

Applying for planning permission for the construction of an installation

You require a building permit for the construction, modification or change of use of certain building structures.

To do this, you must 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 | Stadtplanung, Bauordnung Nord \(Bauamt Bremen-Nord\)](#)
- [Bauordnungsamt](#)

Basic information

Before you can erect an installation that requires approval, 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 may need the support of an authorized draftsman (e.g. architect or civil engineer). 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 extract 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 complies with the public-law regulations to be examined in the building supervisory procedure.

If your building project does not comply with the public building regulations, 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 can be approved.

You can find a link to the application forms under "Further information" - "Forms" - "Applications and forms from 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 can apply for a building permit for the construction, modification, change of use or, in special cases, for the removal of a facility online or in writing.

Online application

- You can use the online service to submit applications in digital form. You will find the link to the online service under "Further information" - "Online service".
- Once you have successfully logged in via a user account, you will be guided through the form step by step.
- Please have the required attachments to your application ready for upload.
- After submitting your application, you will receive a confirmation of receipt.
- Communication regarding your application with the authority should take place entirely via the online service.
 - You have the option of sending and receiving messages in the online service. The authority's decision will also be communicated electronically via the online service.
- Further information is available directly in the online service.

In writing

- Submit your application in text form using the published form.
- Attach the required building documents.
- Submit the application documents to the responsible lower building supervisory authority. If documents are missing or there are other ambiguities, you will be asked to rectify these obstacles to approval. In this case, submit the missing or amended documents and/or the clarification.

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

1. the provisions of the Building Code and on the basis of the Building Code (building planning law),
2. the provisions of the Bremen State Building Code and regulations issued on the basis of the Bremen State Building Code (building regulations 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 constructional evidence is carried out independently of the procedure in accordance with Section 66 of the Bremen State Building Code.

The comprehensive building permit procedure also applies to the removal of structures if the building supervisory authority requires a building permit procedure to be carried out in accordance with Section 61 (3) sentence 3 of the Bremen State Building Code.

In addition, the building supervisory authority may waive the implementation of an otherwise required building permit procedure pursuant to Section 64 of the Bremen State Building Code for construction projects with public sponsorship pursuant to Section 64a of the Bremen State Building Code

The lower building supervisory authority shall involve the municipality and those bodies whose involvement or consultation 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 notification of fees. If necessary, the lower building supervisory authority will ask you to pay the fees in advance as soon as you submit your application.

Legal bases

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

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.