

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 | Stadtplanung, Bauordnung Nord \(Bauamt Bremen-Nord\)](#)

Contact Person

- [Bauamt Bremen-Nord](#)

Bauamt Bremen-Nord

+49 421 361-18666

E-mail

- [Service-Center Bau](#)

Service-Center Bau

+49 421 361 15202, +49 421 361 2375 (nur Bauleitpläne)

E-mail

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 can request access via the online service or in paper form.

Online service

- You will find the link to the online service under "Online Service".
- By clicking on the link you will be redirected to the online service.
- There you can complete the application and submit the required documents.
- If the requirements according to §29BremVwVfG are fulfilled, you will receive the building file 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 notification of costs in the same way.

In writing

- You can apply for access in writing.
- To do so, submit an application and send your request by post or digitally.
- After checking the responsibility and completeness, you will receive a postal or digital reply.

By telephone

- You can contact us by telephone to arrange an appointment for inspection.

In person

- To inspect digitally on site, you must make an appointment.

Legal bases

- [Bremisches Verwaltungsverfahrensgesetz \(BremVwVfG\)](#)
- [Kostenverordnung Bau \(BauKostV\)](#)
- [Bremisches Gebühren- und Beitragsgesetz \(BremGebBeitrG\)](#)

More information

Files that have been digitized will only be sent to you as a digital copy. The download link sent to you is valid for 7 days and contains the invoice.

For a variety of reasons, a construction file may not be available, meaning 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

Not specified.

What are the costs?

Access to the digital construction file:

A basic fee of 40.00 euros is charged for the provision of the digital archive file (including the first 25 MB). The download itself is free of charge. An additional fee of 30.00 euros is charged for each additional 50 MB or part thereof. The maximum fee per file is 400.00 euros.

Inspection of the analog building file:

30.00 € per property