

99012002012000

# Apply for a certificate of completion

Heruntergeladen am 06.06.2025

<https://fimportal.de/xzufi-services/6005957/L100009>

Modul	Sachverhalt
Leistungsschlüssel	99012002012000
Leistungsbezeichnung I	Apply for a certificate of completion
Leistungsbezeichnung II	Apply for a certificate of completion
Typisierung	2/3 - Bund: Regelung (2 oder 3), Land/Kommune: Vollzug
Quellredaktion	Sachsen
Freigabestatus Katalog	unbestimmter Freigabestatus
Freigabestatus Bibliothek	unbestimmter Freigabestatus
Begriffe im Kontext	
Leistungstyp	
Leistungsgruppierung	
Verrichtungskennung	
SDG-Informationsbereich	
Lagen Portalverbund	
Einheitlicher Ansprechpartner	
Fachlich freigegeben am	

**Modul**
**Sachverhalt**
**Fachlich freigegeben durch**
**Handlungsgrundlage**

- §§ 3 bis 8 [Wohnungseigentumsgesetz (WEG)](<http://www.gesetze-im-internet.de/woeigg/index.html>) \- Begründung des Wohnungseigentums
- § 7 Abs. 4 Nr. 2 WEG – Abgeschlossenheitsbescheinigung Sondereigentum
- § 32 Abs. 1, Abs. 2 Satz 2 Nr. 2 WEG – Abgeschlossenheitsbescheinigung Dauerwohnrecht
- [Sächsisches Kostenverzeichnis (SächsKVZ)](<https://www.revosax.sachsen.de/vorschrift/19330-Zehntes-Saechsisches-Kostenverzeichnis>), lfd. Nr. 17 – Baurecht

**Teaser**

**\*\*Application for a certificate of seclusion in accordance with the German Condominium Act (WEG)\*\***

**Volltext**

**\*\*Application for a certificate of seclusion in accordance with the German Condominium Act (WEG)\*\***

You must apply for a certificate of seclusion if you wish to claim a permanent right of residence (the right to permanently occupy a specific apartment in the building) or condominium ownership (special ownership).

In addition to the communal facilities of an apartment building in which all owners of the residential units have an ownership share, the residential units and certain rooms assigned to these residential units that are not used for residential purposes (cellar rooms, parking spaces, etc.) are so-called special property.

The local court (land registry) requires, among other things, the submission of a certificate of separate ownership and a partition plan, which must be issued or confirmed by the lower building supervisory authority, for the registration and the associated creation of the land registers.

The certificate of seclusion proves that a condominium or other rooms within the meaning of the German Condominium Act (WEG) are sufficiently structurally

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	<p>separated from other apartments and rooms.</p> <p>The certificate is issued by the responsible building authority after examining your documents.</p>
Erforderliche Unterlagen	<ul style="list-style-type: none"> <li>• Site plan</li> <li>• Current extract from the land register</li> <li>• Land register extract</li> <li>• Sections and building views</li> <li>• Floor plans</li> <li>• Further attachments as required</li> </ul>
Voraussetzungen	<ul style="list-style-type: none"> <li>• You must prove that you are either the owner or heritable building owner of the apartment for which you are applying for a certificate of seclusion. Alternatively, you must provide credible evidence of your legitimate interest (e.g. as the purchaser).</li> <li>• The respective property of the apartment must be located in a municipality in Saxony.</li> <li>• Apartments are considered self-contained if they are structurally completely separated from other apartments and rooms (e.g. by walls and ceilings) and have their own lockable access directly outside, from a stairwell or a vestibule. Access must not be via another separate property or via a neighboring property without real security.</li> <li>• A locked apartment may include additional lockable rooms outside the respective lock.</li> </ul>
Kosten	<ul style="list-style-type: none"> <li>• Procedural fee</li> </ul> <p>You can find out the exact amount of the fee from your competent authority.</p>
Verfahrensablauf	<p>You can submit your application online (see -&gt; Online application) or in writing, depending on the regulations of the respective authority.</p> <p>#### Online application</p> <p>##### To use the online service, you must be registered for a _bundID_ account or for your company's _My Company_ Account.</p>

## Modul

## Sachverhalt

- Follow the link above under -> Online application and log in to your bundID account on the start page.
- First select your role (applicant or their representative) and, if necessary, invite other parties to process the online application.
- The majority of the building documents are submitted via attachments in PDF format, including site plans, land register excerpts and construction drawings. The individual documents can be uploaded to the designated location in the online application using drag & drop.
- Once all mandatory fields have been filled in correctly at each point in the online application, the persons involved can sign off.
- The signatures of the persons involved are replaced by secure identification and authentication via the bundID user account.

### #### Written application

- Submit the required documents to the building supervisory authority using the prescribed form. You can obtain the prescribed form here via Amt24 (see -> Forms and other offers).

## Bearbeitungsdauer

**Frist** none

## weiterführende Informationen

**Hinweise** The certificate of seclusion issued does not constitute a building permit or preliminary decision. The object of the certificate of seclusion is solely the separation of the usage units. An examination under building planning and building regulations law does not take place.

**Rechtsbehelf** Lawsuit (details about the procedure in the official notification)

## Kurztext

Modul	Sachverhalt
Ansprechpunkt	
Zuständige Stelle	
Formulare	
Ursprungsportal	