

# Apply for a building permit for the construction of a plant

You require a building permit for the erection, modification or change of use of certain structural facilities.

For this purpose, you submit a building application to the responsible lower building supervisory authority.

## Competent Department

- [Die Senatorin für Bau, Mobilität und Stadtentwicklung | Abteilung 6 Stadtplanung/ Bauordnung \(Bremen Stadt\)](#)
- [Die Senatorin für Bau, Mobilität und Stadtentwicklung | FB 02 | Stadtplanung, Bauordnung Nord](#)
- [Bauordnungsamt](#)

## Basic information

Before you can erect a facility that requires a permit, you need a building permit. To do this, you submit a building application to the responsible lower building supervisory authority.

You must use the officially prescribed forms for the building application.

Depending on the project, you as the building owner may need the support of a design consultant authorized to submit building documents (for example, architects or civil engineers). The building application includes a number of building documents that are required for the assessment of the project and the processing of the building application. According to § 3 of the Bremen Building Documents Ordinance, these are, for example, the excerpt from the official real estate map, site plan, building description and construction drawings.

The building permit is subject to a fee.

## Requirements

You will receive a building permit if the building application is complete and the described building project is in compliance with the public-law regulations that are to be checked in the building inspection procedure.

If your building project does not comply with the building regulations under public law, you can apply for and justify deviations separately with the building application. In this case, the lower building supervisory authority will check whether the deviations are approvable.

You will find a link to the application forms under "Further information" - "Forms" - "Applications and forms of the building supervisory authority".

## **What documents do I need?**

- Explanation of the documents

The building application must be submitted using the official building application form of the supreme building supervisory authority published under Applications & Forms - The Senator for Building, Mobility and Urban Development (bremen.de). You will find the link under "Further information".

In addition to the building application, the documents required for the assessment of the project and the processing of the building application (e.g. site plan, excerpt from the official real estate map, building description, construction drawings, etc.) must be submitted to the lower building supervisory authority.

The following documents must be submitted in accordance with § 3 of the Bremen Building Documents Ordinance:

1. the site plan (§ 7),
2. an excerpt from the development plan including legend,
3. the construction drawings (§ 8),
4. the building description with calculations (§ 9),
5. the proof of stability (§ 10), insofar as it is not checked by the building authorities, with the declaration of the structural engineer in accordance with the list of criteria in Annex 2, Note: the submission of the structural engineer's declaration is not required for residential buildings in building classes 1 and 2,
6. the proof of fire protection (§ 11), insofar as it is not already included in the other building documents,
7. the required information on the secured development with regard to the supply of water and energy as well as the disposal of waste water and the development in terms of traffic, insofar as the building project cannot be connected to a public water or energy supply or a public waste water disposal system or is not located in sufficient width on a public traffic area,
8. applications for approval of deviations, exceptions and exemptions (Section 67 (2) of the Bremen Building Code) with the information required for assessment,
9. information on the application for approval decisions required for the project under other provisions of public law,
10. a tree inventory declaration with all the information required by the tree protection ordinance, which must also be submitted directly to the lower

nature conservation authority by the building owner when the building application is submitted.

Note: Depending on the purpose of the building project, further building documents may be requested by the lower building supervisory authority or a waiver may be declared.

In the case of advertising facilities, construction documents are required in accordance with § 4 of the Bremen Construction Documents Ordinance.

## Procedure

You apply for a building permit for the erection, modification, change of use or, in special cases, removal of a facility in text form using the published form. Attach the required construction documents.

Submit the application documents to the responsible lower building supervisory authority. If documents are missing or if there are other ambiguities, you will be asked to remove these obstacles to approval. In this case, submit the missing or adjusted documents and/or clarification.

In the case of building structures requiring approval that do not fall under Section 63 of the Bremen Building Code (generally all non-residential buildings, but also mixed-use buildings), the lower building supervisory authority checks

1. the regulations of the Building Code and on the basis of the Building Code (building planning law),
2. the regulations of the Bremen State Building Code and regulations issued on the basis of the Bremen State Building Code (building regulation law),
3. other requirements under public law, with the exception of the requirements of energy law and workplace law, insofar as the requirements under public law are not to be examined in a procedure other than a building permit procedure (ancillary building law).

The examination of structural engineering evidence is carried out independently of the procedure in accordance with § 66 of the Bremen State Building Code.

The comprehensive building permit procedure also applies to the removal of structural facilities, insofar as the implementation of a building permit procedure is required by the building supervisory authority in accordance with Section 61 (3) sentence 3 of the Bremen Building Code.

In addition, the building supervisory authority may waive the execution of an otherwise required building permit procedure pursuant to Section 64 of the Bremen Building Code for

construction projects with public sponsorship pursuant to Section 64a of the Bremen Building Code.

The lower building supervisory authority shall involve the municipality and those bodies whose participation or hearing is required for the decision on the building application or without whose opinion the approvability of the building application cannot be assessed. You will receive a decision on the building permit.

The building permit is subject to a fee. You will receive a fee notice. If necessary, the lower building supervisory authority will ask you to pay the fees in advance after you have submitted your application.

## **Legal bases**

- [§ 1 Kostenverordnung Bau \(BauKostV\)](#)
- [Bremische Bauvorlagenverordnung \(BremBauVorlV\)](#)
- [Bremisches Gebühren- und Beitragsgesetz \(BremGebBeitrG\)](#)
- [Bremische Landesbauordnung \(BremLBO\)](#)

## **What deadlines must be paid attention to?**

In accordance with Section 73 (1) of the Bremen Building Code, the building permit and any partial building permit expire if construction of the building project has not commenced within three years of their issue or if construction has been interrupted for more than one year.

The building permit may be extended once for two years in accordance with Section 73 (2) of the Bremen Building Code. Thereafter, a new building application is required in the event of non-utilization.

## **How long does it take to process**

In accordance with Section 69 (3) of the Bremen State Building Code, the lower building supervisory authority shall decide on the building application within twelve weeks after the completeness of the application has been confirmed.

## **What are the costs?**

The amount of the fee is based on § 1 of the Cost Ordinance Construction, tariff number 101.00 and amounts to 9 per cent of the construction costs.