

99012002012000

# Issue of certificate of completion

Heruntergeladen am 27.07.2025

<https://fimportal.de/xzufi-services/121315487/L100002>

Modul	Sachverhalt
Leistungsschlüssel	99012002012000
Leistungsbezeichnung I	Issue of certificate of completion
Leistungsbezeichnung II	Applying for a certificate of completion for the division of a building
Typisierung	2/3 - Bund: Regelung (2 oder 3), Land/Kommune: Vollzug
Quellredaktion	Nordrhein-Westfalen
Freigabestatus Katalog	fachlich freigegeben (gold)
Freigabestatus Bibliothek	fachlich freigegeben (silber)
Begriffe im Kontext	
Leistungstyp	Leistungsobjekt mit Verrichtung
Leistungsgruppierung	Baurecht (012)
Verrichtungskennung	Ausstellung (012)
SDG-Informationsbereich	Kauf und Verkauf von Immobilien, einschließlich aller Bedingungen und Pflichten im Zusammenhang mit der Besteuerung, dem Eigentum oder der Nutzung von Immobilien (auch als Zweitwohnsitz)
Lagen Portalverbund	Hausbau und Immobilienerwerb (1050100),

Modul	Sachverhalt
	Bauverfahren (2050500)
Einheitlicher Ansprechpartner	Nein
Fachlich freigegeben am	16.07.2021
Fachlich freigegeben durch	Ministry of Regional Identity, Communities and Local Government, Building and Gender Equality of the State of North Rhine-Westphalia
Handlungsgrundlage	<a href="https://www.gesetze-im-internet.de/woeigg/__7.html">https://www.gesetze-im-internet.de/woeigg/__7.html</a> <a href="https://www.gesetze-im-internet.de/woeigg/__32.html">https://www.gesetze-im-internet.de/woeigg/__32.html</a> <a href="https://www.verwaltungsvorschriften-im-internet.de/bsvwvbund_06072021_SW35.htm">https://www.verwaltungsvorschriften-im-internet.de/bsvwvbund_06072021_SW35.htm</a>
Teaser	<p>Would you like to divide your building into separate ownership, e.g. into several independent apartments? To do this, you need a certificate of separate ownership, which you must submit to the land registry.</p>
Volltext	<p>The certificate of seclusion is one of the prerequisites for dividing your property and the building on it into condominiums or granting someone a permanent right of residence to an apartment in your house and parts of your property.</p> <p>For example, you need a certificate of completion if you:</p> <ul style="list-style-type: none"> <li>• want to sell an apartment or several apartments in your apartment building individually</li> <li>• want to transfer an apartment in your house to your child.</li> <li>• want to create a permanent right of residence in favor of your parents, for example.</li> </ul> <p>You must submit an application for this. The condominium ownership or permanent right of residence can only be entered in the land register with a certificate of seclusion. With the certificate of separate ownership, the responsible building supervisory authority certifies which rooms of an apartment, separate cellars or garages are eligible for separate ownership. To this end, they must form self-contained units of the residential building.</p>

## Modul

## Sachverhalt

### Erforderliche Unterlagen

- Informal application (the lower building supervisory authority may have a sample that can be used)
- Proof of ownership
- Site plan at a scale of 1:500 or
- Current cadastral map, not older than 3 months, each in duplicate
- Construction drawing (floor plans, elevations, sections) in duplicate at a scale of 1:100

In the construction drawing, all individual rooms belonging to the same residential property or permanent residential right, including rooms not used for residential purposes, must be marked with the same number. Jointly used rooms must be indicated as such (e.g. with "G"). In addition to the location of the property (town, street and house number) and the cadastral designation (district, corridor and parcel), please also state the designations of the land register and land register page.

The drawing must be an as-built drawing for existing buildings.

### Voraussetzungen

The rooms to which the condominium or permanent right of residence relates must form a complete apartment. The apartments or the rooms not used for residential purposes must be self-contained.

Completeness is given if apartments are structurally completely separated from other apartments and rooms and have their own lockable access directly from the outside, from a stairwell or a vestibule.

### Kosten

Execution of an apportionment plan in accordance with § 7 paragraph 4 number 1 or § 32 paragraph 2 number 1 of the Condominium Act: Fee: Euro 100 - each additional copy Fee: Euro 30 (see tariff item 2.7.1 AVerwGebO) Decision on the issue of a certificate pursuant to Section 7 paragraph 4 number 2 or § 32 paragraph 2 number 2 of the Condominium Act (certificate of seclusion) Fee: a) Euro 50 to 150 per condominium unit b) Euro 20 per garage parking space c) per additional copy of the certificate of segregation Euro 30 (see tariff item 2.7.2 AVerwGebO)

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Verfahrensablauf	<p>Have a competent person (e.g. an architect) draw up a construction drawing, the so-called subdivision plan of the building and the property. Submit this subdivision plan together with the other required documents to the responsible building supervisory authority and apply for a certificate of completion at the same time.</p> <p>You will then receive a written certificate by post from the building supervisory authority together with a signed and stamped copy of the corresponding partition plan.</p>
Bearbeitungsdauer	Usually approx. 2 weeks after the application documents are complete.
Frist	none
weiterführende Informationen	
Hinweise	<p>Every co-ownership share and every permanent residential right must be entered in the land register. The basis for this is a registration permit issued by a notary. In order for the notary to be able to notarize this registration approval, he must have a certificate confirming that the apartment(s) is/are separate. For this purpose, he often requires a calculation of the living space of the rooms concerned. It is recommended that you submit this calculation to the building supervisory authority together with the application for seclusion.</p>
Rechtsbehelf	<ul style="list-style-type: none"> <li>• Administrative court action (the certificate of completion is not an administrative act)</li> </ul>
Kurztext	<ul style="list-style-type: none"> <li>• Issuing a certificate of completion</li> <li>• A certificate of seclusion is required to be able to subdivide a property and residential property for the sale of individual apartments in an apartment building, for the transfer of an apartment in a house to another person, e.g. a child, to create a permanent right of residence.</li> <li>• This certifies which rooms of an apartment, separate cellars or garages form separate units and which units are eligible for separate ownership</li> <li>• Application required</li> </ul>

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	<ul style="list-style-type: none"> <li>• Responsible: lower building supervisory authorities</li> </ul>
Ansprechpunkt	
Zuständige Stelle	<ul style="list-style-type: none"> <li>• competent building authority of the state</li> </ul>
Formulare	None (informal application (the lower building supervisory authority may have a template that can be used))
Ursprungsportal	Abgeschlossenheitsbescheinigung Ausstellung, Issue of certificate of completion