

INFORMATION CARD				AL113014
1. Name of service	Work Permit for exercise of activity before the start-up of the enterprise			
2. What is the purpose of the service?	Purpose is a safe and healthy work conform to labour legislation			
3. What does this service offer?	Work permit before starting the activity			
4. Am i Beneficiary?	Any natural or legal person, whether domestic or foreign, whether private or public, exercising a profitable or non-profitable business activity in the territory of the Republic of Albania			
5. What documents are needed for an application?	No	Type	The document is issued by:	Submitted at the counter from applicant?
	1	Request of the Subject	Applicant	Yes
	2	Document of machinery and equipment installations	Applicant	Yes
	3	List of hazardous substances to be used	From the buyer (origin of the goods)	Yes
	4	Plan, project of the workplaces	Applicant	Yes
	5	Surface and volume of the country of the work	Applicant	Yes
6. Where to apply?	Reception offices State Labour Inspectorate and Social Services	City Tirana, Berat, Diber, Durrës, Elbasan, Fier, Gjirokastra, Korca, Kukës, Lezha, Shkodra, Vlora	Address State Labour Inspectorate and Social Services "Str Dervish Hima", Tirana. Regional Chief Inspector Berat Lagja "28 Nentori", former MCR Berat. Regional Chief Inspector Dibër Square: "Ahmet Zogu", Burrel. Regional Chief Inspector Durres Lagjia. No. 6, Street: "Aleksandër Goga" near the Museum of Martyrs, Durres. Regional Chief Inspector Elbasan Regional Chief Inspector Fier Neighborhood: April 16, Near Fier Professional Training Center. Regional Chief Inspector Gjirokastra Lagjia Pazar; Street: "Alqi Kondi" Gjirokaster. Regional Chief Inspector Korca Street: "1 Maji" Lagjia 18 Korca. Regional Chief Inspector Kukes Prefecture, IV floor, Kukes. Regional Chief Inspector Shkodra Street Lushnja Congress, Building No. 7, Entrance No. 2, Shkodra Regional Chief Inspector Lezha	Opening hours Monday - Thursday 08:00 - 16:30 Friday 08:00-14:00
7. Is this service online?	Level 1 Available information on service	Level 2 Information and download options are provided for the application form	Level 3 Information and opportunities are available for submitting the online application	Level 4 The service is provided entirely online
8. How much is the fee for getting the service?	Base fee Free service	Additional fees	Online Fees	Payment mode
9. How long it takes to get the service?	15 Days			
10. What do I get?	Work permit, prior to putting into operation the enterprise which is issued in writing			
11. What is the validity term?	Determined according to the specific case in the issued permit			
12. Where do I get it?	In the counters	By mail	post	E-albania
13. What is the responsible institution?	State Labour Inspectorate and Social Services (SLISS)			
14. Where can I find information about this service?	Contact us at: E-mail: e-albania.al ADISA website: www.adisa.gov.al ADISA email: Informacion@adisa.gov.al ISHPSHSH web: http://inspektoriati.punes.gov.al Call Center: 11800	Opening hours Call Center: Monday to Friday, 07:00-21:00 Saturday, 07:00-14:00		
15. If I have a complaint, how do i proceed?	In the counters	By mail	post	Web site of the Institution
16. What is the legal basis of this service?	On the platform "Albania we love" Link: www.shqiperiaqeduam.al Law no. 7961 dated 12.7.1995 as amended "Labour Code", Law No. 9634 dated 30.10.2006 as amended "On Labour Inspection", Law 10237 dated 18.02.2010 Law "On Safety and Health at Work" as amended. DCM No.513, dated 30.07.2004 "On the classification of the activity and the documentation and procedure for issuing the permit by the labour inspector, prior to putting to work the enterprise"			