

## Request inspection of a closed construction file

You must request to inspect a closed construction file if you need information about a construction project. Building files are created in connection with the processing and approval of building applications. A construction file includes all documents and drawings that have been created in connection with projects on a building plot.

### Competent Department

- [Die Senatorin für Bau, Mobilität und Stadtentwicklung | Service-Center Bau](#)
- [Die Senatorin für Bau, Mobilität und Stadtentwicklung | FB 02 | Stadtplanung, Bauordnung Nord](#)

### Basic information

If they wish to view documentation related to a completed construction project on your property, they must request this from the appropriate building inspector.

The documentation contains:

- the building file with the essential documents of the building permit, such as floor plan drawings or information on the year of construction and living space,
- the proof of stability (statics),
- the certificate of seclusion according to the German Condominium Act (WEG),
- files on the garage yard or
- files on the allotment garden.

### Requirements

You must prove that you are either the owner or the person entitled to inherit the land on which the building project is located.

- Alternatively, you must provide credible evidence of your legitimate interest (e.g. by submitting a power of attorney or a certificate of inheritance).
- The respective property must be located in the municipality of Bremen.
- The construction project must have been completed.

### Procedure

- You complete the application and submit it together with the required documents via an online service. Alternatively, the application can also be submitted informally in writing with the required information and documents.

- The application and the documents will be checked for competence and completeness.
- Based on Section 29 of the Bremen Administrative Procedure Act, it will be checked whether the prerequisites for granting access to the construction file have been met and whether the construction file is available at the responsible office.
- If all requirements are met, the construction file will be sent to you in electronic form. For this purpose, you will receive an encrypted link to download the construction file by e-mail and the access code in a second e-mail.
- You will also receive a cost notification in this way.

## Legal bases

- [§ 29 Bremisches Verwaltungsverfahrensgesetz \(BremVwVfG\)](#)
- [Bremischen Gebühren- und Beitragsgesetz \(BremGebBeitrG\)](#)
- [§ 1 der Kostenverordnung Bau](#)

## More information

Files that have been digitized are only available as digital copies.

For a variety of reasons, it may happen that a construction file is not available, so that your request to view a specific construction file cannot be fulfilled. We ask for your understanding.

## What deadlines must be paid attention to?

None.

## How long does it take to process

The processing time is currently 4 to 5 weeks.

## What are the costs?

40,00 EUR A basic fee of 40.00 euros is charged for providing the digital archive file (incl. the first 25 MB). The download itself is free of charge. Additional fees of 30.00 euros are charged for each additional 50 MB or part thereof. The maximum fee per request is 400.00 euros.