**Checklist for Self-Check on Technical Documentation for Construction Works**

**For works in Lithuania**

Separate Checklist shall be filled-in and submitted for each object planned in the application.

This checklist shall be filled in by the respective beneficiary planning construction works, on the computer or by hand. A check-box against each position shall be ticked. The beneficiary’s employee responsible for preparation of the application shall sign and put date on the bottom. The checklist shall be submitted together with the application.

This checklist is a tool for self-check by the beneficiary in order to facilitate preparation of quality applications and submission of full package of supporting documents, as well as to speed up the process of Administrative and Eligibility Check. At the same time, non-submission of this checklist together with the application, or any information in it will not affect the results of Administrative and Eligibility Check, or Quality Assessment.

**Name of the Project**:

**Name of the Beneficiary**:

**Name of the object as in construction documentation (in the national language, as in construction documentation)**:

**Type of works (underline the right option)**: construction / simplified construction.

**Budget item, where costs for this object are budgeted**:

1. **In case of full construction project or where the full construction project is not required:**

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| **Document** | **Yes** | **Not applicable** |
| * 1. Evidence of ownership or access to the land / real estate by respective beneficiary, documents confirming the right for land / real estate disposal (extract from State Enterprise Centre of Registers – valstybės įmonė “Registrų centras”). |  |  |
| * 1. An official decision on land or building using conditions for a period which covers the planned project duration, taking into account requirements set in section 3.8 “Project Closure” (according to the national legislation document from the Centre of Registers contains necessary information). |  |  |
| * 1. Expertise of the construction project must be submitted for all types of construction projects (including projects prepared before 2017), those are defined in the Construction Law of the Republic of Lithuania, then construction project preparation is mandatory. |  |  |
| * 1. The Decision on the construction permit or other document of the probative value according to the national legislation. In case according to the national legislation Decision on the construction permit is not required – the explanatory letter justifying the legal basis with reference to the article/paragraph of the relevant legal act/or construction norms must be submitted. |  |  |
| * 1. Construction project including cost estimates: |  | |
| 1. full construction project approved by a beneficiary; |  |  |
| 1. in case object is to be financed from the project budget partly, i.e. only part of the bigger technical project is to be financed from the project, it should be possible to implement and finalise the works and all necessary technical documentation separately. In this case: |  |  |
| 1. cost estimates not older than 2018 for the amount included into the project budget (separated cost estimates for the works which are planned) have to be submitted. In case the original costs estimates, as part of the construction project, were re-calculated by using prices of the year of 2018 or later, the partial expertise of the re-calculated/separated cost estimates must be submitted also; |  |  |
| 1. in the Grant Application Form and Annex II it shall be clearly indicated which stage or part of the construction project (including cost estimates) is planned to be implemented and finalized within the project; |  |  |
| 1. technical and economic indicators for the stage or the part of construction project shall be clearly indicated in the construction documentation and in description of activities in the Grant Application Form; |  |  |
| 1. Beneficiary’s declaration (provided in a free form) regarding procedure of acceptance of the object for using after works (with reference to the article/paragraph of the legal act and/or construction norms), financed from the project, shall be submitted. |  |  |
| * 1. Approval of the construction project (order of the contracting authority, approving technical design project and its general and economic indicators). |  |  |
| * 1. In case according to the national legislation construction project is not required: |  | |
| * 1. Explanatory letter with reference to the article/paragraph of the relevant legal act and/or construction regulations; |  |  |
| * 1. Simplified renovation project, if required; |  |  |
| * 1. Defect acts or explanatory notes proving necessity of works, technical specifications and quantities; |  |  |
| * 1. Approved and signed cost estimates not older than 2018. The document can be prepared in free form, and shall demonstrate the works quantities and applied rates, as well as the total cost of works. The document shall be signed by the specialist who prepared it, and by the Head of the respective Beneficiary organization; |  |  |
| * 1. Photos of the current situation of the object or premises; |  |  |
| * 1. Extract from cadastral survey file of the real estate and schemes of premises with identification where investments (works) are planned; |  |  |
| * 1. Other relevant documents, if required by national legal acts. |  |  |
| * 1. Extract from cadastral measurements file (“kadastrinių matavimų byla”) of the land / real estate (schemes of places with identification where investments (works) are planned). |  |  |
| * 1. Environmental impact assessment (if applicable according to the national legislation). |  |  |
| * 1. When object is registered as well as it is located in the cultural heritage site, therefore such documents have to be submitted additionally: |  | |
| * 1. certificate/ extract from the data of the Register of Cultural Property issued by the Department of Cultural Heritage under the Ministry of Culture; |  |  |
| * 1. official approval of the technical design project by the Department of Cultural Heritage under the Ministry of Culture; |  |  |
| * 1. a (special) expert examination of heritage protection (“specialioji paveldosaugos ekspertizė”); |  |  |
| * 1. the Decision on the construction permit or other document of the probative value according to the national legislation issued by the respective municipality, if required. |  |  |

1. **In case of simplified construction:**

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| **Document** | **Yes** | **Not applicable** |
| * 1. In case the simplified construction (“nesudėtingi statiniai“), when construction project is not required according to the national legislation, and/or outdoor equipment for children playgrounds, sport fields, LED screens, and/or temporary structures (“laikini statiniai”) etc. are planned, the following documents have to be submitted: |  | |
| 1. documents confirming ownership rights, or rights of use, or all owner’s permissions with respect to the premises/land allowing installation of simplified construction/outdoor equipment for a period which covers the planned project duration, taking into account requirements set in section 3.8 “Project Closure”; |  |  |
| 1. approval issued by the competent bodies for the installation of simplified construction/outdoor equipment in relevant territory; |  |  |
| 1. extract from the relevant territory plan with scheme of location of simplified construction/outdoor equipment approved by a competent body (chief architect of municipality, etc.); |  |  |
| 1. specifications of planned works (installation and equipment), sketches (where applicable, commercial offers), and other documents proving type of works, quantities and costs. |  |  |

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| *Date* | *Signature* | *Name, Surname, Position of the beneficiary’s Employee* |