detects that the duties referred to in the licence are not performed or conditions and requirements of the laws and regulations are infringed.

161. A licence for use of area in the sea shall be cancelled, if the licence addressee:

161.1. has not commenced exploitation of structures within the laid down time period;

161.2. use the sea territory in a manner not laid down in the licence;

161.3. fails to perform the duties referred to in the licence or infringes conditions or requirements of the laws and regulations.

162. A licence for use of area in the sea shall be suspended, if:

162.1. a licence addressee infringes the conditions referred to in the licence or requirements of the laws and regulations;

162.2. the use of area in the sea causes risks to human health or environment.

163. If in a decision referred to in Paragraph 160 of this Regulation it is laid down that the operation of the licence is suspended until rectification of detected deficiencies or infringements, after having received information regarding rectification of deficiencies, the responsible ministry shall take a decision to renew operation of the licence for use of area in the sea.

Prime Minister

Laimdota Straujuma

Minister for Economics

Vjačeslavs Dombrovskis



### **Basic Criteria for Assessment of Applicants**

1. The following criteria have been determined for assessment of tenderers for installation and exploitation of equipment necessary in fisheries sector or construction and exploitation of structures in the internal waters, territorial waters and exclusive economic zone of the Republic of Latvia:

No.	Criteria group	Criterion	Number of points
1.1.	Experience in establishment and exploitation of freshwater and seawater aquaculture farms	Experience in establishment of seawater aquaculture farms is more than 5 years	10
		Experience in establishment of seawater aquaculture farms is 5 years and less	8
		Experience in establishment of freshwater aquaculture farms only is more than 5 years	5
		Experience in establishment of seawater aquaculture farms only is 5 years and less	3
		None	0
1.2.	Use of environmentally friendly technologies	Environmentally friendly technologies will be used	10
		Partly environmentally friendly technologies will be used	5
		Environmentally friendly technologies will not be used	0
1.3.	Ensuring of veterinary requirements	The planned additional activities for prophylaxis and monitoring of disease of aquaculture animals	5
		Minimum requirements ensured	0
1.4.	Species to be grown	Species of local origin	10
		Foreign species	5
		Genetically modified and triploid species	0
1.5.	Ensuring of navigation safety	Planned measures in addition to that laid down mandatory	5
		Minimum requirements ensured	0
1.6.	Safety of human life at sea	Planned measures in addition to that laid down mandatory	5
		Minimum requirements ensured	0

2. The following criteria have been determined for assessment of tenderers for construction and exploitation of structures necessary for energy supply and previously not mentioned

commercial activities in the internal waters, territorial waters and exclusive economic zone of the Republic of Latvia:

No.	Criteria group	Criterion	Number of points
2.1.	Experience in the establishment and exploitation of structures necessary for energy supply and previously not mentioned commercial activities at sea or on the land	Experience in the establishment of structures necessary for energy supply and previously not mentioned commercial activities at sea more than 5 years	10
		Experience in the establishment of structures necessary for energy supply and previously not mentioned commercial activities at sea 5 years and less	8
		Experience in the establishment of structures necessary for energy supply and previously not mentioned commercial activities only on the land more than 5 years	5
		Experience in the establishment of structures necessary for energy supply and previously not mentioned commercial activities only on the land 5 years and less	3
		None	0
2.2.	Use of environmentally friendly technologies	Environmentally friendly technologies will be used	10
		Partly environmentally friendly technologies will be used	5
		Environmentally friendly technologies will not be used	0
2.3.	Ensuring of navigation safety	Planned measures in addition to that laid down mandatory	5
		Minimum requirements ensured	0
2.4.	Safety of human life at sea	Planned measures in addition to that laid down mandatory	5
		Minimum requirements ensured	0

Minister for Economics

Vjačeslavs Dombrovskis

To the Ministry of Economics

## Submission for Construction

Initiator of construction  
work

\_\_\_\_\_  
(given name, surname of the natural person or name of the legal person)

\_\_\_\_\_  
(personal identity number of the natural person or registration number of the legal person)

\_\_\_\_\_  
(address of the place of residence or registered address, phone number)

\_\_\_\_\_  
(e-mail address)

I hereby ask you to examine this  
submission for construction/demolition of

\_\_\_\_\_  
(name of the structure)

1. Type of construction (mark as appropriate):

☐ new construction      ☐ installation      ☐ reconstruction      ☐ renovation;  
☐ restoration      ☐ demolition      ☐ placement

2. Information regarding the object of construction intention:

2.1. intended/present type of use of the structure \_\_\_\_\_  
(according to structure classification)

2.2. construction area of the structure (m<sup>2</sup>) \_\_\_\_\_

2.3. height of the structure (m) \_\_\_\_\_

2.4. depth of the structure (m) \_\_\_\_\_

2.5. material of the structure \_\_\_\_\_

2.6. cadastral designation of the structure (present) \_\_\_\_\_

2.7. demolition method (in case of demolition) \_\_\_\_\_

2.8. management of waste caused by construction (in case of demolition) \_\_\_\_\_

2.9. amount of waste caused by construction (in case of demolition) \_\_\_\_\_

2.10. place of recycling and disposal of waste caused by construction (in case of demolition)

---

2.11. type of arranging of the territory (in case of demolition)

---

2.12. owner of the structure or, if none, – legal possessor and/or user

---

(given name, surname, personal identity number of the natural person or name, registration number of the legal person)

3. Information regarding immovable property concerned or a part thereof:

3.1. cadastral number of the immovable property

---

3.2. cadastral designation of the structure, land unit or a part of land unit

---

4. Information regarding the source of the financing for the construction:

☐ private funds

☐ funds of legal person governed by public law

☐ funds from policy instruments of the European Union

☐ other foreign financial aid funds

5. Authorised person

---

(given name, surname, personal identity number, address of the place of residence, telephone number, e-mail address of the natural person or

---

name, registration number, registered address, telephone number of the legal person)

---

Contact person indicated by a legal person

---

(given name, surname,

---

personal identity number, telephone number, e-mail address)

---

6. Developer of the building design in minimum composition

---

(given name, surname certificate number of a natural person or

---

name, registration number of the legal person, number of the registration certificate of the construction merchant)

---

7. Information provided by the developer of the building design regarding planned composition of the building design, development of necessary parts, sections thereof

---

8. Information regarding application of normative regulation of the particular European Union Member State, where development of the building design is intended, by applying the technical requirements of national standards and construction standards of the European Union Member States

---

(European Union Member State)

---

9. Confirmation of the building design developer:

The solutions conform to the laws and regulations governing construction work and local government binding regulations.

Developer of the building designs

---

(signature)

(date)

10. I would like to receive a reply to submission and construction permit as follows (mark as appropriate):

- ☐ by regular mail to the address indicated in the submission  
☐ electronically to electronic mail address (in conformity with Section 9, Paragraph two of the Law On Notification)  
☐ in person in the Ministry of Economics

11. A request regarding submission of additional information (documents) and/or decision to extend a time period for provision of a reply shall be sent electronically to e-mail address

---

12. Certifications by the initiator of construction work:

I certify that appended documents (copies) are authentic, true and complete.

Initiator of construction work

\_\_\_\_\_

(given name, surname, signature)

\_\_\_\_\_

(date)

13. Enclosed - the submitted documents (mark as appropriate):

- ☐ the construction design in minimum composition on \_\_\_\_\_ p.  
☐ power of attorney of the initiator of construction work (if a submission is lodged by an authorised person) on \_\_\_\_\_ p.  
☐ other documents: \_\_\_\_\_ on \_\_\_\_\_ p.

Initiator of construction work

\_\_\_\_\_

(given name, surname, signature)

\_\_\_\_\_

(date)

### **To be completed by the Ministry of Economics**

14. Note regarding acceptance of the construction intention

Number of the construction permit \_\_\_\_\_, date

\_\_\_\_\_

Employee of the Ministry of Economics

\_\_\_\_\_

(position)

\_\_\_\_\_

(given name, surname, signature)

\_\_\_\_\_

(date)

15. Decision regarding refusal to issue a construction permit

Number of the decision \_\_\_\_\_, date \_\_\_\_\_

Employee of the Ministry of Economics

\_\_\_\_\_

(position)

\_\_\_\_\_

(given name, surname, signature)

\_\_\_\_\_

(date)

Notes.

1. The detail of the document “signature” shall not be completed, if the electronic document has been drawn up in accordance with the laws and regulations regarding drawing up of electronic documents.

2. The corresponding columns of the submission for construction shall be extended, if it is necessary to provide more information.

Minister for Economics

Vjačeslavs Dombrovskis

The Ministry of Economics

**Construction Permit No. \_\_\_\_\_**

Issued to \_\_\_\_\_

(initiator of the construction work (commissioning party) - given name, surname,  
personal identity number,

address of the place of residence, telephone number, e-mail address of a natural person or  
name, registration number, registration number, registered address, telephone number of a  
legal person)

\_\_\_\_\_ for construction/demolition.

(name of the object (structure))

1. Type of construction (mark as appropriate):

- |   |                                       |   |
|---|---------------------------------------|---|
| <input type="checkbox"/> new construction | <input type="checkbox"/> installation | <input type="checkbox"/> reconstruction |
| <input type="checkbox"/> renovation       | <input type="checkbox"/> demolition   | <input type="checkbox"/> placement      |

2. Information regarding the object of construction intention:

2.1. intended/present type of use if the structure \_\_\_\_\_

(according to structure classification)

2.2. construction area of the structure (m<sup>2</sup>) \_\_\_\_\_

2.3. height of the structure (m) \_\_\_\_\_

2.4. depth of the structure (m) \_\_\_\_\_

2.5. material of the structure \_\_\_\_\_

2.6. cadastral designation of the structure (present) \_\_\_\_\_

2.7. demolition method (in case of demolition) \_\_\_\_\_

2.8. management of waste caused by construction (in case of demolition) \_\_\_\_\_

2.9. amount of waste caused by construction (in case of demolition) \_\_\_\_\_

2.10. place of recycling and disposal of waste caused by construction (in case of demolition) \_\_\_\_\_

2.11. type of arranging of the territory (in case of demolition) \_\_\_\_\_

2.12. owner of the structure or, if none, – legal possessor and/or user \_\_\_\_\_

(given name, surname, personal identity number of the natural person or name, registration  
number of the legal person)

3. Information regarding immovable property concerned or a part thereof:

3.1. cadastral number of the immovable property \_\_\_\_\_

3.2. cadastral designation of the structure, land unit or a part of land unit \_\_\_\_\_

---

4. Developer of the building design

---

(given name, surname, personal identity number, certificate number of a natural person or name, registration number of the legal person, number of the registration certificate of the construction merchant)

---

5. Permitted use of the sea laid down in the sea planning

---

6. Inspection of the place of implementation  
of construction work

---

(date of survey)

Opinion regarding inspection of the structure

---

(number and date)

**Conditions for designing**

7. Conditions for designing (mark as appropriate):

7.1. ☐ technical or special regulations and co-ordinations of issuers thereof:

7.1.1. ☐ with the State institutions:

---

(name, address, contact details)

---

(name, address, contact details)

---

(name, address, contact details)

2.1.7. ☐ with holders of engineering networks:

---

(name, address, contact details)

---

(name, address, contact details)

---

(name, address, contact details)

---

(name, address, contact details)

---

(name, address, contact details)

7.2. ☐ technical or special regulations, if co-ordination from issuer thereof is not necessary:

---

(name, address, contact details)

---

(name, address, contact details)

---

(name, address, contact details)

7.3. ☐ co-ordinations of other institutions:

---

(name, address, contact details)

---

(name, address, contact details)

---

(name, address, contact details)

7.4. ☐ composition of the building design:

☐ general part

☐ architectural part

☐ engineering solutions part

☐ organisational design plan

☐ measures for protection against fire



☐ technological part

☐ economic part

7.5. ☐ development of building design, by applying

\_\_\_\_\_  
(European Union Member State)

technical requirements of the national standards and construction standards

7.6. ☐ expert-examination of building design

7.7. ☐ requirements for management of construction waste

7.8. ☐ other requirements in conformity with that laid down in the sea planning

7.9. ☐ professional civil liability insurance of construction specialist:

☐ for a developer of the building design

☐ for a manager of the building design

☐ for expert of the building design

8. Time period for performance of conditions for designing

\_\_\_\_\_  
(date)

### **Conditions for commencement of construction work**

9. Conditions for commencement of construction work

Documents to be submitted to the Ministry of Economics (mark as appropriate):

☐ building design developed and co-ordinated

☐ information regarding total costs of implementation of the building design

☐ information regarding performer of construction work (name of a legal person, registration No., registration certificate No. of construction merchant)

☐ a copy of mandatory civil liability insurance policy of the performer of construction work

☐ construction work log-book

☐ statements of duties of a responsible construction work manager and construction work managers

☐ statements of duties of a responsible construction work supervisor and construction work supervisors

☐ copies of professional civil liability insurance policies of responsible construction specialists

☐ plan of construction supervision

☐ agreement on author's supervision

☐ author's supervision journal

☐ information regarding labour protection co-ordinator (given name, surname, personal identity number, telephone number), if construction work is carried out by more than one performer of construction work

☐ other documents if it is laid down in the laws and regulations

### **Notations of the Ministry of Economics and Decisions Thereof**

10. Notation regarding meeting the conditions for designing

\_\_\_\_\_  
(date)

After making a notation regarding meeting the conditions for designing the conditions for commencement of construction work shall be met within two years.

A responsible official of the Ministry of  
Economics

_____	_____
(given name, surname, signature)	(position)
_____	_____
	(date)

11. Notation regarding meeting the conditions for designing \_\_\_\_\_

\_\_\_\_\_

(date)

A responsible official of the Ministry of Economics

_____	_____
(given name, surname, signature)	(position)
_____	_____
	(date)

12. After making a notation regarding meeting the conditions for designing the maximum duration for performance of construction work shall be \_\_\_\_\_ years

12.1. construction work shall be performed until \_\_\_\_\_

\_\_\_\_\_

(date)

12.2. insurance period indicated in the mandatory insurance policy of the civil liability of the performer of construction work

12.3. putting into service of engineering structure shall be carried out  
by \_\_\_\_\_

\_\_\_\_\_

(date)

A responsible official of the Ministry of Economics

_____	_____
(given name, surname, signature)	(position)
_____	_____
	(date)

This construction permit (administrative instrument) within one month after the coming into effect thereof may be contested in accordance with the procedures laid down in the Administrative Procedure Law

\_\_\_\_\_

(name, address of the institution)

13. A construction permit is extended until \_\_\_\_\_

\_\_\_\_\_

(date)

A responsible official of the Ministry of Economics

_____	_____
(given name, surname, signature)	(position)
_____	_____
	(date)

Notes.

1. The detail of the document “signature” shall not be completed, if the electronic document has been drawn up in accordance with the laws and regulations regarding drawing up of electronic documents.

2. The corresponding columns of the construction permit shall be extended, if it is necessary to provide more information.

Minister for Economics

Vjačeslavs Dombrovskis

## **Confirmation Samples**

### **I. Confirmation of the Manager of the Building Design**

All necessary part have been included and developed in this construction design in conformity with the conditions included in the construction permit.

Manager of the building design

	(given name, surname, certificate number)
(date)	(signature)

### **II. Confirmation of the Manager of a Part of the Building Design**

Solutions of the part of this construction design  
\_\_\_\_\_ comply with the construction standards of Latvia and other laws and regulations, and also with the requirements of technical or special regulations.

Manager of the part of the building design

	(given name, surname, certificate number)
(date)	(signature)

### **III. Confirmation of the Manager of a Part of the Building Design<sup>1</sup>**

Solutions of the part of this construction design  
\_\_\_\_\_ comply with the construction standards of Latvia and other laws and regulations and requirements of national standards and construction standards of the European Union Member States, and also with the requirements of technical or special regulations.

Manager of the part of the building design

	(given name, surname, certificate number)
(date)	(signature)

Notes.

1. <sup>1</sup>Shall be completed if a building design is developed by applying the technical requirements of the national standards and construction standards of the European Union Member States;
2. The detail of the document “signature” shall not be completed, if the electronic document has been drawn up in accordance with the laws and regulations regarding drawing up of electronic documents.



**The Ministry of Economics**

	<b>construction permit No.</b>	<b>Annex No.</b>
(date)	(number)	(sequence number)
1. Performer for construction work	<hr/>	
	(name, registration number of a legal person, number of registration certificate of the construction merchant, registered address, telephone number)	
2. Invited construction specialists:		
2.1. responsible construction work manager	<hr/>	
	(given name, surname, certificate number of a natural person)	
2.2. construction work manager	<hr/>	
	(given name, surname certificate number of a natural person or	
	name, registration number of the legal person, number of the registration certificate of the construction merchant)	
2.3. responsible construction supervisor	<hr/>	
	(given name, surname certificate number of a natural person or	
	name, registration number of the legal person, number of the registration certificate of the construction merchant)	
2.4. construction supervisor	<hr/>	
	(given name, surname certificate number of a natural person or	
	name, registration number of the legal person, number of the registration certificate of the construction merchant)	
2.5. responsible author's supervisor	<hr/>	
	(given name, surname certificate number of a natural person or	
	name, registration number of the legal person, number of the registration certificate of the construction merchant)	
2.6. author's supervisor	<hr/>	
	(given name, surname certificate number of a natural person or	
	name, registration number of the legal person, number of the registration certificate of the construction merchant)	
2.7. labour protection co-ordinator	<hr/>	

(given name, surname, personal identity number, telephone number of the natural person)	
A responsible official of the Ministry of Economics	
	(position)
(given name, surname, signature)	(date)

Notes.

1. The detail of the document “signature” shall not be completed, if the electronic document has been drawn up in accordance with the laws and regulations regarding drawing up of electronic documents.
2. The corresponding columns of the Annex to construction permit shall be extended, if it is necessary to provide more information.

Minister for Economics

Vjačeslavs Dombrovskis

## **Document of Acceptance of Significant Constructions**

\_\_\_\_\_ (date) \_\_\_\_\_

1. Object name \_\_\_\_\_

2. Name of construction \_\_\_\_\_

3. Initiator of construction work (the commissioning party) \_\_\_\_\_

\_\_\_\_\_ (given name, surname, personal identity number,

address of the place of residence and telephone number of the natural person or

name, registration number, registered address and telephone number of the legal person)

4. Composition of the Commission:

4.1. Performer of construction work/responsible construction work manager

\_\_\_\_\_ (given name, surname, position, telephone number)

4.2. Developer of the building design/author's supervisor

\_\_\_\_\_ (given name, surname, position, certificate number)

4.3. Initiator of construction work (the commissioning party)/author's supervisor

\_\_\_\_\_ (given name, surname, position, certificate number)

5. The Commission performed an inspection (external examination) and quality testing of constructions, which have been installed by

6. The Commission determined:

6.1. The following constructions have been presented for acceptance:

\_\_\_\_\_ (listing and short description of constructions)

\_\_\_\_\_ (listing and short description of constructions)

6.2. Work has been fulfilled in accordance with

\_\_\_\_\_ (given name and surname of the developer of building design or

name of a legal person and name of the building design and drawing number)

6.3. The following materials, constructions and products have been used in the constructions:

\_\_\_\_\_ (specify certificates or other documents certifying the quality)

6.4. In the course of work deviations from the building design have/have not been allowed (delete as appropriate).

The permitted deviations have been co-ordinated with \_\_\_\_\_

\_\_\_\_\_  
(the relevant institution,

\_\_\_\_\_  
drawing number and co-ordination date)

#### 7. Decision of the Commission:

Work has been performed in conformity with the building design, construction standards and standards and the acceptance thereof has taken place.

Representative of the performer of construction work

\_\_\_\_\_  
(given name, surname, signature)

Representative of the developer of the building design

\_\_\_\_\_  
(given name, surname, signature)

Representative (construction supervisor) of the initiator of construction work (the commissioning party)

\_\_\_\_\_  
(given name, surname, signature)

Note. The detail of the document “signature” shall not be completed, if the electronic document has been drawn up in accordance with the laws and regulations regarding drawing up of electronic documents.

Minister for Economics

Vjačeslavs Dombrovskis



## **Document of Acceptance of Hidden Work**

\_\_\_\_\_ (date) \_\_\_\_\_

1. Object name \_\_\_\_\_

---

2. Name of work \_\_\_\_\_

3. Initiator of construction work  
(the commissioning party) \_\_\_\_\_  
(given name, surname, personal identity number,  
address of the place of residence and telephone number of the natural person or  
name, registration number, registered address and telephone number of the legal person)

4. Composition of the Commission:

4.1. Performer of construction work/responsible construction work manager  
\_\_\_\_\_  
(given name, surname, position, certificate number)

4.2. Developer of the building design/author's supervisor  
\_\_\_\_\_  
(given name, surname, position, certificate number)

4.3. Initiator of construction work (the commissioning party)/author's supervisor  
\_\_\_\_\_  
(given name, surname, position, certificate number)

5. The Commission performed an inspection (external examination) and quality testing of  
hidden work performed by \_\_\_\_\_

---

6. The Commission determined:

6.1. The following was presented for  
acceptance \_\_\_\_\_  
(short description of work)

---

6.2. Work has been fulfilled in accordance  
with \_\_\_\_\_  
(given name and surname of the developer of  
the building design or  
name of a legal person and name of the building design and drawing number)

6.3. The following materials, constructions and products have been used in performing the  
work: \_\_\_\_\_

(specify certificates or other documents certifying the quality)

6.4. In the course of work deviations from the building design have/have not been allowed (delete as appropriate).

The permitted deviations have been co-ordinated with

\_\_\_\_\_  
(the relevant institution,

\_\_\_\_\_  
drawing number and co-ordination date)

#### 7. Decision of the Commission:

Work has been performed in conformity with the building design, construction standards and standards and the acceptance thereof has taken place.

Representative of the performer  
of construction work

\_\_\_\_\_  
(given name, surname, signature)

Representative of the developer of  
the building design

\_\_\_\_\_  
(given name, surname, signature)

Representative (construction supervisor) of the initiator of  
construction work (the commissioning party)

\_\_\_\_\_  
(given name, surname, signature)

Note. The detail of the document “signature” shall not be completed, if the electronic document has been drawn up in accordance with the laws and regulations regarding drawing up of electronic documents.

Minister for Economics

Vjačeslavs Dombrovskis

## **Document of Acceptance of Engineering System Significant for Fire Safety**

\_\_\_\_\_ (date) \_\_\_\_\_

1. Object name \_\_\_\_\_

---

2. Name of the engineering system \_\_\_\_\_

3. Initiator of construction work (the commissioning party) \_\_\_\_\_  
\_\_\_\_\_  
(given name, surname, personal identity number,  
address of the place of residence and telephone number of the natural person or  
name, registration number, registered address and telephone number of the legal person)

4. Composition of the Commission:

4.1. Performer of construction work/responsible construction work manager \_\_\_\_\_  
(given name, surname, position, certificate number)

4.2. Developer of the building design/author's supervisor \_\_\_\_\_  
(given name, surname, position, certificate number)

4.3. Initiator of construction work (the commissioning party)/author's supervisor \_\_\_\_\_  
(given name, surname, position, certificate number)

5. The Commission performed the quality and ability to work control for the system established by \_\_\_\_\_  
(name, registration number and registered address of a legal person or  
given name, surname, certificate number and address of the place of residence of a natural person)

6. The Commission determined:

6.1. The following was presented for acceptance \_\_\_\_\_  
(system in the whole or assembly stage of the system)

6.2. System has been established in accordance with \_\_\_\_\_  
(date of the development of the relevant section of the building design  
name, number, drawing number)

and with the technical specification of devices, equipment and materials used in the system.

6.3. The following basic devices, equipment and materials have been assembled in the system:

No.	Name	Type, make	Unit of measurement	Number	Notes
1.					
2.					
3.					

7. Changes have been/have not been allowed in the co-ordinated technical design of the system (delete as appropriate). The permitted deviations have been co-ordinated with

(relevant authority, technical drawing number and date of co-ordination,

indicate compensation measures taken)

8. The following documentation has been attached to the document of acceptance (mark as appropriate):

- ☐ technical passports of system devices and equipment
- ☐ conformity declarations of system devices, equipment and materials
- ☐ system operation documentation (instruction for use)
- ☐ other technical documentation characterising the system and the operation parameters thereof (write as appropriate) \_\_\_\_\_

9. Decision of the Commission:

\_\_\_\_\_ has been constructed  
in conformity with

(system in the whole or assembly stage of the system)

the building design, construction standards and standards. The system has been accepted and is ready for use.

Representative of the performer of construction work

\_\_\_\_\_  
(given name, surname, signature)

Representative of the developer of the building design

\_\_\_\_\_  
(given name, surname, signature)

Representative (construction supervisor) of the initiator  
of construction work (the commissioning party)

\_\_\_\_\_  
(given name, surname, signature)

Note. The detail of the document “signature” shall not be completed, if the electronic document has been drawn up in accordance with the laws and regulations regarding drawing up of electronic documents.

Minister for Economics

Vjačeslavs Dombrovskis

**CERTIFICATION**  
**regarding readiness of the structure for use or demolition of the structure**  
(delete as appropriate)

Initiator of construction work  
(the commissioning party)

\_\_\_\_\_ (given name, surname, personal identity number,  
\_\_\_\_\_ address of the place of residence and telephone number of the natural person)  
\_\_\_\_\_ or name, registration number, registered address and telephone number of the legal person)

hereby notifies that

\_\_\_\_\_ (name of the structure)  
construction work/demolition work (delete as appropriate), that has been performed on the  
basis of the construction permit No. \_\_\_\_\_  
\_\_\_\_\_ issued by the Ministry of Economics, is completed.  
\_\_\_\_\_ (date)

1. Information regarding built object:

1.1. intended/present type of use of the structure (code) \_\_\_\_\_  
(according to structure classification)

1.2. technical specifications of the structure \_\_\_\_\_

1.3. material of the structure (except  
demolition) \_\_\_\_\_

1.4. cadastre designation of the structure \_\_\_\_\_

1.5. owner of the structure or, if none, – legal possessor  
\_\_\_\_\_ (given name, surname, personal identity number of the natural person or name, registration  
number of the legal person)

2. Information regarding immovable property concerned or a part thereof:

2.1. cadastre number of the immovable property \_\_\_\_\_

2.2. cadastre designation of the unit of land,  
structure \_\_\_\_\_

3. Information regarding construction:

3.1. construction has been commenced \_\_\_\_\_ and completed \_\_\_\_\_  
(date) (date)

3.2. construction work performed complies with the building design, that has been developed  
by \_\_\_\_\_

(given name, surname, certificate number of the developer of the building design or  
name, registration number of the legal person, number of the registration certificate of the  
construction merchant)

3.3. changes and deviations in the co-ordinated building design are/are not allowed )delete as appropriate). Changes and deviations allowed have been co-ordinated in accordance with the laid down procedures and noted in the technical documentation

3.4. the following participants to the construction have participated in the implementation of the building design:

3.4.1. the performer of construction work

(name, registration number of a legal person,  
number of registration certificate of the construction merchant, registered address, telephone number)

3.4.2. responsible construction work manager

(given name, surname, certificate number of a natural person)

3.4.3. construction supervisor (if construction supervision is carried out)

(given name, surname, certificate number of a natural person)

3.4.4. developer of the building design (of author's supervision is carried out)

(given name, surname, certificate number of a natural person)

2.5. management of waste caused by construction has been carried out by

(name of the waste manager)

4. It is hereby confirmed that:

4.1. the structure is ready for putting into service/has been dismantled (delete as appropriate)

4.2. all waste caused by the construction has been managed in conformity with the laws and regulations regarding waste management

4.3. technological equipment, special systems and devices intended in the building design have been installed, tested and adjusted in conformity with the building design and laws and regulations in the construction (except demolition)

4.4. engineering networks, special systems and equipment are disassembled in conformity with the building design - if the structure is taken down

4.5. the performer of construction work will rectify defects of construction work detected within \_\_\_\_\_ years after putting into service of the structure at his or her own expense

4.6. total costs of the construction are \_\_\_\_\_ EUR, including funds of legal persons governed by public law, European Union policy instruments or other foreign financial aid—  
\_\_\_\_\_ EUR

Initiator of construction work  
(the commissioning party)

(given name, surname, signature)

(date)

Performer of construction work

(given name, surname, signature)

(date)

Responsible construction work manager	_____	_____
	(given name, surname, signature)	(date)
Construction supervisor (if construction supervision is carried out)	_____	_____
	(given name, surname, signature)	(date)
Developer of the building design	_____	_____
	(given name, surname, signature)	(date)

Notes.

1. The detail of the document “signature” shall not be completed, if the electronic document has been drawn up in accordance with the laws and regulations regarding drawing up of electronic documents.
2. The corresponding columns of the certification shall be extended, if it is necessary to provide more information.

Minister for Economics

Vjačeslavs Dombrovskis

**DEED**

on \_\_\_\_\_  
(name of the structure and cadastre designation of the structure)  
\_\_\_\_\_ **putting into service**

\_\_\_\_\_  
(place of drawing up of the statement)

\_\_\_\_\_  
(date)

1. Type of construction (mark as appropriate):

☐ new construction                      ☐ installation                      ☐ reconstruction  
☐ renovation                              ☐ placement

2. Initiator of construction work  
(the commissioning party)

\_\_\_\_\_  
(given name, surname, personal identity number,

\_\_\_\_\_  
address of the place of residence and telephone number of the natural person or

\_\_\_\_\_  
name, registration number, registered address and telephone number of the legal person)

3. Acceptance work shall be carried out by the Ministry of Economics/State Construction Control Office (delete as appropriate):

3.1. construction inspector

\_\_\_\_\_  
(given name, surname, certificate number of construction control rights)

3.2. architect of a local  
government

\_\_\_\_\_  
(given name, surname, certificate number)

3.3. other official

\_\_\_\_\_  
(given name, surname, position)

4. The following persons have been invited for acceptance work (according to invitation of the Ministry of Economics/State Construction Control Office (delete as appropriate)):

4.1. construction supervisor

\_\_\_\_\_  
(given name, surname, certificate number of a natural person)

4.2. developer of the building  
design

\_\_\_\_\_  
(given name, surname, certificate number of a natural person)

4.3. the performer of construction work



(name, registration number of a legal person,  
number of registration certificate of the construction merchant, registered address, telephone  
number)

4.4. other official

(speciality, position, given name, surname)

5. Building authority/State Construction Control Office (delete as appropriate) became familiar with:

5.1. the building design in \_\_\_\_\_ volumes transferred in the disposal thereof;

5.2. performance of construction work and documentation of performance of construction work:

5.2.1. construction work log-book No. \_\_\_\_\_

5.2.2. author's supervision journal No. \_\_\_\_\_

5.2.3. deeds on acceptance of significant construction elements and hidden work on \_\_\_\_\_ p. in \_\_\_\_\_ volume(volumes);

5.2.4. report of a construction supervisor regarding performance of construction supervision plan on \_\_\_\_\_ p.

6. The Ministry of Economics/State Construction Control Office (delete as appropriate) has evaluated:

6.1. certification of an initiator of construction (the commissioning party) regarding readiness of the structure for exploitation

6.2. opinion of the following State, local government and other institutions:

6.2.1. \_\_\_\_\_ opinion No. \_\_\_\_\_ on \_\_\_\_\_ p.  
(institution) (date)

6.2.2. \_\_\_\_\_ opinion No. \_\_\_\_\_ on \_\_\_\_\_ p.  
(institution) (date)

6.2.3. \_\_\_\_\_ opinion No. \_\_\_\_\_ on \_\_\_\_\_ p.  
(institution) (date)

4.2.6. \_\_\_\_\_ opinion No. \_\_\_\_\_ on \_\_\_\_\_ p.  
(institution) (date)

6.2.5. \_\_\_\_\_ opinion No. \_\_\_\_\_ on \_\_\_\_\_ p.  
(institution) (date)

6.3. opinion of developer of \_\_\_\_\_ No. \_\_\_\_\_ on \_\_\_\_\_ p.  
the building design \_\_\_\_\_  
(date)

7. The Ministry of Economics/State Construction Control Office (delete as appropriate) have listened to officials and specialists invited for the acceptance work and detected that:

7.1. construction work has been performed on the basis of the construction permit No. \_\_\_\_\_, which

\_\_\_\_\_  
(date)

was issued by the Ministry of Economics

7.2. construction has been commenced \_\_\_\_\_ and completed \_\_\_\_\_  
(date) (date)

7.3. structure complies with the building design, that has been developed by

\_\_\_\_\_  
(given name, surname, certificate number of the developer of the building design or

name, registration number of the legal person, number of the registration certificate of the construction merchant)

7.4. Changes and deviations in the co-ordinated building design are/are not allowed (delete as appropriate). Changes and deviations allowed have been co-ordinated in accordance with the laid down procedures and noted in the technical documentation

8. Technical-economic indicators of the structure:

8.1. structure:

8.1.1. type of use of the structure \_\_\_\_\_

8.1.2. length of the structure \_\_\_\_\_ m;

8.1.3. height of the structure \_\_\_\_\_ m;

8.1.4. depth of the structure \_\_\_\_\_ m;

8.1.5. above-water part of the structure \_\_\_\_\_ m;

8.1.6. underwater part of the structure \_\_\_\_\_ m;

8.1.7. other parameters \_\_\_\_\_ ;

8.1.8. technical specifications of the structure:

No.	Type of use of the structure (code according to structure classification)	Material of construction elements	Cross-section (mm)	Quantity (m)

8.1.9. engineering equipment (mark as appropriate):

8.1.9.1. electricity supply:

☐ central

☐ autonomous (☐ wind ☐ water ☐ sun ☐ other)

8.1.9.2 security system:

☐ security alarm system;

☐ notification system for emergency conditions

8.1.9.3. other equipment:

\_\_\_\_\_ (indicate as appropriate)

\_\_\_\_\_ (indicate as appropriate)

\_\_\_\_\_ (indicate as appropriate)

8.2. external engineering networks:

8.2.1. type of use of the engineering  
networks \_\_\_\_\_

8.2.2. total length of the track \_\_\_\_\_ m

8.2.3. technical specifications of the engineering networks:

No.	Type of use of the engineering networks (code according to structure classification)	Material of construction elements	Cross-section (mm)	Quantity (m)

9. Total costs of construction (according to certification of the initiator of the construction (the commissioning party) are \_\_\_\_\_ EUR, including costs of construction work \_\_\_\_\_ EUR.

10. Engineering networks and equipment have been tested and recognised as valid for use with the relevant opinions that are appended to this deed.

11. Equipment has been built, assembled, adjusted, tried and accepted with the relevant documents that are appended to this deed.

12. Deferred construction work must be completed in the following amount and within the following time periods:

No.	Name of work	Unit of measurement	Quantity	Time period for completion
1.				
2.				
3.				

13. The main performer of construction work will rectify defects of construction work detected within \_\_\_\_\_ years after putting into service of the structure at his or her own expense.

14. Building authority/State Construction Control Office (delete as appropriate) proposes to recognise

\_\_\_\_\_  
(name of the structure)

valid for use.

15. Legal proceedings (construction permit has been contested) have been initiated \_\_\_\_\_ in the court, the case number \_\_\_\_\_.

16. Deed on acceptance has been drawn up in \_\_\_\_\_ copies. Executive documentation has been transferred for storage \_\_\_\_\_.

Construction inspector

\_\_\_\_\_  
(given name, surname, signature)

Architect of a local government

\_\_\_\_\_  
(given name, surname, signature)

Other official

\_\_\_\_\_  
(given name, surname, signature)

Invited persons:

construction supervisor

\_\_\_\_\_  
(given name, surname, signature)

\_\_\_\_\_  
(date)

author's supervisor

\_\_\_\_\_  
(given name, surname, signature)

\_\_\_\_\_  
(date)

\_\_\_\_\_  
(speciality, position, given name, surname, signature)

The following persons became familiar with the deed:

initiator of the construction (the  
commissioning party)

\_\_\_\_\_

(given name, surname,  
signature)

(date)

performer of construction work

\_\_\_\_\_  
(given name, surname, signature)

\_\_\_\_\_  
(date)

Notes.

1. The detail of the document “signature” shall not be completed, if the electronic document has been drawn up in accordance with the laws and regulations regarding drawing up of electronic documents.
2. Paragraph 8.2 of the deed shall be completed in conformity with the situation, if external engineering networks are also constructed concurrently with the structure.
3. If structure is reconstructed or renewed, Paragraph 8 of the deed shall be completed in such amount that characterises changes carried out in the structure.
4. The corresponding columns of the deed shall be extended, if it is necessary to provide more information.

Minister for Economics

Vjačeslavs Dombrovskis

**STATEMENT**  
**on non-existence of the structure**

\_\_\_\_\_ with \_\_\_\_\_  
(name of the structure)  
cadastre designation \_\_\_\_\_ (if any has been granted), which is located  
\_\_\_\_\_, has been taken down.

1. Information regarding the structure taken down:

1.1. owner of the structure or, if none, – legal possessor or user

\_\_\_\_\_  
(given name, surname, personal identity number of the natural person or name, registration  
number of the legal person)

1.2. type of the structure \_\_\_\_\_

(according to the general construction regulations)

1.3. type of use of the  
structure \_\_\_\_\_

(according to structure classification)

2. Information regarding immovable property in which the structure has been taken down:

2.1. cadastre number of the immovable property \_\_\_\_\_

2.2. cadastre designation of the unit of land \_\_\_\_\_

3. Information regarding construction:

3.1. initiator of the construction (the  
commissioning party) \_\_\_\_\_

(given name, surname, personal identity number,

address of the place of residence and telephone number of the natural person or

name, registration number, registered address and telephone number of the legal person)

3.2. construction work has been performed on the basis of (mark as appropriate):

☐ \_\_\_\_\_ explanatory memorandum No. \_\_\_\_\_  
(date)

☐ \_\_\_\_\_ construction permit No. \_\_\_\_\_  
(date)

3.3. object has been surveyed \_\_\_\_\_

(date)

Responsible official of the Ministry of Economics/State Construction Control Office

\_\_\_\_\_  
(position)

\_\_\_\_\_  
(given name, surname, signature)

\_\_\_\_\_  
(date)

Note. The detail of the document “signature” shall not be completed, if the electronic document has been drawn up in accordance with the laws and regulations regarding drawing up of electronic documents.

Minister for Economics

Vjačeslavs Dombrovskis