

99012002012000

# Certificate of completion issuance

Heruntergeladen am 06.06.2025

<https://fimportal.de/xzufi-services/S1000020010000006972/S100002>

Modul	Sachverhalt
Leistungsschlüssel	99012002012000
Leistungsbezeichnung I	Certificate of completion issuance
Leistungsbezeichnung II	Apply for a certificate of completion
Typisierung	4 - Land: Regelung
Quellredaktion	Hamburg
Freigabestatus Katalog	unbestimmter Freigabestatus
Freigabestatus Bibliothek	unbestimmter Freigabestatus
Begriffe im Kontext	<div lang="en-x-mtfrom-de">Certificate of completion - already applied for</div>, <div lang="en-x-mtfrom-de">Allocation plan</div>, <div lang="en-x-mtfrom-de">Construction matters</div>
Leistungstyp	
Leistungsgruppierung	
Verrichtungskennung	
SDG-Informationsbereich	
Lagen Portalverbund	
Einheitlicher	

Modul	Sachverhalt
Ansprechpartner	Nein
Fachlich freigegeben am	06.06.2024
Fachlich freigegeben durch	
Handlungsgrundlage	<p>Section 7 paragraph 4 sentence 1 number 2 German Condominium Act (WEG)  <a href="https://www.gesetze-im-internet.de/woeigg/_7.html">[www.gesetze-im-internet.de/woeigg/_7.html]</a>(https://www.gesetze-im-internet.de/woeigg/_7.html)</p> <p>Section 32 paragraph 1, paragraph 2 sentence 2 number 2 German Condominium Act (WEG)  <a href="https://www.gesetze-im-internet.de/woeigg/_32.html">[www.gesetze-im-internet.de/woeigg/_32.html]</a>(https://www.gesetze-im-internet.de/woeigg/_32.html)</p> <p>General administrative regulation for the issuing of certificates under the Condominium Act (AVA)  <a href="https://www.verwaltungsvorschriften-im-internet.de/bsvwvbund_06072021_SW35.htm">[www.verwaltungsvorschriften-im-internet.de/bsvwvbund_06072021_SW35.htm]</a>(https://www.verwaltungsvorschriften-im-internet.de/bsvwvbund_06072021_SW35.htm)</p>
Teaser	If you need to prove that an apartment or other space is self-contained, you will need a certificate of self-containedness.
Volltext	<p>If you want to divide a property into individual, legally separate rooms (e.g. residential units), you need a so-called certificate of completion. You must apply for the certificate of completion from the responsible authority.</p> <p>With the certificate of completeness, the responsible authority certifies that a room is structurally sufficiently separated from other rooms. The certificate is required, for example, in order to divide an apartment building into several condominiums and then sell it. The certificate of completeness is also necessary for the entry of the ownership shares in the land register.</p> <p>A self-contained space may include additional lockable rooms outside the respective enclosure (for example, storage rooms in the basement, parking spaces and parts of the property outside the building such as terraces and garden areas).</p>

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<b>Erforderliche Unterlagen</b>	<ul style="list-style-type: none"> <li>• Distribution plans (2x)</li> <li>• If applicable: existing notifications or notices</li> </ul> <p>The documents must correspond to the approved building plans of the last building permit.</p>
<b>Voraussetzungen</b>	<ul style="list-style-type: none"> <li>• You must prove that you are either the owner of the premises or have a building lease. Alternatively, you must provide evidence of your legitimate interest (e.g. purchase).</li> <li>• You must prove that the premises are self-contained. This is the case if               <ul style="list-style-type: none"> <li>• the premises are structurally separated from other rooms, for example by walls and ceilings, and</li> <li>• they have their own lockable access directly from the outside, from a staircase or an anteroom</li> </ul> </li> <li>• Parking spaces and parts of the property outside the building (terraces and garden areas) must be clearly identified by dimensions in the construction drawing or in the division plan.</li> </ul>
<b>Kosten</b>	<p>Gebühr: 9€ - 400€</p> <p>33.42 EUR per usage unit new</p> <p>133.69 EUR per unit of use</p> <p>8.32 EUR per garage parking space</p> <p>At least EUR 66.84 per application</p> <p>In case of on-site inspection, an additional charge of up to EUR 400.00</p>
<b>Verfahrensablauf</b>	<ul style="list-style-type: none"> <li>• You submit an informal, written application together with the necessary documents to the responsible authority.</li> <li>• The responsible authority will examine your application and, if necessary, request any missing documents or information from you.</li> <li>• If all requirements are met, you will receive a written certificate.</li> </ul>
<b>Bearbeitungsdauer</b>	You must expect processing to take up to several months.
<b>Frist</b>	No
<b>weiterführende Informationen</b>	<a href="https://serviceportal.hamburg.de/HamburgGateway/FV/P/FV/Hilfeseiten/DDSBau/Help/Help.aspx">https://serviceportal.hamburg.de/HamburgGateway/FV/P/FV/Hilfeseiten/DDSBau/Help/Help.aspx</a>

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Hinweise	Telephone advice is no longer available. Advice outside of ongoing approval procedures is subject to a fee.
Rechtsbehelf	Administrative court action
Kurztext	<ul style="list-style-type: none"> <li>• Apply for a certificate of completion               <ul style="list-style-type: none"> <li>• Certificate of completion required when dividing real estate into legally separate premises (e.g. apartments)</li> <li>• Application for a certificate of completion is required from the relevant office</li> <li>• The office certifies the structural separation of a room from other rooms</li> <li>• Lockable rooms outside the respective enclosure can belong to a self-contained space (storage rooms in the basement, parking spaces, terraces, garden areas)</li> </ul> </li> </ul>
Ansprechpunkt	If you want to find out exactly who is responsible for your request, please follow the link to [Hamburg Service]( <a href="https://www.hamburg.de/service/info/hasi/6972">https://www.hamburg.de/service/info/hasi/6972</a> )
Zuständige Stelle	District Office Bergedorf
Formulare	
Ursprungsportal	Hamburg Service, Hamburg Service (Currently this link is only available in german)