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If a whole or part of a paragraph has been amended, the date of the amending regulation appears in square brackets at the end of the paragraph. If a whole paragraph or sub-paragraph has been deleted, the date of the deletion appears in square brackets beside the deleted paragraph or sub-paragraph.

Republic of Latvia

Cabinet

Regulation No. 438

Adopted 28 July 2015

**Regulations Regarding the Construction Information System**

*Issued pursuant to*

*Section 5, Paragraph one, Clause 6 of the Construction Law and Section 114, Paragraph five of the law On Taxes and Fees*

[*7 January 2020*]

**I. General Provisions**

1. The Regulation prescribes the following for the Construction Information System (hereinafter – the System) which is managed by the State Construction Control Bureau (hereinafter – the manager of the System):

1.1. the procedures for establishing and maintaining the System;

1.2. the procedures for submitting documents;

1.3. the content and the procedures for the circulation of the information contained in the System.

[*3 January 2017*]

2. In order to ensure the administrative process of construction, to supervise the service of structures, to perform the functions of the management of residential houses and energy certification of buildings, and also to record electronic information on the construction site and to use it, the manager of the System shall ensure:

2.1. centralised obtaining of information for the keeping of the Register of Construction Merchants, the Register of Construction Specialists, the Register of Building Inspectors, the Register of Administrators of Residential Houses, the Register of Energy Certificates of Buildings, the Register of Independent Experts in the field of energy performance of buildings, the Register of Harmonised Standards for Construction Products, the Register of Non-Compliant Construction Products, the Register of Energy Auditors of Undertakings, and the Register of Energy Reports of Undertakings, for the provision of the administrative process of construction and the supervision of the service of structures, the keeping of the house file, and the taking of decisions of the community of apartment owners;

2.2. the standardisation of construction and service of structure documents and the requirements included therein;

2.3. the storage of construction and service of structure documents, the Register of Construction Merchants, the Register of Construction Specialists, the Register of Building Inspectors, the Register of Administrators of Residential Houses, the Register of Energy Certificates of Buildings, the Register of Independent Experts in the field of energy efficiency, the Register of Harmonised Standards for Construction Products, the Register of Non-Compliant Construction Products, the Register of Energy Auditors of Undertakings, and the Register of Energy Reports of Undertakings, and also the house files and the decisions taken by the community of apartment owners, documents and structured data in one place;

2.4. the provision of information to the public on the construction and service of structure processes, energy consumption of buildings, and administrators of residential houses which have obtained a professional qualification and which are carrying out professional activities in the administration of residential houses or are offering the services of an administrator;

2.5. the electronic services necessary for the public in the field of construction and service of structures, the energy efficiency of dwellings and buildings, and also the keeping of a house file, and the taking of decisions of the community of apartment owners;

2.6. establishment, maintenance of the unified electronic working time recording database, storage and provision of data, and also online access intended for competent authorities.

[*25 October 2022*]

3. The website address of the System is www.bis.gov.lv.

[*25 October 2022*]

4. The following participants shall be involved in the exchange of or access to the information to be included in the System:

4.1. the Ministry of Economics and institutions which are subordinate thereto;

4.2. sectoral ministries, i.e. the Ministry of Defence, the Ministry of Finance, the Ministry of the Interior, the Ministry of Transport, the Ministry of Culture, the Ministry of Justice, the Ministry of Welfare, the Ministry of Environmental Protection and Regional Development, the Ministry of Agriculture, and institutions which are subordinate thereto;

4.3. local governments and institutions which are subordinate thereto;

4.4. authorities examining the competence of construction specialists;

4.5. independent experts in the area of energy performance of buildings;

4.6. the Public Utilities Commission;

4.7. providers of public utilities;

4.8. *valsts sabiedrība ar ierobežotu atbildību “Zemkopības ministrijas nekustamie īpašumi”* [State limited liability company Immovable Property of the Ministry of Agriculture];

4.9. *valsts akciju sabiedrība “Latvijas Valsts ceļi”* [State joint-stock company Latvian State Roads];

4.10. [3 January 2017];

4.11. other authorities to which the maintenance of or access of the relevant information has been delegated in laws and regulations;

4.12. principal performers of construction works who are obliged to ensure recording of working time on a construction site through the system for electronic working time recording and to provide data to be entered in the unified electronic working time recording database;

4.13. subcontractors who are obliged to use the system for electronic working time recording for recording working time on a construction site of the principal performer of construction work and to provide information to be entered in the unified electronic working time recording database;

4.14. persons employed on construction sites where the system for electronic working time recording is used for electronic working time recording;

4.15. the administrators of residential houses;

4.16. the owners and legal possessors of immovable properties.

[*3 January 2017; 7 January 2020; 25 October 2022*]

5. In using technical and logical solutions and information resources (software) integrated in the System, the System ensures availability, transfer, and exchange of information only to the extent to the persons, participants, and authorities that are entitled to receive and use it in accordance with the requirements of laws and regulations.

**II. Procedures for Establishing and Maintaining the System**

6. In establishing the System, the manager thereof shall maintain an electronic environment for the support of the following processes, registers, operation of database, and electronic services:

6.1. the construction process, including initiation of construction, obtaining of a construction permit, circulation of construction documents, acceptance into the service of a structure and also the service of a structure;

6.2. the classification of construction merchants;

6.3. the Register of Construction Merchants;

6.4. the Register of Construction Specialists;

6.5. the Register of Building Inspectors;

6.6. the Register of Administrators of Residential Houses;

6.7. the Register of Independent Experts in the area of energy performance of buildings;

6.8. the unified electronic working time recording database;

6.9. the circulation of data on energy certification of buildings;

6.10. the Register of Harmonised Standards for Construction Products;

6.11. the Register of Non-Compliance of Construction Products;

6.12. the Register of Energy Auditors of Undertakings;

6.13. the Register of Energy Reports of Undertakings;

6.14. the administration of residential houses:

6.14.1. the keeping of a house file;

6.14.2. the taking of decisions of the community of apartment owners.

[*7 January 2020; 25 October 2022*]

7. The System database shall be kept permanently without transferring thereof to the National Archives of Latvia for storage.

8. If the System is eliminated, the database thereof shall be transferred to the National Archives of Latvia for storage in accordance with the laws and regulations in the field of State information systems and archives.

**III. Procedures for Submitting and Registering Documents on the System**

9. A person (hereinafter – the System user) may submit documents in the System electronically, by completing the special online forms at www.bis.gov.lv, in accordance with Section 18, Paragraphs one and five of the Law on Administration of Residential Houses, the Law on the Energy Performance of Buildings, the laws and regulations in the field of construction in accordance with Section 5, Paragraph one of the Law on Administration of Residential Houses, and also keep a house file in accordance with the Law on Administration of Residential Houses and participate in the taking of decisions of the community of apartment owners in accordance with the Law on Residential Properties.

[*25 October 2022*]

10. Only identified System users shall be provided with access to special online forms and part of the System to which access is limited. The System shall provide a possibility to perform an identity check of the System user (authentication) by using the State Information System Integrator Authentication Module managed by the State Regional Development Agency. Foreigners who are not able to use the public authentication module of the State Information System integrator under responsibility of the State Regional Development Agency shall have access to the system with a user name and password issued by the building authority, the authority that performs the functions of the building authority, or the authority for the assessment of the competence of building specialists.

[*25 October 2022*]

11. If a payment is to be made for the receipt of a service, the System provides a possibility for the System user to make a payment for the service online by completing the special online forms referred to in Paragraph 9 of this Regulation and using the State Information System Integrator Authentication Module managed by the State Regional Development Agency.

12. The System user may:

12.1. sign documents with a secure electronic signature and a time stamp;

12.2. sign structured data and perform other activities on the System by using the electronic signature tool (the System tool) available in the electronic service of the System.

[*26 June 2018*]

12.1 The System tool shall:

12.11. attest to the manipulations involving a data set that have been carried out by the System user;

12.12. attest to the time when the manipulations involving a set of data have been carried out (a time stamp);

12.13. records data which enable to ascertain that a set of data has not been changed since the moment of signature thereof.

[*26 June 2018*]

12.2 The System user may request the manager of the System to issue an extract of the System data. Correctness of the extract of the System data shall be confirmed by a qualified electronic seal which is owned by the manager of the System within the meaning of Article 3(27) of Regulation (EU) No 910/2014 of the European Parliament and of the Council of 23 July 2014 on electronic identification and trust services for electronic transactions in the internal market and repealing Directive 1999/93/EC.

[*26 June 2018*]

12.3 The System shall ensure sending of the decision to the official electronic address of a person if such has been established.

[*25 October 2022*]

13. The System shall ensure registration of a paper-based or electronic document by storing the following information about the document:

13.1. the date of the document;

13.2. the registration number of the document;

13.3. the type of the document;

13.4. the author of the document;

13.5. the addressee of the document;

13.6. the date of sending the document;

13.7. the start time of the sending (only for electronic documents);

13.8. the document file (if any);

13.9. the name of the document file (if there is a file);

13.10. the name of the document.

[*25 October 2022*]

14. The participants referred to in Paragraph 4 of this Regulation who are responsible for entering information in the System in accordance with laws and regulations shall ensure that the information specified in a document submitted in paper format is entered in the System.

14.1 A notice about construction, an explanatory statement, a certification card, a construction work submission, and any other requests shall be completed in an online form as a type of structured data in the System, appending data thereto which contain documents or the annexes thereof and also information obtained from the State information systems.

[*25 October 2022*]

14.2 Technical and special regulations shall be uploaded to the System in the form of data.

[*26 June 2018*]

**IV. Content of the System**

15. The System shall contain the information referred to in Section 24, Paragraph two of the Construction Law, the unified electronic working time recording database, and the following registers and files:

15.1. the Register of Construction Merchants;

15.2. the Register of Construction Specialists;

15.3. the Register of Building Inspectors;

15.4. the Register of Independent Experts in the area of energy performance of buildings;

15.5. the Register of Energy Performance Certificates of Buildings;

15.6. the Register of Administrators of Residential Houses;

15.7. the Register of Harmonised Standards for Construction Products;

15.8. the Register of Non-Compliance of Construction Products;

15.9. the Register of Energy Auditors of Undertakings;

15.10. the Register of Energy Reports of Undertakings;

15.11. the construction file;

15.12. the service of a structure file;

15.13. the house file.

[*25 October 2022*]

15.1 The construction file is a digital collection created in the System for ensuring the administrative process of construction in which the data, documents, and files related to the implementation of a specific construction project are reflected or stored. Access to the construction file shall be for persons to whom such rights are provided for in the laws and regulations in the field of construction or in the field of disclosure of information, and also for State administrative bodies for the performance of their functions.

[*25 October 2022*]

15.2 The service of a structure file is a digital collection created in the System for ensuring the administrative process of the supervision of the service of a structure in which the data, documents, and files related to the service of the specific structure are reflected or stored. Access to the service of a structure file shall be for persons to whom such rights are provided for in the laws and regulations in the field of construction or in the field of disclosure of information, and also for State administrative bodies for the performance of their functions.

[*25 October 2022*]

16. The volume and content of the data to be included in the registers and files referred to in the unified electronic working time recording database and in Paragraph 15 of this Regulation shall be determined in accordance with the laws and regulations in the field of construction, service of structures, energy performance of dwellings and buildings which govern the operation of registers and files, the law On Taxes and Fees, and the laws and regulations issued on the basis thereof.

[*25 October 2022*]

17. For the purpose of ensuring compliance of the information referred to in Paragraph 15 of this Regulation with the submitted data, updating, rectification thereof, and also data quality:

17.1. the information referred to in Sub-paragraphs 15.2, 24.1, 24.2.2, Paragraph 30, Sub-paragraphs 31.1.3, 31.1.4, 31.2, Paragraphs 32.1, 32.2, 40, and 41 of this Regulation shall be used in the Register of Construction Merchants;

17.2. the information referred to in Sub-paragraph 24.1.1, Paragraph 28, 40, and 41 of this Regulation shall be used in the Register of Construction Specialists;

17.3. the information referred to in Sub-paragraphs 15.2, 24.1, 24.2.2 and Paragraph 28 of this Regulation shall be used in the Register of Building Inspectors;

17.4. the information referred to in Sub-paragraphs 15.2, 24.1.1, Paragraphs 28, 40, and 41 of this Regulation shall be used in the Register of Independent Experts in the area of energy performance of buildings;

17.5. the information referred to in Sub-paragraphs 24.1, 24.2.1.6, 24.2.1.7, 24.2.1.11, Paragraphs 28 and 30 of this Regulation shall be used in the Register of Energy Performance Certificates of Buildings;

17.6. the information referred to in Sub-paragraphs 24.1, 24.2, Paragraphs 26, 28, 30, Sub-paragraphs 31.1.3 and 31.1.4 of this Regulation shall be used in the Register of Administrators of Residential Houses;

17.7. the manager of the System, building authorities, or authorities performing the functions of a building authority shall use the information referred to in Sub-paragraphs 15.1, 15.2, 15.3, 15.4, 15.5, Paragraphs 24, 25, 26, 27, 28, 30, 32, 40, and 41 of this Regulation;

17.8. the information referred to in Sub-paragraphs 15.1, 24.2.1.1, 26.1.7, Paragraph 27, Sub-paragraphs 28.1, 28.2, 28.4, Paragraphs 30 and 31 of this Regulation shall be used in the unified electronic working time recording database;

17.9. the information referred to in Paragraphs 28 and 30 of this Regulation shall be used in the Register of Energy Auditors of Undertakings;

17.10. the information referred to in Paragraphs 28 and 30 of this Regulation shall be used in the Register of Energy Reports of Undertakings;

17.11. the information referred to in Sub-paragraphs 15.1, 15.2, 15.3, 15.5, Paragraphs 24, 25, 26, 27, 28, 30, 32, 32.3, and 32.4 of this Regulation shall be used in the construction file;

17.12. the information referred to in Sub-paragraphs 15.2, 15.5, 15.6 and Paragraphs 24, 26, 28, and 30 of this Regulation shall be used in a service of a structure file;

17.13. the information referred to in Sub-paragraphs 15.5, 24.2.1.1, 24.2.1.2, and 24.2.1.5 of this Regulation shall be used in a house file.

[*3 January 2017; 9 October 2018; 7 January 2020; 31 August 2021; 25 October 2022*]

18. The following information on a person is collected in the System:

18.1. about the initiator of construction:

18.1.1. the given name, surname, or name of a legal person;

18.1.2. the personal identity number or unified registration number;

18.1.3. the feature “foreigner” and the information referred to in Paragraph 40 of this Regulation;

18.1.4. the declared, registered, or indicated address of the place of residence of the person or legal address;

18.1.5. the telephone number;

18.1.6. the electronic mail address;

18.1.7. the nationality;

18.2. about the authorised person:

18.2.1. the given name, surname, or name of a legal person;

18.2.2. the personal identity number or unified registration number;

18.2.3. the feature “foreigner” and the information referred to in Paragraph 40 of this Regulation;

18.2.4. the declared, registered, or indicated address of the place of residence of the person or legal address;

18.2.5. the telephone number;

18.2.6. the electronic mail address;

18.2.7. the nationality;

18.3. about the point of contact indicated by a legal person:

18.3.1. the given name, surname;

18.3.2. the personal identity number;

18.3.3. the telephone number;

18.3.4. the electronic mail address;

18.3.5. the nationality;

18.4. about the developer of a building design:

18.4.1. the given name, surname, personal identity number, certificate number of a natural person;

18.4.2. the name, unified registration number of a legal person, registration number of a construction merchant;

18.4.3. the nationality;

18.5. about the performer of construction work/constructor:

18.5.1. the given name, surname, or name of a legal person;

18.5.2. the personal identity number or unified registration number, registration number of a construction merchant;

18.5.3. the declared, registered, or indicated address of the place of residence of the person or legal address;

18.5.4. the telephone number;

18.5.5. the electronic mail address;

18.5.6. the nationality;

18.6. about the construction specialist, author’s supervisor, construction supervisor:

18.6.1. the given name, surname;

18.6.2. the certificate number;

18.6.3. the nationality;

18.7. about the coordinator for labour protection:

18.7.1. the given name, surname;

18.7.2. the personal identity number;

18.7.3. the telephone number;

18.7.4. the electronic mail address;

18.7.5. the nationality.

[*25 October 2022*]

19. The following information about a unit of land shall be accumulated on the System:

19.1. the cadastral designation of the unit of land;

19.2. the address of the unit of land if such has been allocated;

19.3. the given name, surname, personal identity number of the owner of the unit of land or, if there is no owner, of the legal possessor and user of the unit of land or the name and unified registration number of a legal person;

19.4. the area of the unit of land;

19.5. any other information in accordance with the requirements of the laws and regulations governing construction.

20. [9 October 2018]

21. The following information about a structure shall be accumulated on the System:

21.1. the cadastral designation of the structure;

21.1.1 the cadastral designation of the structure if the existing structure is divided into several structures or several structures are combined into one structure;

21.2. the cadastral designation of the unit of land on which the structure is fully or partly located;

21.3. the address of the structure if the structure is an object of addressing;

21.4. the type of construction of the structure;

21.5. the conformity of the structure to the division of structures into groups in accordance with Annex 1 to the General Construction Regulations;

21.6. the principal type of use of a building or type of use of an engineering structure;

21.7. [9 October 2018];

21.8. the name of the structure;

21.9. at least one number of point of the structure;

21.10. X, Y coordinates of the point of the approximate location of the planned structure (according to the scale of geospatial information available on the System) in the geodetic coordinate system of Latvia (1992) expressed as Transverse Mercator projections in plane coordinates (LKS-92 TM);

21.11. number of surface storeys of the structure;

21.12. number of underground storeys of the structure;

21.13. number of apartments in the structure;

21.14. indicators of scope of the structure (type, scope, measurement unit, name);

21.15. bearing structures and finish (type of a structural element, type of construction of a structural element, and material of a structural element);

21.16. the fire resistance rating;

21.17. the height of the structure above ground level;

21.18. the energy efficiency class;

21.19. the engineering equipment (type and amount, if any);

21.20. external engineering networks (type, length of the track, surface part, underground part, technical characteristics);

21.21. the feature “structure demolished/not preserved”;

21.22. the given name, surname, personal identity number of the owner or, if there is no owner, of the legal possessor and user, if any, or the name and unified registration number of a legal person, or a feature “foreigner” and the information referred to in Paragraph 40 of this Regulation;

21.23. other information in accordance with the requirements of the laws and regulations governing construction and the service of structures.

[*9 October 2018; 25 October 2022*]

22. The following information about a group of premises shall be accumulated on the System:

22.1. the cadastral designation of the group of premises;

22.2. the cadastral designation of the structure where the group of premises is located;

22.3. the address of the group of premises if such has been allocated;

22.4. the type of construction of the group of premises;

22.5. the type of use of the group of premises;

22.6. the fire resistance rating;

22.7. the energy efficiency class;

22.8. the engineering equipment (type and amount, if any);

22.9. the given name, surname, personal identity number of the owner or, if there is no owner, of the legal possessor and user, if any, or the name and unified registration number of a legal person, or a feature “foreigner” and the information referred to in Paragraph 40 of this Regulation;

22.10. other information in accordance with the requirements of the laws and regulations governing construction and the service of structures.

[*25 October 2022*]

23. The information referred to in Section 24, Paragraph two of the Construction Law and Paragraphs 18, 19, 21, and 22 of this Regulation shall be entered in the System (unless it is received from other State information systems) within a period from the initiation of construction to the acceptance of a structure for service according to the relevant stage of the construction process.

[*9 October 2018*]

**V. Procedures for Receiving Information Necessary for the System**

24. The State Land Service shall provide the System:

24.1. with the following textual and geospatial information from the State Address Register Information System online:

24.1.1. data from the classifier of addresses with coordinates of address points and spatial and textual linking data;

24.1.2. borders of administrative territories and territorial units (for the territory of Latvia);

24.2. with the following information from the Immovable Property State Cadastre Information System online:

24.2.1. textual data which have been structured in the following sets of information:

24.2.1.1. identification of the cadastre object;

24.2.1.2. composition of the immovable property;

24.2.1.3. data about the name and total area of the immovable property;

24.2.1.4. registration of the right to the immovable property;

24.2.1.5. basic data about the ownership and lessees of the immovable property;

24.2.1.6. basic data about the unit of land;

24.2.1.7. basic data about the part of the unit of land;

24.2.1.8. purpose of use of the immovable property of the unit of land;

24.2.1.9. purpose of use of the immovable property of the part of the unit of land;

24.2.1.10. encumbrances of the immovable property object;

24.2.1.11. basic data about the structure;

24.2.1.12. type of the structure;

24.2.1.13. structural elements of the structure;

24.2.1.14. indicators of scope of the structure;

24.2.1.15. division of the total area of the structure by types of area;

24.2.1.16. division of the total area of the group of premises by types of area;

24.2.1.17. basic data about the group of premises;

24.2.1.18. basic data about premises (division of the total area of the group of premises by types of premises and characteristic indicators of premises);

24.2.1.19. registered improvements of the structure;

24.2.1.20. registered improvements of the group of premises;

24.2.1.21. basic data about the lease;

24.2.1.22. notations (prohibitions of alienation);

24.2.1.23. information about cadastral survey of the unit of land;

24.2.1.24. information about cadastral survey of the part of the unit of land;

24.2.1.25. information about the planned (designed) unit of land;

24.2.2. spatial data about the territory of Latvia;

24.2.3. information about the structures removed from the cadastre:

24.2.3.1. the cadastral designation of the structure;

24.2.3.2. the date when the structure was removed from the cadastre;

24.3. with the data about the restricted territories and objects to which protection zones are determined from the Information System of Restricted Territories online;

24.4. with the accumulated cadastral survey files of structures and groups of premises from the digital document storage of the State Land Service;

24.5. with the data related to the performance of the services referred to in Paragraph 35.1 of this Regulation in accordance with the conditions of the memorandum of understanding entered into with the manager of the System;

24.6. highly-detailed topographical information from the Central Database of Highly-detailed Topographical Information.

[*9 October 2018; 31 August 2021; 25 October 2022*]

24.1 The manager of the System shall ensure that a building authority or an authority performing the functions of a building authority may access the data of the Information System of Restricted Territories referred to in Sub-paragraph 24.3 of this Regulation in a browsable manner (view mode), while an issuer of technical or special regulations may access the data about the territory to which a construction intention refers.

[*9 October 2018*]

24.2 The manager of the System shall, in accordance with the conditions of the memorandum of understanding entered into with the State Land Service, ensure that the cadastral survey files of structures and groups of premises accumulated in the digital document storage of the State Land Service and referred to in Sub-paragraph 24.4 of this Regulation:

24.21. may be accessed in a browsable manner (view mode) by a building authority or an authority performing the functions of a building authority in respect of the structure or group of premises necessary for a specific construction process, and also by a local government for the purpose of ensuring rule of law of the construction and service processes within its administrative territory;

24.22. may be accessed by the initiator of construction or an authorised person thereof if cadastral survey of the structure or group of premises has been carried out prior to accepting the structure or group of premises for service.

[*31 August 2021*]

25. The Ministry of Environmental Protection and Regional Development shall provide the System online with the following information from the Spatial Development Planning Information System:

25.1. structured data about the functional zones specified in the spatial plan, local plan, and amendments thereto, the functional zones according to topographic underlay, the sub-zones, the territories with special regulations, and also structured data about the regulations for the use and building of the territory;

25.2. textual and graphic parts of the detailed plan and also files of the decision of a local government to approve the detailed plan.

26. The Court Administration shall provide the System online with the following information from the State Unified Computerised Land Register in accordance with the Land Register Law:

26.1. data about the start entry of the division of the Land Register:

26.1.1. the code of an administrative territory;

26.1.2. the name of a district (city) court;

26.1.3. the name of a Land Registry office;

26.1.4. the name of a Land Register;

26.1.5. the number of a division of the Land Register;

26.1.6. the number of a subdivision;

26.1.7. the cadastre number of the property;

26.1.8. the name of the property;

26.1.9. entries of the location;

26.2. information about the immovable property contained in part I of the division of the Land Register;

26.3. information about the owner of the immovable property contained in part II of the division of the Land Register;

26.4. information about encumbrances of the immovable property contained in part III of the division of the Land Register;

26.5. information about the debts of the immovable property contained in part IV of the division of the Land Register;

26.6. information for processing a corroboration request.

[*25 October 2022*]

27. State limited liability company Immovable Property of the Ministry of Agriculture shall provide the System online with information from the Amelioration Cadastre Information System in accordance with the laws and regulations in the field of amelioration cadastre.

28. The Office of Citizenship and Migration Affairs shall provide the System with the following information online from the Register of Natural Persons, and also provide the System with a data monitoring service:

28.1. the personal identity number;

28.2. the given name(s), surname(s);

28.3. address of the declared place of residence;

28.4. the status (alive, deceased, active, passive);

28.5. the date of birth, the date of death;

28.6. the information about restricting the capacity to act of the person or reviewing restriction on the capacity to act;

28.7. the nationality.

[*25 October 2022*]

29. Monitoring of changes in data in respect of the information referred to in Sub-paragraph 28.3 of this Regulation (updating of data in the system) shall be performed at the moment of the relevant request if the information is necessary for the participants referred to in Paragraph 4 of this Regulation for the performance of the functions and tasks specified in laws and regulations.

30. The Enterprise Register shall provide the System online with information in the current wording or current and historical wordings in respect of the legal person indicated in the request from the Enterprise Register Information System in accordance with the laws and regulations regarding the Enterprise Register.

31. The State Revenue Service shall provide the System online with the following information:

31.1. from the Taxpayer Register:

31.1.1. about the taxpayers who need not be registered with the Enterprise Register:

31.1.1.1. the taxpayer registration code;

31.1.1.2. the registration date of a taxpayer;

31.1.1.3. the removal date of the taxpayer;

31.1.1.4. the name of a taxpayer;

31.1.1.5. the form of entrepreneurial activity (a State or local government budget institution, a public or religious organisation, another form of entrepreneurial activity);

31.1.1.6. the legal address;

31.1.1.7. the persons with the right to sign by indicating their personal identity number, given name, surname;

31.1.1.8. the sign of whether it has current units;

31.1.2. about the units of taxpayers that need not be registered with the Enterprise Register:

31.1.2.1. the code of a unit;

31.1.2.2. the registration code of the principal enterprise taxpayer who has this unit;

31.1.2.3. the registration date of a unit;

31.1.2.4. the removal date of a unit;

31.1.2.5. the name of a unit;

31.1.2.6. the address of a unit;

31.1.3. about the persons employed by the employer (employees):

31.1.3.1. the given name, surname of an employee;

31.1.3.2. the personal identity number or taxpayer registration code of an employee;

31.1.3.3. the date of the first receipt of the document;

31.1.3.4. the information code in the information about employees in accordance with the laws and regulations regarding the registration of persons making mandatory State social insurance contributions and their reports on mandatory State social insurance contributions and personal income tax;

31.1.3.5. the date of entry into force of the information code;

31.1.3.6. the last date of registration of the update of the document;

31.1.4. about performers of economic activity:

31.1.4.1. the taxpayer registration code of a performer of economic activity;

31.1.4.2. the date of registration of economic activity;

31.1.4.3. the end date of economic activity;

31.1.4.4. the given name of a performer of economic activity;

31.1.4.5. the surname of a performer of economic activity;

31.1.4.6. the code of the type of economic activity;

31.1.4.7. the name of the type of economic activity;

31.1.4.8. the principal address where the economic activity is performed;

31.1.4.9. the annual turnover for previous three reporting years;

31.1.4.10. current assets at the disposal of a performer of economic activity and short-term debt commitments thereof in accordance with the submitted annual accounts (by years) for the previous three years;

31.1.4.11. the equity proportion of a performer of economic activity in assets in accordance with the submitted annual accounts (by years) for the previous three years;

31.1.4.12. performance of the tax payment commitments in conformity with the public database of tax debtors of the State Revenue Service on the date of the last data update;

31.1.4.13. the average monthly work income of persons employed by a performer of economic activity (by years) for the previous three years;

31.2. from the State Revenue Service Value Added Tax Taxable Persons Register about the registration, re-registration, or removal of a taxpayer:

31.2.1. the taxpayer registration number;

31.2.2. the name of a taxpayer;

31.2.3. the sign of registration, re-registration with the State Revenue Service Value Added Tax Taxable Persons Register, or removal from the State Revenue Service Value Added Tax Taxable Persons Register as a result of the violations of laws and regulations established by the State Revenue Service;

31.2.4. the date from which a value added tax taxable person has been registered, re-registered, or removed from the State Revenue Service Value Added Tax Taxable Persons Register.

[*9 October 2018*]

32. The Latvian Geospatial Information Agency shall provide the System electronically with the following basic geospatial data from the Basic Geospatial Data Information System in the geodetic coordinate system of Latvia (1992) expressed as Transverse Mercator projections in plane coordinates (LKS-92 TM):

32.1. topographic maps with a scales of 1:250 000, 1:50 000, 1:10 000, and 1:2000;

32.2. historical and current orthophoto maps;

32.3. data from the Geodetic Network Information System.

32.1 The Information Centre of the Ministry of the Interior shall provide the System online with the following information from the Punishment Register about violations of the construction regulations:

32.11. about the person who has committed an administrative offence:

32.11.1. the Section, Paragraph, and Clause of a law or regulation which provides for a violation for committing of which a person is held administratively liable;

32.11.2. the number of an administrative offence report;

32.11.3. the number of an administrative offence case;

32.11.4. the authority that has taken a decision in an administrative offence case and the number of the decision;

32.12. about the criminal offences committed by a person:

32.12.1. the Section, Paragraph, and Clause of the Criminal Law according to which the criminal offence has been qualified;

32.12.2. the case of a criminal case;

32.12.3. the institution that has imposed coercive means on a construction merchant;

32.12.4. the institution that has taken a decision in a criminal case or made a penal order.

[*9 October 2018*]

32.2 The Treasury shall provide the System with information online on the State budget revenue in the account which has been opened for the payments of the State fee for registration activities in the Register of Construction Merchants.

[*25 October 2022*]

32.3 The State Environmental Service shall provide the System with information from the information system “Tulpe” on the licensed waste managers.

[*25 October 2022*]

32.4 *Valsts sabiedrība ar ierobežotu atbildību “Latvijas Vides, ģeoloģijas un meteoroloģijas centrs”* [State limited liability company Latvian Environment, Geology and Meteorology Centre] shall provide information to the System on shipments of construction waste from the State Information System for Record-keeping of Construction Waste Transportation.

[*25 October 2022*]

32.5 The Ministry of Education and Science shall provide the System with information on education of specialists from the State Education Information System.

[*25 October 2022*]

32.6 The State Regional Development Agency shall provide the System with information on the active official electronic addresses of the System users from the Official Electronic Address Information System.

[*25 October 2022*]

32.7 *Sabiedrība ar ierobežotu atbildību “Latvijas standarts”* [limited liability company Latvian Standard] shall provide the System with information on harmonised standards for construction products.

[*25 October 2022*]

33. Public authorities and State limited liability companies shall provide the System with the information referred to in this Chapter free of charge.

33.1 The holder of the unified electronic working time recording database shall be responsible for the safe storage and consistency of data of the unified electronic working time recording database and also for the data availability by taking into account the restrictions laid down in laws and regulations.

[*7 January 2020*]

**VI. Procedures for Disseminating Information Available on the System**

34. [31 August 2021]

34.1 The System shall, in accordance with the provisions of the memorandum of understanding entered into between the manager of the System and the State Land Service, provide the Immovable Property State Cadastre Information System online, within the framework of data exchange, with information which is necessary for the following:

34.11. pre-registration of a structure;

34.12. removal of a structure;

34.13. updating of data about a structure or group of premises regarding acceptance of the structure or group of premises for service or completion of construction work.

[*31 August 2021*]

35. [31 August 2021]

35.1 The System shall, in accordance with the provisions of the memorandum of understanding entered into between the manager of the System and the State Land Service, provide the State Land Service online with information which is necessary for the registration of the following orders and rendering of the following services:

35.11. updating of data about a structure or group of premises on the Immovable Property State Cadastre Information System regarding the change in the principal type of use of the structure or type of use of the group of premises without rebuilding;

35.12. cadastral survey of a structure or group of premises and registration of the relevant structure or group of premises or updating of data thereof on the Immovable Property State Cadastre Information System.

[*31 August 2021 / See Paragraph 44.3*]

36. The System shall provide the State Revenue Service online with the following information:

36.1. from the Register of Construction Merchants about registration of a construction merchant or changes in information in the Register of Construction Merchants:

36.1.1. the name (firm name) of a construction merchant;

36.1.2. the unified registration number allocated by the Enterprise Register of the Republic of Latvia;

36.1.3. the telephone number;

36.1.4. the electronic mail address;

36.1.5. the country of residence of a foreign merchant, the registration number in the country of residence, the name of a foreign register, the date of incorporation, the legal address abroad, the registration code allocated to the permanent representation office of a non-resident by the Enterprise Register or the State Revenue Service of the Republic of Latvia;

36.1.6. about the construction specialists employed by a construction merchant – the information referred to in Sub-paragraph 36.3 of this Regulation;

36.1.7. in addition to the information referred to in Sub-paragraph 36.1.6 of this Regulation:

36.1.7.1. the number and date of an employment contract, and the time period thereof (if the contract has been entered into for a certain period of time);

36.1.7.2. the date of termination of employment legal relationship;

36.1.7.3. the date of commencement or termination of the performance of duties;

36.2. from the Register of Construction Merchants about the activity of a construction merchant and the average number of persons employed in construction for the previous calendar year:

36.2.1. the name (firm name) of a merchant;

36.2.2. the unified registration number allocated by the Enterprise Register of the Republic of Latvia or the registration number allocated by the country of residence;

36.2.3. the total volume of construction services provided out of which:

36.2.3.1. designing (including engineering research):

36.2.3.1.1. in the Republic of Latvia;

36.2.3.1.2. outside the Republic of Latvia;

36.2.3.2. construction work (including construction supervision, construction expert-examination):

36.2.3.2.1. in the Republic of Latvia;

36.2.3.2.2. outside the Republic of Latvia;

36.2.4. the volume of construction services provided by own workforces (without subcontractors) out of which:

36.2.4.1. designing (including engineering research):

36.2.4.1.1. in the Republic of Latvia;

36.2.4.1.2. outside the Republic of Latvia;

36.2.4.2. construction work (including construction supervision, construction expert-examination):

36.2.4.2.1. in the Republic of Latvia;

36.2.4.2.2. outside the Republic of Latvia;

36.2.5. the average number of persons employed in construction:

36.2.5.1. designing (including engineering research):

36.2.5.1.1. in the Republic of Latvia;

36.2.5.1.2. outside the Republic of Latvia;

36.2.5.2. construction work (including construction supervision, construction expert-examination):

36.2.5.2.1. in the Republic of Latvia;

36.2.5.2.2. outside the Republic of Latvia;

36.3. from the Register of Construction Specialists about construction specialists:

36.3.1. the given name, surname;

36.3.2. the personal identity number;

36.3.3. the telephone number;

36.3.4. the electronic mail address;

36.3.5. the date of granting the certificate and the number of the decision;

36.3.6. the certificate number;

36.3.7. the field of certification or speciality;

36.3.8. the sphere of certification;

36.4. about the construction permits issued:

36.4.1. the number of a construction case;

36.4.2. the name of a local government;

36.4.3. the code of a construction object according to the Classifier of Administrative Territories and Territorial Units;

36.4.4. the number of a construction permit;

36.4.5. the date of a construction permit;

36.4.6. the name of a construction object;

36.4.7. the address of a construction object in accordance with the data from the State Address Register Information System;

36.4.8. the cadastral designations of the units of land which are part of a construction object;

36.4.9. the cadastral designation of a structure/group of premises, including the cadastral designation of a pre-registered structure, if any;

36.4.10. the type of construction;

36.4.11. the principal type of use of a building or type of use of an engineering structure, if any (in accordance with the classification of structures);

36.4.12. the given name(s), surname, or name of the initiator of construction;

36.4.13. the personal identity number of the initiator of construction, the unified registration number of a merchant, and for legal persons who need not be registered with the registers maintained by the Enterprise Register of the Republic of Latvia – the taxpayer registration code or the identification code of a foreigner allocated by the Court Administration;

36.4.14. the given name, surname, or name (firm name) of the developer of a building design;

36.4.15. the personal identity number of the developer of a building design, the unified registration number of a merchant, and for legal persons who need not be registered with the registers maintained by the Enterprise Register of the Republic of Latvia – the taxpayer registration code or the identification code of a foreigner allocated by the Court Administration;

36.4.16. the given name, surname, or name (firm name) of the construction supervisor;

36.4.17. the personal identity number of the construction supervisor, the unified registration number of a merchant, and for legal persons who need not be registered with the registers maintained by the Enterprise Register of the Republic of Latvia – the taxpayer registration code or the identification code of a foreigner allocated by the Court Administration;

36.4.18. the given name, surname, or name (firm name) of the author’s supervisor;

36.4.19. the personal identity number of the author’s supervisor, the unified registration number of a merchant, and for legal persons who need not be registered with the registers maintained by the Enterprise Register of the Republic of Latvia – the taxpayer registration code or the identification code of a foreigner allocated by the Court Administration;

36.4.20. the given name, surname, or name (firm name) of the performer of construction work;

36.4.21. the personal identity number of the performer of construction work, the unified registration number of a merchant, and for legal persons who need not be registered with the registers maintained by the Enterprise Register of the Republic of Latvia – the taxpayer registration code or the identification code of a foreigner allocated by the Court Administration;

36.4.22. the given name, surname of the responsible construction work manager;

36.4.23. the personal identity number of the responsible construction work manager or the identification code of a foreigner allocated by the Court Administration;

36.4.24. the given name, surname, or name of the coordinator for labour protection;

36.4.25. the personal identity number of the coordinator for labour protection, the unified registration number of a merchant, and for legal persons who need not be registered with the registers maintained by the Enterprise Register of the Republic of Latvia – the taxpayer registration code;

36.4.26. the total cost of construction, including funds of legal persons governed by public law, European Union policy instruments, or other foreign financial aid;

36.5. about statements on acceptance of a structure for service:

36.5.1. the number of a construction case;

36.5.2. the name of a local government;

36.5.3. the code of a construction object according to the Classifier of Administrative Territories and Territorial Units;

36.5.4. the number of a statement;

36.5.5. the date of a statement;

36.5.6. the number of a construction permit;

36.5.7. the date of a construction permit;

36.5.8. the name of a construction object;

36.5.9. the address of a construction object in accordance with the data from the State Address Register Information System;

36.5.10. the cadastral designations of the units of land which are part of a construction object;

36.5.11. the cadastral designation of a structure/group of premises, including the cadastral designation of a pre-registered structure, if any;

36.5.12. the given name(s), surname, or name of the initiator of construction;

36.5.13. the personal identity number of the initiator of construction, the unified registration number of a merchant, and for legal persons who need not be registered with the registers maintained by the Enterprise Register of the Republic of Latvia – the taxpayer registration code or the identification code of a foreigner allocated by the Court Administration;

36.5.14. the given name, surname, or name (firm name) of the construction supervisor;

36.5.15. the personal identity number of the construction supervisor, the unified registration number of a merchant, and for legal persons who need not be registered with the registers maintained by the Enterprise Register of the Republic of Latvia – the taxpayer registration code or the identification code of a foreigner allocated by the Court Administration;

36.5.16. the given name, surname, or name (firm name) of the author’s supervisor;

36.5.17. the personal identity number of the author’s supervisor, the unified registration number of a merchant, and for legal persons who need not be registered with the registers maintained by the Enterprise Register of the Republic of Latvia – the taxpayer registration code or the identification code of a foreigner allocated by the Court Administration;

36.5.18. the given name, surname, or name (firm name) of the performer of construction work;

36.5.19. the personal identity number of the performer of construction work, the unified registration number of a merchant, and for legal persons who need not be registered with the registers maintained by the Enterprise Register of the Republic of Latvia – the taxpayer registration code or the identification code of a foreigner allocated by the Court Administration;

36.5.20. the total area (where the work has been performed and for a building in total) (m2);

36.5.21. the building volume of a structure (where the work has been performed and for a building in total) (m3);

36.5.22. the principal type of use of a building or type of use of an engineering structure, if any (in accordance with the classification of structures);

36.5.23. the total cost of construction, including funds of legal persons governed by public law, European Union policy instruments, or other foreign financial aid;

36.5.1 other information which is not referred to in Sub-paragraphs 36.4 and 36.5 of this Regulation but is included in the construction files;

36.6. the data from the unified electronic working time recording database.

[*7 January 2020; 25 October 2022*]

37. The System shall provide the Central Statistical Bureau online with data which are necessary for the performance of the functions specified in the laws and regulations regarding official statistics.

[*7 January 2020*]

38. The System shall provide the Database of Important Objects of the Latvian Geospatial Information Agency online with the following information:

38.1. about the initiator of construction:

38.1.1. the given name, surname, or name of a legal person;

38.1.2. the declared, registered, or indicated address of the place of residence of the person or legal address;

38.1.3. the contact details;

38.2. the cadastral designation of a structure;

38.3. the principal type of use of a building or type of use of an engineering structure;

38.4. [9 October 2018];

38.5. X, Y coordinates of the point of the approximate location of the planned structure (according to the scale of geospatial information available on the System) and the geospatial data of the planned structure in the geodetic coordinate system of Latvia (1992) expressed as Transverse Mercator projections in plane coordinates (LKS-92 TM);

38.6. the height of the structure above ground level;

38.7. the geometric type in the database (a point-like object or a linear object) and the geospatial data about the structure in the form of a point-like object or a linear object;

38.8. the current stage of construction;

38.9. the date of entry or making the last changes in an entry.

[*9 October 2018*]

39. The System shall provide the Spatial Development Planning Information System, which is managed by the Ministry of Environmental Protection and Regional Development, online with information in accordance with the laws and regulations regarding the Spatial Development Planning Information System.

40. The System shall provide the Court Administration with the following information accumulated therein on a foreigner (a citizen of another country) to whom a personal identity number of the Republic of Latvia has not been assigned or a foreign legal person who has not been registered with the registers kept by the Enterprise Register of the Republic of Latvia:

40.1. the given name(s), surname of a natural person or the name (firm name) of a legal person;

40.2. the date of birth of a natural person or the date of incorporation of a legal person;

40.3. the place of birth of a natural person and the address of the place of residence indicated by the person or legal address of a legal person;

40.4. the nationality of a legal person.

[*25 October 2022*]

41. After receipt of the information referred to in Paragraph 40 of this Regulation, the Court of Administration shall, within one working day, send an identification code of a foreigner for inclusion thereof in the System to the System user who has made a request.

42. The System shall provide the State Information System for Record-keeping of Construction Waste Transportation which is managed by the State limited liability company Latvian Environment, Geology, and Meteorology Centre online with the following information:

42.1. information about a construction objection;

42.2. the type of management of waste caused by construction;

42.3. the volume of waste caused by construction;

42.4. the place of recycling or disposal of waste caused by construction;

42.5. the name of a person who manages waste caused by construction.

[*25 October 2022*]

42.1 The System shall, for the performance of the functions specified in laws and regulations, provide the State Labour Inspectorate online with data in accordance with the purposes of use specified in Section 112, Paragraph two of the law On Taxes and Fees.

[*7 January 2020*]

42.2 The System shall provide the Ministry of Economics online with anonymised data of the unified electronic working time recording database in accordance with the purposes of use specified in Section 112, Paragraph three of the law On Taxes and Fees.

[*7 January 2020*]

42.3 The System shall, for the performance of the functions specified in laws and regulations, provide the manager of the System online with data in accordance with the purposes of use specified in Section 112, Paragraph two of the law On Taxes and Fees.

[*7 January 2020*]

42.4 The System shall provide the main performer of construction work online, in a view mode, data of the unified electronic working time recording database which the relevant main performer of construction work has submitted for inclusion in the unified electronic working time recording database.

[*7 January 2020*]

42.5 The System shall provide a subcontractor online, in a view mode, with the data included in the unified electronic working time recording database about the works contracts which it has entered into with its subcontractors and about its employees – the persons employed on a construction site.

[*7 January 2020*]

42.6 The System shall provide a person employed on a construction site online, in a view mode, with the data included about him or her in the unified electronic working time recording database.

[*7 January 2020*]

42.7 The System shall provide the Court Administration with data online for the performance of functions specified in laws and regulations.

[*25 October 2022*]

**VII. Closing Provisions**

43. The participants who are performing the functions of a building authority and are referred to in Paragraph 4 of this Regulation shall commence use of the System after an agreement has been entered into with the manager of the System (the agreement shall be entered into by 1 March 2016).

43.1 The participants referred to in Sub-paragraph 4.7 of this Regulation shall commence use of the System after an agreement has been entered into with the manager of the System.

[*9 October 2018*]

44. The transfer of information to the Immovable Property State Cadastre Information System of the State Land Service in accordance with Paragraphs 34 and 35 of this Regulation shall be commenced not later than by 28 February 2016.

44.1 The System shall ensure the functionality specified in Sub-paragraphs 24.2.3, 24.3, and 24.4 of this Regulation with the systems maintained by the State Land Service and accumulated data from 1 January 2019 at the latest.

[*9 October 2018*]

44.2 The transfer of information about the absence of a structure to the Immovable Property State Cadastre Information System of the State Land Service in accordance with Sub-paragraph 34.4 of this Regulation shall be commenced by 31 December 2019.

[*9 October 2018*]

44.3 The provision of information to the State Land Service in accordance with Sub-paragraph 35.12 of this Regulation shall be commenced after development and introduction of the relevant software but not later than by 1 September 2021.

[*31 August 2021*]

45. In order to ensure information exchange with the System online, the manager of the System is entitled, by 1 January 2018, to participate, within the framework of the allocated budget and in accordance with the procedures laid down in laws and regulations, in the financing of the development of a single solution for the development of such online solutions for the transmission of data of local government information systems intended for document management systems, accounting systems, and other information systems established and maintained by local governments to which material rights of a local government have arisen before 1 March 2016.

[*6 October 2015*]

46. The procedures for exchanging data and the procedures for using the System which arise from the agreement entered into between the manager of the System and the participant of the System by 31 December 2016 shall be applicable until entering into a new agreement but not longer than by 1 June 2017.

[*3 January 2017*]

**Informative Reference to European Union Directive**

The Regulation contains legal norms arising from Directive 2009/140/EC of the European Parliament and of the Council of 25 November 2009 amending Directives 2002/21/EC on a common regulatory framework for electronic communications networks and services, 2002/19/EC on access to, and interconnection of, electronic communications networks and associated facilities, and 2002/20/EC on the authorisation of electronic communications networks and services.

Acting for the Prime Minister – Minister for Transport Anrijs Matīss

Minister for Economics Dana Reizniece-Ozola