Dear «FirstName» «LastName»,

We would like to thank you for your participation in the Doing Business project. Your expertise in the area of Dealing with Construction Permits in «Survey_Economy» is essential to the success of the Doing Business report, an annual publication of the World Bank and IFC that benchmarks business regulations in 189 economies worldwide. The Dealing with Construction Permits indicators, which measure the procedures, time and cost required for a business in the construction industry to build a warehouse, are one of the 11 indicator sets published by the Doing Business report.

The report attracts much attention around the world. The latest edition, Doing Business 2014: Understanding Regulations for Small and Medium-Size Enterprises, received nearly 6,000 media citations within two weeks of its publication on October 29, 2013. The coverage spanned major global, regional and local media outlets, from print and broadcast to the web. The Doing Business website had more than half a million page views in just the first 10 days after the report’s launch.

Governments worldwide read the report with interest every year, and your contribution makes it possible for the Doing Business project to disseminate the regulatory best practices that continue to inspire their regulatory reform efforts. Since 2009, 73 economies have implemented 109 reforms making it easier to comply with the construction permitting and other formalities required to build a warehouse. In 2012/13, 24 economies implemented such reforms. Most streamlined processes or implemented risk-based approval systems.

We are honored to be able to count on your expertise for Doing Business 2015. Please do the following in completing the questionnaire:

• Review the assumptions of the case study before updating last year's information in the questionnaire.
• Describe in detail any reform that has affected the process for obtaining a construction permit since June 1, 2013.
• Be sure to update your name and address if necessary, so that we can mail you a complimentary copy of the report.
• Kindly return the questionnaire to «survey_analyst_name» at «survey_analyst_email».

We thank you again for your invaluable contribution to the work of the World Bank Group.

Sincerely,

«survey_analyst_name»
Tel: «survey_analyst_phone»
Fax: (202) 473-5758
Email: «survey_analyst_email»
Primary Contributor Information: Please check the box next to information you do not want us to publish.

<table>
<thead>
<tr>
<th>Name</th>
<th>Title (Mr., Ms., Dr.)</th>
<th>First name</th>
<th>Last name</th>
<th>Position (e.g. manager, associate, partner)</th>
<th>Profession (e.g. judge, lawyer, architect)</th>
</tr>
</thead>
<tbody>
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<td>«FirstName»</td>
<td>«LastName»</td>
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Contact details

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<th>Phone</th>
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Firm address

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<th>State/province</th>
<th>Zip/postal code</th>
<th>Country</th>
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Additional Contributor(s): If there are more people whom you would like us to acknowledge, kindly send us an e-mail.

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<th>[title]</th>
<th>[first name]</th>
<th>[last name]</th>
<th>Occupation</th>
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<th>Phone</th>
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</tbody>
</table>

Paperless Option for Complimentary Report and Certificate

Last year Doing Business contributors saved nearly half a million pieces of paper by selecting the paperless report option. We welcome you to join us in conserving resources:

Please e-mail me an electronic copy of the report and my certificate of appreciation, rather than mailing me a paper copy.

Referrals: Please help us expand our list of contributors by referring us to other experts in the private sector (architects, engineers, construction companies, etc.) who could respond to the Dealing with Construction Permits questionnaire.

<table>
<thead>
<tr>
<th>First name</th>
<th>Last name</th>
<th>Position</th>
<th>Firm</th>
<th>Address</th>
<th>Phone</th>
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</tr>
</tbody>
</table>
1. CASE STUDY ASSUMPTIONS

The Dealing with Construction Permits indicators record all procedures that are required for a business in the construction industry to build a standardized warehouse. These procedures include submitting all relevant project-specific documents to the authorities; obtaining all necessary clearances, licenses, permits and certificates; completing all required notifications; and receiving all necessary inspections. The indicators also record procedures for obtaining connections for water and sewerage.

Please provide responses to all questions in the questionnaire (unless otherwise specified) based on the case study assumptions and information below.

<table>
<thead>
<tr>
<th>The company, BuildCo:</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Operates in «Survey_City».</td>
</tr>
<tr>
<td></td>
<td>• Is a 100% domestically and privately-owned limited liability company (LLC).</td>
</tr>
<tr>
<td></td>
<td>• Is fully licensed and insured to carry out construction projects, such as building warehouses.</td>
</tr>
<tr>
<td></td>
<td>• Has already paid all taxes and taken out all necessary insurance applicable to its general business activity (accidental insurance for construction workers and third-person liability insurance).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Ownership and employees</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Has 5 owners, none of whom is a legal entity.</td>
<td></td>
</tr>
<tr>
<td>• Has 60 builders and other employees, all of them nationals with the technical expertise and professional experience necessary to obtain construction permits and approvals.</td>
<td></td>
</tr>
<tr>
<td>• Has at least one employee who is a licensed architect and registered with the local association of architects.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>The land plot on which the warehouse is to be built:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Is 929 square meters (10,000 square feet).</td>
<td></td>
</tr>
<tr>
<td>• Is 100% owned by BuildCo and is registered in the cadastre and land registry.</td>
<td></td>
</tr>
<tr>
<td>• Has road access and is located in the periurban area of «Survey_City» (i.e., on the fringes of the city but still within its official limits).</td>
<td></td>
</tr>
<tr>
<td>• Is not located in a special economic or industrial zone, but the zoning requirements for warehouses are met by building it in an area where other similar warehouses can be found.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Warehouse specifications:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Has two stories, both above ground, with a total surface of approximately 1,300.6 square meters (14,000 square feet). Each floor is 3 meters (9 feet, 10 inches) high.</td>
<td></td>
</tr>
<tr>
<td>• Will be used for storage of non-hazardous goods such as books.</td>
<td></td>
</tr>
</tbody>
</table>

| Estimated value of the warehouse*: | «DB_dwcp_WarehouseValueLCU» |

*Please note that the estimated cost of construction of the warehouse is valued at 50 times income per capita.

1.1. Is the warehouse described above likely to be built in the following location(s) in «Survey_City»: «DB_dwcp_WarehouseLocation»?

<table>
<thead>
<tr>
<th>Response</th>
<th>If no, please indicate the location(s) where it is most likely to be built:</th>
</tr>
</thead>
<tbody>
<tr>
<td>-Click to Select-</td>
<td></td>
</tr>
</tbody>
</table>
2. REFORM UPDATE

When answering the questions below, please use the case study assumptions noted in section 1.

<table>
<thead>
<tr>
<th>Question</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1. Last year, <em>Doing Business</em> recorded the following “future reform”:</td>
<td></td>
</tr>
<tr>
<td>«FutureReformPrepopulation»</td>
<td></td>
</tr>
<tr>
<td>Has this reform been implemented since June 1, 2013? Response: -Click to Select-</td>
<td></td>
</tr>
<tr>
<td>Comment:</td>
<td></td>
</tr>
<tr>
<td>2.2. Have there been any reforms (changes in practice or in the laws and regulations) related to dealing with construction permits since June 1, 2013?</td>
<td></td>
</tr>
<tr>
<td>Response: -Click to Select-</td>
<td></td>
</tr>
<tr>
<td>Please indicate the name and date of the law and/or the measure taken:</td>
<td></td>
</tr>
<tr>
<td>2.3. Are you aware of any reform (in practice or in laws or regulations) related to dealing with construction permits that is expected to be adopted prior to June 1, 2014?</td>
<td></td>
</tr>
<tr>
<td>Response: -Click to Select-</td>
<td></td>
</tr>
<tr>
<td>Please describe:</td>
<td></td>
</tr>
<tr>
<td>2.4. Are you aware of any reform (in practice or in laws or regulations) related to dealing with construction permits that is ongoing and is expected to be adopted in the longer term?</td>
<td></td>
</tr>
<tr>
<td>Response: -Click to Select-</td>
<td></td>
</tr>
<tr>
<td>Please describe:</td>
<td></td>
</tr>
</tbody>
</table>

The following two questions are part of the research that *Doing Business* conducts. Please disregard the case study assumptions in completing this section of the questionnaire.

<table>
<thead>
<tr>
<th>Question</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>For construction companies, architectural firms, and similar entities.</td>
<td></td>
</tr>
<tr>
<td>2.5. How many construction permits has your firm applied for in 2013?</td>
<td>-Click to Select-</td>
</tr>
<tr>
<td>If more than 500, please provide a rough estimate:</td>
<td></td>
</tr>
<tr>
<td>For municipalities:</td>
<td></td>
</tr>
<tr>
<td>2.6. How many construction permits has your municipality issued in 2013?</td>
<td>-Click to Select-</td>
</tr>
<tr>
<td>If more than 500, please provide rough estimate:</td>
<td></td>
</tr>
</tbody>
</table>
3. NEW Doing Business DATA ON QUALITY CONTROL AND SAFETY MECHANISMS

This year *Doing Business* is collecting new data that will be integrated into the Dealing with Construction Permits indicator set, alongside the data on the number of procedures, time and cost. The new data will assess the quality control and safety mechanisms in place for an economy’s construction permitting system.

Since this is a new data set, it is extremely important for us to obtain answers to the questions below. Therefore, we would be grateful if you would give these questions priority before updating the existing data in section 4.

### 3.1. In «survey_economy»:

<table>
<thead>
<tr>
<th>a) Compared with 5 years ago, is the process for obtaining a construction permit different today?</th>
</tr>
</thead>
<tbody>
<tr>
<td>-Click to Select-</td>
</tr>
<tr>
<td>If so, how does the process differ? (For example, the application can now be completed online, the municipality is more efficient now because more staff have been hired, etc.)</td>
</tr>
</tbody>
</table>

| b) Compared with 5 years ago, is the process faster or slower? Please explain in detail: |

*When answering the questions below, please keep in mind, wherever applicable, the case study assumptions noted in section 1 of the questionnaire. If you are unsure of the answer or do not know, please select the “Don’t know” option.*

### A. Building regulations

3.2. Does the building code or building regulations in your economy clearly specify the following requirements to obtain a building permit? *(Please check all that apply.)*

- List of required documents to submit
- Fees to be paid
- All required preapprovals (e.g., electrical, water, sewerage, etc.)
- No such requirements are specified in the building code or building regulations.
- Don’t know

3.3. Are the building regulations (including the building code) in your economy easily accessible? *(Please check all that apply.)*

- Yes, they are available online.
- Yes, they are available free of charge at the relevant permit-issuing authority.
- Yes, but they must be purchased.
- Yes, they are distributed to building professionals through an official gazette.
- They are not easily accessible.
- Other. Please specify:
- Don’t know

3.4. How often are the technical building standards or list of authorized building materials updated in your economy (e.g., annually, every 5 years, etc.)? Please specify:

### B. Quality control before construction

3.5. Which entity (or entities) is required to verify that the architectural plans/drawings are in compliance with existing building regulations? *(Please check all that apply.)*

- National order (association) of architects
- Government agency (e.g., technical department of the municipality)
- Private firm or private expert (e.g., independent expert on structural engineering)
- Compliance of architectural plans/drawings with existing building regulations does not have to be verified.
- Other. Please specify:
- Don’t know
3.6. Who is part of the committee or team that reviews and approves building permit applications in the relevant permit-issuing agency in your economy? (*Please check all that apply.*)

- A certified/licensed architect
- A certified/licensed engineer
- Representative of the electrical agency
- Representative of the water/sewerage agency
- Representative of the urban planning agency
- Representative of the Ministry of Environment
- None of the above
- Other. Please specify:
- Don’t know

C. Quality control during construction

3.7. Are there mandatory inspections required by law to be carried out during construction? (*Please check all that apply.*)

- Yes, random inspections. If yes, how often do they occur (e.g., every two weeks, monthly, etc.)? Please specify:
  - Yes, phased inspections. (If yes, please answer question 3.8.)
  - Yes, risk-based inspections
  - No inspections are mandated by law during construction. (Please skip to question 3.11.)
- Don’t know

3.8. What are the mandatory phased inspections that are carried out during construction? (*Please check all that apply.*)

- Excavation/earthwork
- Foundation
- Structural (frame, beams)
- Plumbing
- Roofing
- Safety (fire safety)
- Please specify any additional inspections that take place:

3.9. Which agency or agencies are responsible for conducting inspections during construction? (*Please check all that apply.*)

- Independent private firm
- Government agency (or agencies). Please provide the name(s):
- Joint inspection involving multiple agencies. Please specify all agencies involved:
- Other. Please specify:
- Don’t know

3.10. If inspections during construction are **mandated by law**, are they implemented in practice?

- Yes
- No
- Most of the time
- Don’t know

3.11. If inspections during construction **are not mandated by law**, do they commonly occur in practice?

- Yes
- No
- Most of the time
- Don’t know
### D. Quality control after construction

3.12. Is there a final inspection required by law to verify that the building was built in accordance with the approved plans and existing building regulations?

- Yes
- No (Please skip to question 3.15.)
- Most of the time
- Don't know

3.13. Which agency or agencies are responsible for conducting the final inspection? (*Please check all that apply.*)

- Independent private firm
- Government agency. Please provide the name:
- Joint inspection between multiple agencies. Please specify all the agencies involved:
- Multiple agencies at different times. Please specify all the agencies involved:
- Other. Please specify:
- Don't know

3.14. If a final inspection is **mandated by law**, is it implemented in practice?

- Yes
- No
- Most of the time
- Don't know

3.15. If a final inspection is **not mandated by law**, does it commonly occur in practice?

- Yes
- No
- Most of the time
- Don't know

### E. Liability/insurance regimes

3.16. Who is held legally liable for construction flaws/problems relating to the structural safety of the building once it is occupied? (*Please check all that apply.*)

- The existing legislation is silent on the issue of responsibility for flaws/problems related to the structural safety of the building once it is occupied.
- Architect or engineer who designed the plans of the building
- Professional in charge of the supervision of the construction
- The construction company (BuildCo)
- Professional or agency that conducted the inspections
- Other. Please specify:
- Don't know

3.17. If any of the above are held legally liable, for how long after the building is first occupied are they held liable (e.g., 1 year, 5 years, etc.)? Please specify:

3.18. Who is required by law to obtain an insurance policy to cover possible flaws/problems related to the structural safety of the building once it is occupied?

- The existing legislation is silent on the issue of insurance to cover flaws/problems related to the structural safety of the building once it is occupied.
- Architect or engineer who designed the plans of the building
- Professional in charge of the supervision of the construction
- The construction company (BuildCo)
- Professional or agency that conducted the inspections
- Other. Please specify:
- Don't know
F. Professional certification and controls

3.19. What are the qualification requirements for the professional in charge of verifying that the architectural plans/drawings are in compliance with existing building regulations? *(Please check all that apply.)*

- Minimum number of years of practical experience. Please specify number of years:
- Bachelor’s or master’s degree in architecture or engineering.
- Must be a registered member of the national order (association) of architects or engineers.
- Must pass a qualification exam.
- There are no qualification requirements for the professional in charge of verifying that the architectural plans/drawings are in compliance with existing building regulations.
- Other. Please specify:
- Don’t know

3.20. What are the qualification requirements for the professional authorized to supervise or execute a building project? *(Please check all that apply.)*

- Minimum number of years of practical experience. Please specify the number of years:
- Postgraduate qualification in building, construction or construction management from a university.
- Must be a registered member of the national order (association) of engineers.
- Must pass a qualification exam.
- Must be a building services engineer.
- There are no qualification requirements for the professional authorized to supervise or execute a building project.
- Other. Please specify:
- Don’t know

3.21. What are the consequences for the construction company (BuildCo) if construction flaws/problems related to the structural safety of the building occur once it is occupied or if the company has not complied with existing building regulations? *(Please check all that apply.)*

- Temporary suspension of company license.
- Permanent suspension of company license.
- Payment of a fine. Please specify the approximate amount:
- Probation. Please specify the minimum probationary period:
- The existing legislation is silent on the issue of consequences for the construction company in case of flaws/problems related to the structural safety of the building once it is occupied or for noncompliance with existing building regulations.
- Other. Please specify:
- Don’t know

3.22. What are the consequences for the professional in charge of the execution/supervision of the construction if construction flaws/problems related to the structural safety of the building occur once it is occupied or if the professional has not complied with existing building regulations?

- Temporary suspension of professional license.
- Permanent suspension of professional license.
- Payment of a fine. Please specify the approximate amount:
- Probation. Please specify the minimum probationary period:
- The existing legislation is silent on the issue of consequences for the professional in charge of the execution/supervision of the construction in case of flaws/problems related to the structural safety of the building once it is occupied or for noncompliance with existing building regulations.
- Other. Please specify:
- Don’t know
4. DATA UPDATE

For your convenience, last year’s aggregate answers are included in this section of the questionnaire. They represent a unified answer based on the answers we received from various contributors. Therefore, they may not match the specific answers that you or colleagues in your firm provided last year. Please update the data in the list of procedures below, taking into account the assumptions of the case study described in section 1. Please describe in detail any change to the data and indicate when the change took effect. Please also specify the reason why you think the data for this year should be different:

• **Correction**—meaning that the unified answer was erroneous and did not reflect the reality in your economy, or
• **Reform**—referring to a modification in practice or by law that occurred after June 1, 2013.

4.1. Definitions and Additional Case Study Assumptions

Please keep in mind the following definitions when answering the questions:

• **A procedure** is any interaction of BuildCo’s employees or managers with external parties, including government agencies, notaries, the land registry, the cadastre, utility companies, public and private inspectors, and technical experts apart from in-house architects and engineers. Procedures that can take place at the same time as another procedure are marked with an asterisk (*).

• **Time** is measured in calendar days (not working days). For a procedure that can be completed entirely online, the minimum time is 0.5 days. For a procedure that cannot be completed entirely online, the minimum time is 1 day.

• **Costs** include only official fees. Nonrecurring taxes that are necessary for the completion of the specific project are recorded. Bribes are excluded.

The list of procedures below is divided into four sections based on the phase of the construction project in which they occur:

• **Before construction**—This section captures all procedures required to be undertaken before the company BuildCo can obtain the construction permit for the case study warehouse, including obtaining the relevant documents and approvals by all required agencies.

• **During construction**—This section captures all inspections required by law or commonly done in practice that take place during the construction phase.

• **After construction**—This section captures all procedures required to be undertaken in order for the completed warehouse to be fully operational and accurately registered in the land registry (if applicable), in the cadastre (if applicable) or at the municipality for property tax purposes.

• **Utilities**—This section captures all procedures required to be undertaken in order to have the warehouse connected to water and sewerage (including installation of a septic tank if applicable in your economy). Please keep in mind that under the case study assumptions, the connections are new connections because the warehouse is a new construction.

In addition to the case study assumptions noted in section 1, please keep in mind the following assumptions when answering the questions on utilities:

| Water and sewerage connection: | • The warehouse is 150 meters from the existing water source and sewer tap.  
  • A fire extinguishing system (dry system) is used. Thus no water is needed for fire protection reasons.  
  • If a wet fire protection system is required by law, it is assumed that the water demand listed below also covers the water needed for fire protection.  
  • The water connection is 1 inch in diameter, and the sewerage connection 4 inches in diameter.  
  • The warehouse neither uses nor stores chemicals.  
  • A septic tank in the smallest size available is installed or built if there is no sewerage infrastructure in the economy.  
  • A borehole is dug if there is no water delivery infrastructure in the economy.  
  • All material costs should be taken into account in the cost to connect to water and sewerage (except for the overhead tank for the water connection). |
### 4.2. List of Procedures to Build a Warehouse or Connect to Utilities

*Please note that procedures marked with an asterisk (*) can be done at the same time as the previous procedure.*

<table>
<thead>
<tr>
<th>Phase: «DB_dwcp_DBDCPProcList_ProcedurePhase_coun»</th>
<th>Procedure no. «DB_dwcp_DBDCPProcList_PROCEDURE_NUMBER_coun»</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time</td>
<td>Time last year: «DB_dwcp_DBDCPProcList_ProcedureTimePubli»</td>
</tr>
<tr>
<td>Time update:</td>
<td></td>
</tr>
<tr>
<td>Cost</td>
<td>Cost last year: «DB_dwcp_DBDCPProcList_ProcedureCostPubli»</td>
</tr>
<tr>
<td>Cost update:</td>
<td></td>
</tr>
<tr>
<td>Cost details last year: «DB_dwcp_DBDCPProcList_ProcedureCostFormul»</td>
<td></td>
</tr>
<tr>
<td>Cost details update:</td>
<td></td>
</tr>
<tr>
<td>Agency</td>
<td>Agency last year: «DB_dwcp_DBDCPProcList_ProcedureAgency_co»</td>
</tr>
<tr>
<td>Agency update:</td>
<td></td>
</tr>
</tbody>
</table>

Can this procedure be completed at the same time as another procedure?  
If yes, which other procedure(s)?  
Procedural details: «DB_dwcp_DBDCPProcList2013_ProcedureComme»  
Procedural details update:  
If you made changes to last year’s information, please indicate whether the change is due to a correction or a reform. -Click to Select-  
Please explain the changes and provide the legal basis and/or fee schedule when applicable:  
Can this procedure be done online? -Click to Select-  
If the procedure can be done online, when did this become possible and what is the URL for the website?

### 4.3. Additional Procedures to Build a Warehouse or Connect to Utilities

Please specify any new or existing procedures not included in the list above. For example, is BuildCo required to obtain proof of ownership of the land, a cadastral or location map, or a zoning or planning certificate before requesting a building permit? Is BuildCo required to have the drawings/plans reviewed by external agencies such as the water utility company or the fire department? Does the municipality (or any other agency) have to be notified in writing or in person about the commencement or completion of construction works (or both)? Does BuildCo have to register the warehouse in order to sell it or use it as collateral?

<table>
<thead>
<tr>
<th>Procedure no.</th>
<th>Phase:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time:</td>
<td></td>
</tr>
<tr>
<td>Cost:</td>
<td></td>
</tr>
<tr>
<td>Agency:</td>
<td></td>
</tr>
</tbody>
</table>

If yes, which other procedure(s)?  
Procedural details:  
Please indicate whether this entry is due to a correction or a reform. -Click to Select-
<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please explain the changes and provide the legal basis and/or fee schedule when applicable:</td>
<td></td>
</tr>
<tr>
<td>Please indicate the sequence of this new procedure (e.g., between procedures 2 and 3):</td>
<td></td>
</tr>
<tr>
<td>Can this procedure be completed at the same time as another procedure?</td>
<td>-Click to Select-</td>
</tr>
<tr>
<td>If yes, which other procedure(s):</td>
<td></td>
</tr>
<tr>
<td>Can this procedure be done online? -Click to Select-</td>
<td></td>
</tr>
<tr>
<td>If the procedure can be done online, when did this become possible and what is the URL for the website?</td>
<td></td>
</tr>
</tbody>
</table>

4.4. Additional Comments

Please provide any additional comments you may have about the process for dealing with construction permits in «Survey_Economy»:

Thank you very much for completing the Dealing with Construction Permits questionnaire!

We sincerely appreciate your contribution to the Doing Business project.

The results will appear in Doing Business 2015 and on our website: www.doingbusiness.org.

Your work will be gratefully acknowledged in both, if you wish.