

99012071006000

# Applying for planning permission for the change of use of a facility

Heruntergeladen am 28.07.2025

<https://fimportal.de/xzufi-services/402108054/L100008>

| Modul                     | Sachverhalt                                                                                                                                                                                |
|---------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Leistungsschlüssel        | 99012071006000                                                                                                                                                                             |
| Leistungsbezeichnung I    | Applying for planning permission for the change of use of a facility                                                                                                                       |
| Leistungsbezeichnung II   |                                                                                                                                                                                            |
| Typisierung               | 4 - Land: Regelung                                                                                                                                                                         |
| Quellredaktion            | Sachsen-Anhalt                                                                                                                                                                             |
| 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 Bedingungen und Pflichten im Zusammenhang mit der Besteuerung, dem Eigentum oder der Nutzung von Immobilien (auch als Zweitwohnsitz) |

| Modul                         | Sachverhalt                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
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| Lagen Portalverbund           | Erlaubnisse und Genehmigungen (2010400),<br>Anlagenbetrieb und -prüfung (2120100)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Einheitlicher Ansprechpartner | Nein                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Fachlich freigegeben am       | 13.02.2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Fachlich freigegeben durch    | Ministry of Infrastructure and Digital Affairs of the<br>State of Saxony-Anhalt                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Handlungsgrundlage            | <a href="https://www.landesrecht.sachsen-anhalt.de/perma?j=BauO_ST_%21_71">https://www.landesrecht.sachsen-anhalt.de/perma?j=BauO_ST_%21_71</a><br><a href="https://www.landesrecht.sachsen-anhalt.de/perma?j=BauO_ST_%21_63">https://www.landesrecht.sachsen-anhalt.de/perma?j=BauO_ST_%21_63</a><br><a href="https://www.landesrecht.sachsen-anhalt.de/bsst/document/jlr-BauVorIVST2006rahmen">https://www.landesrecht.sachsen-anhalt.de/bsst/document/jlr-BauVorIVST2006rahmen</a><br><a href="https://www.gesetze-im-internet.de/bbaug/">https://www.gesetze-im-internet.de/bbaug/</a><br><a href="https://www.gesetze-im-internet.de/geg/GEG.pdf">https://www.gesetze-im-internet.de/geg/GEG.pdf</a><br><a href="https://mid.sachsen-anhalt.de/infrastruktur/bauen-und-wohnen/oeffentliches-baurecht/page">https://mid.sachsen-anhalt.de/infrastruktur/bauen-und-wohnen/oeffentliches-baurecht/page</a><br><a href="https://www.landesrecht.sachsen-anhalt.de/perma?j=BauO_ST_%21_71">https://www.landesrecht.sachsen-anhalt.de/perma?j=BauO_ST_%21_71</a><br><a href="https://www.landesrecht.sachsen-anhalt.de/perma?j=BauO_ST_%21_63">https://www.landesrecht.sachsen-anhalt.de/perma?j=BauO_ST_%21_63</a><br><a href="https://www.landesrecht.sachsen-anhalt.de/bsst/document/jlr-BauVorIVST2006rahmen">https://www.landesrecht.sachsen-anhalt.de/bsst/document/jlr-BauVorIVST2006rahmen</a><br><a href="https://www.gesetze-im-internet.de/bbaug/">https://www.gesetze-im-internet.de/bbaug/</a><br><a href="https://www.gesetze-im-internet.de/geg/GEG.pdf">https://www.gesetze-im-internet.de/geg/GEG.pdf</a><br><a href="https://mid.sachsen-anhalt.de/infrastruktur/bauen-und-wohnen/oeffentliches-baurecht/page">https://mid.sachsen-anhalt.de/infrastruktur/bauen-und-wohnen/oeffentliches-baurecht/page</a> |
| Teaser                        | If you want to change the use of a facility that requires a permit, you need a change of use permit (building permit) beforehand. You must apply for this.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Volltext                      | <p>Before you can change the use of a facility that requires approval, you need approval for a change of use (building permit).</p> <p>To do this, you must submit an application for a change of use (building application) to the responsible lower building supervisory authority. Depending on the project, you as the client may require the support of an authorized designer (e.g. civil engineer or architect).</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

| Modul                           | Sachverhalt                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
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| <b>Erforderliche Unterlagen</b> | <ul style="list-style-type: none"> <li>• Application for change of use (building application) via online service or by form</li> </ul> <p>If they are to be submitted, also</p> <ul style="list-style-type: none"> <li>• Extract from the official real estate register</li> <li>• site plan</li> <li>• construction drawings</li> <li>• Building description</li> <li>• proof of stability</li> <li>• Fire protection certificate</li> <li>• Information on the secured development</li> </ul> <p>Please contact your local building supervisory authority to find out which documents you need to submit for your specific building project.</p> |
| <b>Voraussetzungen</b>          | <ul style="list-style-type: none"> <li>• Complete application for change of use (building application)</li> <li>• Building project in accordance with public law regulations.</li> <li>• If not, you can apply for deviations</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Kosten</b>                   | <p>The costs depend on the following factors:</p> <ul style="list-style-type: none"> <li>• The time and effort involved in checking your building application</li> <li>• Expected costs of the construction work</li> </ul> <p>at least € 50</p> <p>Fees for a building permit for every €500 or part thereof of the chargeable construction value = €5</p>                                                                                                                                                                                                                                                                                        |
| <b>Verfahrensablauf</b>         | <p>You can apply for a change of use permit (building permit) for the change of use of a facility electronically via the online service or in paper form using the form.</p> <p>Proceed as follows when using the form:</p> <ul style="list-style-type: none"> <li>• Complete the form.</li> <li>• Add the required building documents.</li> <li>• Submit the application documents to the responsible lower building supervisory authority.</li> <li>• If necessary, the lower building supervisory authority</li> </ul>                                                                                                                          |

**Modul**
**Sachverhalt**

will ask you to make an advance fee payment.

- Make the advance payment.
- If documents are missing or there are other ambiguities, you will be asked to rectify these obstacles to approval.
- In this case, submit the missing or amended documents and/or the clarification.
- The lower building supervisory authority will review your application. The lower building supervisory authority will involve the municipality and relevant authorities.
- You will receive a decision on your application and a fee notice.
- Pay the fees.

**Bearbeitungsdauer**

The building supervisory authority decides on the building application within 3 months. The deadline begins with the confirmed date of receipt. Exception: The authority can extend the deadline by 2 months (maximum) if there is an important reason. If the deadline is extended, you will be informed by the responsible lower building supervisory authority, stating the reasons and the expected date of the decision.

**Frist**

The building permit expires if you:

- Have not started your building project within 3 years
- Have interrupted construction for longer than 2 years.

In these cases, you must apply for a new building permit. You can apply for an extension of the deadline. The deadline can be extended by up to one year.

**weiterführende Informationen**

<https://mid.sachsen-anhalt.de/infrastruktur/bauen-und-wohnen/baugenehmigung>  
<https://mid.sachsen-anhalt.de/infrastruktur/bauen-und-wohnen/oeffentliches-baurecht>  
<https://mid.sachsen-anhalt.de/infrastruktur/bauen-und-wohnen/bauaufsichtsbehoerden>  
<https://mid.sachsen-anhalt.de/infrastruktur/bauen-und-wohnen/baugenehmigung>  
<https://mid.sachsen-anhalt.de/infrastruktur/bauen-und-wohnen/oeffentliches-baurecht>  
<https://mid.sachsen-anhalt.de/infrastruktur/bauen-und-wohnen/bauaufsichtsbehoerden>

**Hinweise**

If you have a permit for a change of use (building

| Modul             | Sachverhalt                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
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|                   | <p>permit), you must submit a notification of commencement of use to the lower building supervisory authority at least one week before the start of the change of use.</p>                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Rechtsbehelf      | Contradiction                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Kurztext          | <ul style="list-style-type: none"> <li>• Change of use of facilities Permit</li> <li>• Applying for planning permission for the change of use of a facility</li> <li>• Necessary for the change of use of all non-procedure-free and non-permit-free structures</li> <li>• Application via online service or publicly published forms required</li> <li>• Depending on the project, an authorized designer may be required</li> <li>• Depending on the project, also includes approvals according to other legal areas</li> <li>• Responsible: lower building supervisory authority</li> </ul> |
| Ansprechpunkt     | Lower building supervisory authority                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Zuständige Stelle |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Formulare         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Ursprungsportal   | Applying for planning permission for the change of use of a facility, Baugenehmigung für die Nutzungsänderung einer Anlage beantragen                                                                                                                                                                                                                                                                                                                                                                                                                                                          |