

## Submit a preliminary building application

If you would like to clarify individual questions regarding the permissibility of your building project before submitting a building application, you can submit a preliminary building application. The responsible lower building supervisory authority will provide you with binding information on these questions in a preliminary building permit.

### 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 \(Bauamt Bremen-Nord\)](#)

### Basic information

If you would like to clarify individual legal questions regarding the permissibility of your building project before submitting the building application, you can submit a preliminary building inquiry. This is useful, for example, if it is unclear whether you are allowed to realize your building project on the planned plot at all.

In the preliminary building application, you should formulate your question clearly and with sufficient specificity so that a clear answer is possible. Attach the documents required to assess the questions to be decided to the preliminary building application. The competent lower building supervisory authority will provide you with binding information on these questions in a preliminary building permit.

The preliminary building permit is subject to a fee.

### Requirements

If you wish to apply for a preliminary building permit, you will need to submit various documents. The documents you enclose must enable the competent lower building supervisory authority to clearly assess the facts of the case. If your questions about your building project are formulated so clearly and with sufficient specificity that a clear answer is possible, you will receive a preliminary building permit with binding statements on your specific request.

# Procedure

You can submit the preliminary building application online or in writing.

## Online application

- You can submit applications in digital form via the online service. 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 the preliminary building application in text form. Attach the required documents.
- Submit the preliminary building application 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 assessment. In this case, submit the missing or amended documents and/or the clarification.

The lower building supervisory authority will review your preliminary building application and involve those bodies whose involvement or consultation is required for the decision on the preliminary building application or without whose opinion the preliminary building application cannot be assessed. You will then receive the preliminary building permit. If you subsequently submit a building application for your building project, you refer to the preliminary building permit that has already been issued.

The preliminary building application is subject to a fee. You will receive a notification of fees. If necessary, the lower building supervisory authority will ask you to make an advance fee payment after the application has been submitted.

## Legal bases

- [Bremische Bauvorlagenverordnung \(BremBauVorlV\)](#)
- [§ 1 Kostenverordnung Bau \(BauKostV\)](#)
- [Baugesetzbuch \(BauGB\)](#)
- [Verordnung über die bauliche Nutzung der Grundstücke \(Baunutzungsverordnung\)](#)
- [Bremische Landesbauordnung \(BremLBO\)](#)
- [Bremisches Gebühren- und Beitragsgesetz \(BremGebBeitrG\)](#)

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

You can start your building project with a valid building permit within three years of the preliminary building permit being issued. You can apply for a one-off extension of the preliminary building permit by two years within this period.

The preliminary building permit does not replace a building permit. This must be applied for separately.

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

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

## **What are the costs?**

The amount of the fee is based on Section 1 of the Construction Costs Ordinance, tariff number 101.07 and depends on the number and type of individual questions examined and the scope of the official hearing.