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Apply for entry in the register of craftsmen with an exemption permit

Heruntergeladen am 08.07.2025

<https://fimportal.de/xzufi-services/383421010/L100001>

Modul	Sachverhalt
Leistungsschlüssel	99058007060015, 99058007060015
Leistungsbezeichnung I	Apply for entry in the register of craftsmen with an exemption permit
Leistungsbezeichnung II	
Typisierung	3 - Bundesaufsichtsverwaltung: Regelung
Quellredaktion	Hessen
Freigabestatus Katalog	unbestimmter Freigabestatus
Freigabestatus Bibliothek	fachlich freigegeben (gold)
Begriffe im Kontext	
Leistungstyp	Leistungsobjekt mit Verrichtung
Leistungsgruppierung	Handwerk (058)
Verrichtungskennung	Eintragung (060)
SDG-Informationsbereich	Erlangung von Lizenzen, Genehmigungen oder Zulassungen im Hinblick auf die Gründung und

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	Führung eines Unternehmens
Lagen Portalverbund	Anmeldepflichten (2010100), Befähigungs- und Sachkundenachweise (2010200), Eintragung in Register (2020100)
Einheitlicher Ansprechpartner	Nein
Fachlich freigegeben am	01.11.2023
Fachlich freigegeben durch	Hessian Ministry of Economics, Energy, Transport and Housing
Handlungsgrundlage	<p>§ Section 6 (1) of the Crafts Code (HWO) § Section 7 (3) of the Crafts Code (HWO)</p> <p>https://www.gesetze-im-internet.de/hwo/_6.html</p> <p>https://www.gesetze-im-internet.de/hwo/_7.html</p> <p>https://www.gesetze-im-internet.de/hwo/_8.html</p> <p>https://www.gesetze-im-internet.de/hwo/_6.html</p> <p>https://www.gesetze-im-internet.de/hwo/_7.html</p> <p>https://www.gesetze-im-internet.de/hwo/_8.html</p>
Teaser	If taking the master craftsman's examination in order to practice a craft requiring a license is an unreasonable burden for you, you may be eligible for registration on the craft roll on the basis of an exemption permit.
Volltext	<p>Registration in the Register of Craftsmen is necessary if you wish to operate a craft requiring a license in Germany.</p> <p>Registration in the Register of Craftsmen is possible for</p> <ul style="list-style-type: none"> • natural or legal persons and • partnerships with legal capacity. <p>This also applies if</p> <ul style="list-style-type: none"> • you wish to carry out a significant part of a craft requiring a license on a self-employed basis. • you wish to carry out several trades requiring a license independently. In this case, you will need to be entered in the Register of Craftsmen for each craft requiring a license.

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The management of a craft business must have the professional requirements (proof of qualification) for practicing the craft requiring a license. Both the owners of a skilled crafts business and employed persons are eligible as management. In the latter case, the application for registration must be submitted together with a manager's declaration and supplementary documents.

If the master craftsman examination represents an unreasonable burden for you, you can also apply for entry in the register of craftsmen with an exemption permit.

Reasons for exemption may include

- advanced age,
- family situations,
- serious illness or disability,
- the presence of other examinations,
- long waiting times for master craftsman examinations.

Each exceptional reason is examined on a case-by-case basis. In addition, you must provide evidence of the knowledge and skills required to practise the trade. The exemption permit can be issued with additional conditions. For example, a temporary exemption may be granted if it is only temporarily unreasonable to take the master craftsman's examination.

Erforderliche Unterlagen

Sole proprietorship:

- Copy of identity card or comparable identification document
- Exemption permit for entry in the register of craftsmen
- Copy of the business registration (can be submitted after entry in the register of craftsmen)

Companies under civil law (GbR):

- Copies of the identity cards or comparable identification documents of the partners or authorized

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representatives

- Copy of the articles of association (if not concluded informally)
- Exemption permit for entry in the register of craftsmen
- Copy of the business registration (can be submitted after entry in the register of craftsmen)

Commercial partnerships with legal capacity, general partnerships (OHG), limited partnerships (KG) and corresponding foreign company forms:

- Copies of the identity cards or comparable identification documents of the shareholders or persons authorized to represent the company
- for proof of the company's legal form if the company is based in Germany: for companies entered in the commercial register: extract from the register, for OHGs additionally a copy of the articles of association if no entry has been made in the register: copy of the articles of association
- for proof of the corporate legal form in the case of foreign legal forms: Extract from the relevant foreign register for companies entered in registers, otherwise
- Copy of the articles of association
- Exemption permit for entry in the register of craftsmen
- Copy of the business registration (can be submitted after entry in the register of craftsmen)

Legal entities - limited liability company (GmbH), limited liability entrepreneurial company (UG), public limited company (AG), registered cooperative (eG):

- Copies of the identity cards or comparable identification documents of the persons authorized to represent the company
- for proof of the company's legal form if the company is based in Germany: Extract from the commercial or cooperative register
- For proof of the legal form of the company in the case of foreign legal forms Extract from the relevant foreign register
- Copy of the business registration (can be submitted later after entry in the register of craftsmen)

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Details of the company management

- If a manager is employed, the following documents must also be submitted:
- Manager's declaration
- Proof of management activity (copy of employment contract)
- Proof of social insurance for the manager
- Exemption permit for entry in the register of craftsmen

Voraussetzungen

- The master craftsman's examination must represent an unreasonable burden for you.
- You must have the knowledge and skills to practise the trade.
- On the basis of the granted exemption permit, you can have the craft roll entry made.

Kosten

The specific fee can be found in the Chamber of Crafts' schedule of fees, which is available on the Chamber's website.

Verfahrensablauf

You must apply for entry in the Register of Craftsmen online or in writing to the Chamber of Crafts responsible for you.

Online application:

- Various administrative portals of the federal states offer online applications.
- The chambers of skilled crafts also offer online access to their administrative procedures.

Written application:

- Go to the website of your local Chamber of Skilled Crafts and download the application form. You are also welcome to contact your Chamber of Skilled Crafts directly and have the required documents sent to you.
- Complete the form in full and send it together with the required documents to your local Chamber of Skilled Crafts.
- The application, reason for exemption and supporting documents will be checked by the Chamber of Skilled

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	<p>Crafts.</p> <ul style="list-style-type: none"> • The Chamber of Skilled Crafts will decide on your application and inform you accordingly. <p>If the decision is positive, you can be entered in the Register of Craftsmen. Together with the notification of registration, the company receives the so-called craftsman's card.</p>
Bearbeitungsdauer	
Frist	<p>You can only practice a craft requiring a license if you are entered in the register of craftsmen. You must therefore apply for the necessary exemption permit for entry in the register of craftsmen at an early stage.</p>
weiterführende Informationen	<p>https://www.gesetze-im-internet.de/hwo/anlage_a.html https://www.handwerkskammer.de https://www.gesetze-im-internet.de/hwo/anlage_a.html https://www.handwerkskammer.de</p>
Hinweise	
Rechtsbehelf	
Kurztext	<ul style="list-style-type: none"> • Register of craftsmen Registration of persons with an exemption permit according to §8 HwO • There is a legal obligation to be entered in the Register of Craftsmen in order to exercise a craft requiring a license • Entry in the Register of Craftsmen is possible for <ul style="list-style-type: none"> • natural persons or legal entities • and partnerships with legal capacity • In addition to the business, the management of the business is also entered in the register. The management of a skilled crafts business must meet the professional requirements (proof of qualification) for practising the skilled crafts requiring a license. Both the owner or proprietor of a craft business and employed persons are eligible to be the management of a craft business. • The required proof of qualification can be provided by a master craftsman's certificate for the respective craft, an equivalent domestic or foreign professional qualification, a license to practice or an exemption permit.

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- Entry in the Register of Craftsmen on the basis of an exemption permit is possible if the following requirements are met:
- taking the master craftsman's examination constitutes an unreasonable burden (reason for exemption), which may be the case, for example, in the event of
 - advanced age,
 - special family situation,
 - serious illness or disability,
 - long waiting times for master craftsman examinations.
- Proof of master craftsman-like qualification for the craft to be practiced.
- The exemption permit can be subject to additional conditions, such as a time limit within which the master craftsman examination must be taken.
- Application form to download from the website of the relevant Chamber of Skilled Crafts or online application via administrative portals
- Fees are based on the fee schedule of the respective Chamber of Crafts, which can be viewed on the Chamber's website
- Responsible: Chamber of Skilled Crafts in whose district the commercial establishment is located

Ansprechpunkt

Zuständige Stelle

The Chamber of Skilled Crafts in Hesse in whose district the main commercial establishment is located is responsible.

Formulare

Ursprungsportal

Apply for entry in the register of craftsmen with an exemption permit, Eintragung in die Handwerksrolle mit Ausnahmegewilligung beantragen