

99058007060000, 99058007060000

Apply for entry in the register of craftsmen (craft requiring authorization)

Heruntergeladen am 27.06.2025

<https://fimportal.de/xzufi-services/29780832/L100008>

Modul	Sachverhalt
Leistungsschlüssel	99058007060000, 99058007060000
Leistungsbezeichnung I	Apply for entry in the register of craftsmen (craft requiring authorization)
Leistungsbezeichnung II	
Typisierung	3 - Bundesaufsichtsverwaltung: Regelung
Quellredaktion	Sachsen-Anhalt
Freigabestatus Katalog	unbestimmter Freigabestatus
Freigabestatus Bibliothek	fachlich freigegeben (silber)
Begriffe im Kontext	
Leistungstyp	Leistungsobjekt mit Verrichtung
Leistungsgruppierung	Handwerk (058)
Verrichtungskennung	Eintragung (060)
SDG-Informationsbereich	Anerkennung von Qualifikationen zum Zwecke der Beschäftigung in einem anderen Mitgliedstaat

Modul	Sachverhalt
Lagen Portalverbund	Eintragung in Register (2020100)
Einheitlicher Ansprechpartner	Nein
Fachlich freigegeben am	08.09.2022
Fachlich freigegeben durch	The Senator for Economics, Labor and Europe of the Free Hanseatic City of Bremen
Handlungsgrundlage	https://www.gesetze-im-internet.de/hwo/_6.html https://www.gesetze-im-internet.de/hwo/_6.html
Teaser	If you want to work independently in a craft requiring a license, you must have your business entered in the register of craftsmen.
Volltext	<p>If you wish to practise a craft requiring a license, you must be entered in a register kept by your regional Chamber of Crafts (Register of Craftsmen) before starting your business activities. In addition to the business owner (sole proprietor, partnership with legal capacity or legal entity), the register of craftsmen also lists who is responsible for the management of the business. Management can be exercised either by the business owner or a salaried manager. The management must have the professional qualifications required to practice the craft requiring a license. Proof must be provided in the form of a master craftsman's certificate for the respective trade or an equivalent relevant professional qualification. You can find more information on this in the "Requirements" section. The following professions are among those subject to licensing:</p> <ul style="list-style-type: none"> • Bricklayers, • carpenters, • roofers, • road builders, • scaffolders, • metal workers, • tilers, • screed layers, • stonemasons, • stone sculptors, • plasterers,

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- painters and varnishers,
- interior decorators,
- body and vehicle builders,
- information, automotive and electrical technicians,
- plumbers and heating engineers,
- tank and apparatus builders,
- bakers,
- confectioners,
- butchers,
- hairdressers,
- glassblowers and glass apparatus makers,
- chimney sweeps,
- orthopaedic technicians,
- dental technicians.

A complete list can be found in Appendix A of the Crafts Code (HwO). The trade does not have to be practiced as a whole. Essential (partial) activities can also be practiced.

Please note: You may only ever practice the craft requiring authorization that has been registered. If several trades subject to licensing are practised, each of these trades subject to licensing must normally be entered in the trades register.

Erforderliche Unterlagen

1. For sole proprietorships:

- Copy of identity card or comparable identification document
- Proof of qualification (e.g. copy of master craftsman's certificate, technical certificate) of the owner or the employed management (see in more detail under 5.)
- Copy of the business registration (can be submitted after entry in the register of craftsmen)

1. For companies under civil law (GbR):

- Copies of the identity card or a comparable identification document of the partners or persons authorized to represent the company
- Copy of the articles of association (if not concluded informally)
- Proof of qualification (e.g. copy of master craftsman's certificate, technical certificate) of the partner(s) or the

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employed management (see in more detail under 5.)

- Copy of the business registration (can be submitted later after entry in the register of craftsmen)

1. In the case of commercial partnerships with legal capacity, i.e. general partnerships (OHG), limited partnerships (KG) and corresponding foreign company forms:

- Copies of the identity card or a comparable identification document of the partners or persons authorized to represent the company
- Proof of the company's legal form if 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 in the register has been made: copy of the articles of association
- Proof of the company's legal form for foreign legal forms: Extract from the relevant foreign register for companies entered in registers, otherwise Copy of the articles of association
- Proof of qualification (e.g. copy of master craftsman's certificate, technical certificate) of the partner(s) or the employed management (see in more detail under 5.)
- Copy of the business registration (can be submitted after entry in the register of craftsmen)

1. For legal entities (limited liability company (GmbH), entrepreneurial company (haftungsbeschränkt) or UG (haftungsbeschränkt), public limited company (AG), registered cooperative (eG)):

- Copies of the identity card or a comparable identification document of the persons authorized to represent the company
- Proof of the company's legal form if based in Germany: Extract from the commercial or cooperative register
- Proof of the legal form of the company for foreign legal forms: Extract from the register of the competent foreign register
- Copy of the business registration (can be submitted after entry in the register of craftsmen)
- Details of the company management: see 5.

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1. 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 management
- Proof of qualification of the manager (e.g. copy of master craftsman's certificate, technical certificate, exemption permit)

Note: If you employ a second person to manage your business, for example if you carry out several trades requiring a license, you must also submit the business manager's declaration and the other documents listed under 5. for this person.

Voraussetzungen

- Completed master craftsman examination in the craft you wish to practise or in a related craft requiring a license
- The Crafts Code also contains provisions according to which you or your company management must as a graduate engineer, with a Bachelor's or Master's degree or with a German state or state-recognized examination equivalent to the master craftsman's examination.
- The prerequisite is that the study or school focus of your examination corresponds to the craft to be registered.
- It is also possible to obtain an exemption permit or authorization to practice.
- For nationals of a member state of the European Union (EU), the European Economic Area (EEA) and Switzerland, there are special regulations for the recognition of professional qualifications as part of an exceptional approval procedure.
- In addition, professional qualifications acquired abroad can be assessed for equivalence.

Kosten

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

Verfahrensablauf

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Bearbeitungsdauer	
Frist	Display of the craft activity: before the start.
weiterführende Informationen	https://www.zdh.de/ueber-uns/organisationen-des-handwerks/handwerkskammern/ https://www.gesetze-im-internet.de/hwverwdtv/BJNR013550968.html https://www.gesetze-im-internet.de/hwo/anlage_a.html https://www.zdh.de/ueber-uns/organisationen-des-handwerks/handwerkskammern/ https://www.gesetze-im-internet.de/hwverwdtv/BJNR013550968.html https://www.gesetze-im-internet.de/hwo/anlage_a.html
Hinweise	<p>Essential (partial) activities of a craft</p> <p>The craft does not have to be practiced as a whole. Essential (partial) activities can also be carried out. Even then, registration in the register of craftsmen is required.</p> <p>Several trades</p> <p>You may only ever practise the craft requiring a license that has been registered. If you wish to exercise several trades requiring a license, you must have each of these trades entered in the Register of Craftsmen.</p> <p>Several persons as company management</p> <p>If you employ more than 1 person to manage your business, you must also register this person.</p>
Rechtsbehelf	
Kurztext	<ul style="list-style-type: none"> • Register of craftsmen. • Handicrafts register as a register of all owners of a business of a craft requiring a license in the standing trade (not itinerant trade or market trade), exercised by natural and legal persons as well as partnerships with legal capacity. • Registration of the management of the respective company. • Statutory obligation to be entered in the Register of

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	<p>Craftsmen.</p> <ul style="list-style-type: none"> • Deadline: Immediately upon commencement of the craft activity. • Application in writing or online with authentication. • Application form to download from the website of the relevant Chamber of Skilled Crafts or online application via administrative portals. • The registration fees can be found in the fee schedule of the respective Chamber of Skilled Crafts, which can be viewed on the Chamber's website. • Responsible: Chamber of Skilled Crafts in whose district the commercial establishment is located.
Ansprechpunkt	Contact the Chamber of Crafts (HWK) in whose district your future business premises are located.
Zuständige Stelle	
Formulare	
Ursprungsportal	Eintragung in Handwerksrolle (zulassungspflichtiges Handwerk) beantragen, Apply for entry in the register of craftsmen (craft requiring authorization)