

99058007060000

Registering craft or trade requiring authorisation

Heruntergeladen am 12.07.2025

<https://fimportal.de/xzufi-services/6000172-99058007060000/L100009>

Modul	Sachverhalt
Leistungsschlüssel	99058007060000
Leistungsbezeichnung I	Registering craft or trade requiring authorisation
Leistungsbezeichnung II	Registering craft or trade requiring authorisation
Typisierung	3 - Bundesaufsichtsverwaltung: Regelung
Quellredaktion	Sachsen
Freigabestatus Katalog	unbestimmter Freigabestatus
Freigabestatus Bibliothek	unbestimmter Freigabestatus
Begriffe im Kontext	
Leistungstyp	
Leistungsgruppierung	
Verrichtungskennung	
SDG-Informationsbereich	
Lagen Portalverbund	
Einheitlicher Ansprechpartner	

Modul	Sachverhalt
Fachlich freigegeben am	
Fachlich freigegeben durch	
Handlungsgrundlage	<ul style="list-style-type: none"> • § 1 Handwerksordnung (HwO) – zulassungspflichtiges Handwerk; Eintragung in die Handwerksrolle • § 6 HwO – Handwerksrolle • § 7 HwO – (Eintragsvoraussetzungen in die Handwerksrolle • § 7 a HwO – Ausübungsberechtigung für andere zulassungspflichtige Handwerke • § 7 b HwO – Ausübungsberechtigung für Gesellen mit Berufserfahrung • § 8 HwO – Ausnahmegewilligung • § 9 HwO – Ausnahmegewilligung für ausländische Bürger • §§ 10 bis 15 HwO – Handwerksrolle
Teaser	<p>If you wish to operate a craft requiring a licence as a so-called standing trade independently, you need to be entered in the register of craftsmen. A standing trade is any commercial enterprise whose activity is not attributable to the travelling trade or market trade.</p>
Volltext	<p>If you wish to operate a craft requiring a licence as a so-called standing trade independently, you need to be entered in the register of craftsmen. A standing trade is any commercial enterprise whose activity is not attributable to the travelling trade or market trade.</p> <p>Both natural and legal persons (e.g. GmbH, e.G., e.V.) as well as partnerships can be entered in the Register of Craftsmen.</p> <p>You are obliged to apply for entry in the Register of Craftsmen,</p> <ul style="list-style-type: none"> • if you operate your business as a skilled trade and it fully comprises one of the trades requiring a licence • if you carry out activities that are essential to this trade. <p>The trades requiring authorisation are listed in Annex A of the Crafts Code.</p>

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Tip: The Saxon Chambers of Crafts (HWK) offer comprehensive information on registration in the Register of Crafts on their websites.

Single point of contact (Einheitlicher Ansprechpartner)

You can use the service of the Single Point of Contact for this procedure. They will guide you through the process, take care of correspondence with all the authorities responsible for your request and provide you with expert advice.

Erforderliche Unterlagen

Proof of authorisation is always required for registration as the owner of a craft business requiring authorisation (applies to natural and legal persons and partnerships):

- master craftsman's certificate of the owner or operations manager for the craft practised or for a related craft requiring authorisation or
- diploma or degree certificate of the owner or manager (for engineers and graduates of technical universities and state or state-recognised technical and design colleges) or
- authorisation to practise or exemption permit for the owner or manager (registration without a master craftsman's examination)

in addition, the chambers of crafts and trades may require the following documents, for example

- current identity card or passport with current confirmation of registration
- valid residence certificate without conditions for foreign nationals, unless they are EU nationals
- partnership agreement

Voraussetzungen

Aptitude and professional qualification

- The Crafts Code, ordinances and resolutions of the chambers of crafts and trades specify further requirements in addition to the master craftsman examination or engineering examination (see also "Required documents").
- A more detailed explanation is not provided here

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because each case is different and must be assessed individually. You can obtain more detailed information from your Chamber of Crafts (HWK).

Restriction

- In principle, you may only practise the craft requiring authorisation entered in the Register of Qualified Craftsmen. If you wish to practise several crafts requiring authorisation, you will generally need a registration for each of these crafts requiring authorisation.
- However, you are also permitted to carry out work in other trades requiring authorisation. Prerequisite: There must be a technical or professional connection or an economic complement between the craft you are practising and the other craft requiring authorisation.

Kosten

variable (according to the scale of fees of the Chamber of Crafts)

Verfahrensablauf

You can apply for a licence to practise in person, in writing or online at your local Chamber of Crafts (HWK) or via the Single Point of Contact; depending on the service, you can download the application form from the Internet or use the online service (see -> Online application).

You are well advised to contact the chamber before submitting your application.

- If you submit the application in writing, you must enclose the documents to be submitted - depending on the chamber - as copies, certified copies or originals.

Tip: Contact your Chamber of Crafts in good time to find out about the procedure and the documents required in your specific case ("Required documents").

Craftsman's card

Registration in the Register of Craftsmen involves the issue of a craftsman's card. You can later use the craftsman's card to legitimise yourself as a registered

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	craftsman's business.
Bearbeitungsdauer	
Frist	Notification to the Chamber of Crafts: immediately after business registration
weiterführende Informationen	
Hinweise	<p>If you do not have a master craftsman's examination or an equivalent examination for the craft you practise, you or your company manager can apply for a licence to practise or an exemption permit.</p> <p>Authorisation to practise</p> <ul style="list-style-type: none"> • for journeymen with at least six years of practical experience in the trade, including at least four years in a managerial position; exceptions to this are the chimney sweep trade and the health trades of opticians, hearing aid acousticians, orthopaedic shoemakers, orthopaedic technicians and dental technicians (authorisation to practise in accordance with Section 7b of the Crafts Code/HwO) <p>Exceptional authorisation</p> <ul style="list-style-type: none"> • if there is a reason for exemption and proof of master-like knowledge and skills in accordance with Section 8 of the Crafts Code (HwO) or • as a national of an EU or EEA member state and with proof of the corresponding qualification in accordance with Section 9 of the Crafts Code (HwO) <p>You or your company manager must submit an application for exemption authorisation for entry in the Register of Craftsmen to the relevant Chamber of Crafts.</p> <p>Note: Only the legally issued authorisation to practise or exemption permit and the entry in the register of craftsmen - not just the application - entitle you to practise the craft.</p>
Rechtsbehelf	

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Kurztext	
Ansprechpunkt	
Zuständige Stelle	
Formulare	
Ursprungsportal	