

Licences & Municipal Permits Intake (Kosovo)

Help us prepare and file the right licence or municipal permit quickly and correctly.

Three Baby Steps

- 1) Intake and checklist – Share your goal (new licence, renewal, change of activity, signage, location permit) and premises details. We send a short, exact document list.
 - 2) We draft, file, and follow up – We prepare the application, queue the filing at the correct office, answer follow ups, and fix gaps proactively.
 - 3) You get the decision – Official approval, permit, or certificate delivered with receipts and a step by step filing log for your records.
- Timelines: typical municipal or sector permits 7–30 days depending on the authority. We confirm the ETA at intake.

1. Client and contact

Company or individual name:

Contact person:

Phone:

Email:

Preferred language:

English

Albanian

Serbian

2. Permit scope and premises

Type: New

Renewal

Change

Signage

Location

Permit/licence name or activity:

Authority (ministry/municipality/agency):

Premises address:

Cadastral/parcel ID (if known):

Floor area / signage size:

Opening date or renewal deadline:

Neighbour consent needed: Yes

No

N

3. Documents you have now (tick)

Company registration certificate/excerpt

Previous permit/licence (if any)

Director/rep ID or passport

Tax/VAT details (if applicable)

Lease or ownership proof

Translations / notarized copies

Site plan / drawings / photos

Other supporting docs

4. Delivery and representation

I authorise representation before the relevant authorities (POA to be provided).

Delivery of decision:

Email

Pickup

Courier

Notes:

We confirm requirements and timeline at intake. NDA available on request.