

99012071006001, 99012071006001

# Applying for planning permission for the change of use of a facility using the simplified procedure

Heruntergeladen am 26.06.2025

<https://fimportal.de/xzufi-services/304809390/L100012>

Modul	Sachverhalt
Leistungsschlüssel	99012071006001, 99012071006001
Leistungsbezeichnung I	Applying for planning permission for the change of use of a facility using the simplified procedure
Leistungsbezeichnung II	Applying for planning permission for the change of use of a facility using the simplified procedure
Typisierung	4 - Land: Regelung
Quellredaktion	Schleswig-Holstein
Freigabestatus Katalog	unbestimmter Freigabestatus
Freigabestatus Bibliothek	unbestimmter Freigabestatus
Begriffe im Kontext	
Leistungstyp	Leistungsobjekt mit Verrichtung
Leistungsgruppierung	Baurecht (012)
Verrichtungskennung	Genehmigung (006)
SDG-Informationsbereich	Kauf und Verkauf von Immobilien, einschließlich aller

Modul	Sachverhalt
	Bedingungen und Pflichten im Zusammenhang mit der Besteuerung, dem Eigentum oder der Nutzung von Immobilien (auch als Zweitwohnsitz)
Lagen Portalverbund	Erlaubnisse und Genehmigungen (2010400), Bauplanung (2050400), Hausbau und Immobilienerwerb (1050100), Anlagenbetrieb und -prüfung (2120100)
Einheitlicher Ansprechpartner	Nein
Fachlich freigegeben am	19.07.2024
Fachlich freigegeben durch	Ministry of the Interior, Municipal Affairs, Housing and Sport Schleswig-Holstein
Handlungsgrundlage	<a href="https://www.gesetze-rechtsprechung.sh.juris.de/bssh/document/jlr-BauOSH2022pP63">https://www.gesetze-rechtsprechung.sh.juris.de/bssh/document/jlr-BauOSH2022pP63</a> <a href="https://www.gesetze-rechtsprechung.sh.juris.de/perma?j=BauAufs%C3%9CV_SH">https://www.gesetze-rechtsprechung.sh.juris.de/perma?j=BauAufs%C3%9CV_SH</a> <a href="https://www.gesetze-rechtsprechung.sh.juris.de/perma?j=BauVorIV_SH_Teil_2">https://www.gesetze-rechtsprechung.sh.juris.de/perma?j=BauVorIV_SH_Teil_2</a> <a href="https://www.gesetze-rechtsprechung.sh.juris.de/bssh/document/jlr-BauOSH2022pP63">https://www.gesetze-rechtsprechung.sh.juris.de/bssh/document/jlr-BauOSH2022pP63</a> <a href="https://www.gesetze-rechtsprechung.sh.juris.de/perma?j=BauAufs%C3%9CV_SH">https://www.gesetze-rechtsprechung.sh.juris.de/perma?j=BauAufs%C3%9CV_SH</a> <a href="https://www.gesetze-rechtsprechung.sh.juris.de/perma?j=BauVorIV_SH_Teil_2">https://www.gesetze-rechtsprechung.sh.juris.de/perma?j=BauVorIV_SH_Teil_2</a> <a href="https://www.gesetze-rechtsprechung.sh.juris.de/bssh/document/jlr-BauOSH2022pP63">https://www.gesetze-rechtsprechung.sh.juris.de/bssh/document/jlr-BauOSH2022pP63</a> <a href="https://www.gesetze-rechtsprechung.sh.juris.de/perma?j=BauAufs%C3%9CV_SH">https://www.gesetze-rechtsprechung.sh.juris.de/perma?j=BauAufs%C3%9CV_SH</a> <a href="https://www.gesetze-rechtsprechung.sh.juris.de/perma?j=BauVorIV_SH_Teil_2">https://www.gesetze-rechtsprechung.sh.juris.de/perma?j=BauVorIV_SH_Teil_2</a> <a href="https://www.gesetze-rechtsprechung.sh.juris.de/bssh/document/jlr-BauOSH2022pP63">https://www.gesetze-rechtsprechung.sh.juris.de/bssh/document/jlr-BauOSH2022pP63</a> <a href="https://www.gesetze-rechtsprechung.sh.juris.de/perma?j=BauAufs%C3%9CV_SH">https://www.gesetze-rechtsprechung.sh.juris.de/perma?j=BauAufs%C3%9CV_SH</a> <a href="https://www.gesetze-rechtsprechung.sh.juris.de/perma?j=BauVorIV_SH_Teil_2">https://www.gesetze-rechtsprechung.sh.juris.de/perma?j=BauVorIV_SH_Teil_2</a>
Teaser	If you would like to apply for planning permission to change the use of facilities, you can do so under certain conditions using the simplified procedure.

## Modul

## Sachverhalt

### Volltext

If you, as a building owner, wish to use structural facilities differently than before, you need a building permit unless the facility does not require a permit.

A change in the use of a building is deemed to have occurred if the new use differs from the previous use in such a way that it is subject to different legal requirements. The legal changes can be in the area of building regulations or construction planning in particular.

In the simplified approval procedure, compliance with the following regulations is checked for the change of use:

- admissibility of the building structures under building planning law
- Deviations applied for
- other requirements under public law, insofar as the building permit eliminates or replaces a decision under other public law regulations or the decision is assigned to the lower building supervisory authority by specialist law (compliance with the requirements for stability, fire, noise, heat and vibration protection must be verified by means of structural engineering evidence. This must be available at the start of construction, checked by the building authorities if necessary).

As the client, you therefore bear a great deal of responsibility. The restriction of the building authority inspection does not release you from the obligation to comply with the requirements placed on installations by public law. Otherwise, the new use may be prohibited.

### Erforderliche Unterlagen

- Extract from the real estate map
- Site plan
- Construction drawings
- Building description

Depending on the purpose of the building project, you can or must submit further building documents. These are, for example

- Proof of stability

## Modul

## Sachverhalt

- Proof of fire protection
- Other structural engineering certificates
- Information on the secured development with regard to the supply of water and energy as well as the disposal of waste water and traffic development
- Calculation of the permitted, existing and planned extent of building use
- Description of operations
- Information on the implementation of accessibility
- Parking spaces
- Statistical survey form

Required for advertising facilities:

- Extract from the real estate map at a scale no smaller than 1:500 with an indication of the location
- Drawing at a scale no smaller than 1:50 and description or other suitable representation of the advertising installation, such as a colored photograph or a colored photo montage
- Proof of stability, insofar as it has been checked by the building authorities, otherwise the declaration of the installer of the structural proofs

## Voraussetzungen

- Your building project complies with public law regulations.
- If not, you can apply for and justify deviations with the building application.
- As a rule, you must commission an authorized draftsman - for example, a civil engineer or an architect.

## Kosten

## Verfahrensablauf

You can apply for a building permit for the change of use of a facility electronically via the online service or in writing on paper using the form.

Proceed as follows when using the form:

- Complete the form.
- Attach the required building documents.
- Submit the application documents to the responsible lower building supervisory authority.
- If necessary, the lower building supervisory authority

Modul	Sachverhalt
	<p>will ask you to pay the fees in advance.</p> <ul style="list-style-type: none"> <li>• Make the advance payment.</li> <li>• If documents are missing or there are other ambiguities, you will be asked to rectify these.</li> <li>• In this case, submit the missing or amended documents and/or the clarification.</li> <li>• The lower building supervisory authority will check your application and work together with the relevant authorities whose involvement or consultation is required.</li> <li>• You will then receive the building permit and a notification of fees.</li> <li>• You pay the fees.</li> </ul>
Bearbeitungsdauer	<p>3 Monat(e) with extension option</p> <p>The time limit for the decision begins three weeks after receipt of the building application or three weeks after receipt of the requested documents if the building supervisory authority has sent a request before the start of the time limit.</p>
Frist	<p>You must submit the application before starting your building project.</p>
weiterführende Informationen	<p><a href="https://www.schleswig-holstein.de/DE/fachinhalte/B/bauen/bauordnung.html">https://www.schleswig-holstein.de/DE/fachinhalte/B/bauen/bauordnung.html</a></p> <p><a href="https://www.schleswig-holstein.de/DE/landesregierung/themen/planen-bauen-wohnen/bauen">https://www.schleswig-holstein.de/DE/landesregierung/themen/planen-bauen-wohnen/bauen</a></p> <p><a href="https://www.schleswig-holstein.de/DE/fachinhalte/B/bauen/bauordnung.html">https://www.schleswig-holstein.de/DE/fachinhalte/B/bauen/bauordnung.html</a></p> <p><a href="https://www.schleswig-holstein.de/DE/landesregierung/themen/planen-bauen-wohnen/bauen">https://www.schleswig-holstein.de/DE/landesregierung/themen/planen-bauen-wohnen/bauen</a></p>
Hinweise	<p>The following information is available:</p> <ul style="list-style-type: none"> <li>• Before a building application is submitted, you can apply for a preliminary decision on individual questions relating to the building project, for example whether the planned building project is permitted under building planning law at this location.</li> <li>• It should be noted that the construction, modification or change of use of a building without the required building permit constitutes an administrative offense and can be punished with a fine. There is also the risk that a building project that is not eligible for planning</li> </ul>

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	<p>permission but has been started may have to be completely or partially removed.</p> <ul style="list-style-type: none"> <li>• If you have a building permit, you must submit a notification of commencement of construction to the lower building supervisory authority at least one week before the start of construction.</li> </ul>
Rechtsbehelf	<ul style="list-style-type: none"> <li>• Objection</li> <li>• Complaint</li> </ul>
Kurztext	<ul style="list-style-type: none"> <li>• Change of use of facilities Approval in a simplified procedure</li> <li>• A change of use is deemed to exist if the new use differs from the old use to such an extent that new legal requirements must be observed.</li> <li>• The simplified procedure is less extensive than the (comprehensive) procedure.</li> <li>• The simplified procedure is used if the building project is subject to approval but does not include any special buildings, unless it involves installations for the generation of renewable energies and the special buildings are subject to the Renewable Energies Directive.</li> <li>• Responsible body: Lower building supervisory authority of the district or independent city or lower building supervisory authority of the city or municipality to which the task has been assigned</li> </ul>
Ansprechpunkt	<p>Lower building supervisory authority:</p> <ul style="list-style-type: none"> <li>• of the district or independent city</li> <li>• of the municipalities (if the tasks of the lower building supervisory authority have been transferred)</li> </ul>
Zuständige Stelle	
Formulare	
Ursprungsportal	<p>Applying for planning permission for the change of use of a facility using the simplified procedure,          Baugenehmigung für die Nutzungsänderung einer Anlage im vereinfachten Verfahren beantragen</p>