

99012102101000

Submit documents for the permit exemption for the change of use of a facility to the municipality

Heruntergeladen am 27.07.2025

<https://fimportal.de/xzufi-services/406527306/L100008>

Modul	Sachverhalt
Leistungsschlüssel	99012102101000
Leistungsbezeichnung I	Submit documents for the permit exemption for the change of use of a facility to the municipality
Leistungsbezeichnung II	Submit documents for approval exemption for the change of use of a facility
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	Mitteilung (101)
SDG-Informationsbereich	Kauf und Verkauf von Immobilien, einschließlich aller

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	Bedingungen und Pflichten im Zusammenhang mit der Besteuerung, dem Eigentum oder der Nutzung von Immobilien (auch als Zweitwohnsitz)
Lagen Portalverbund	Hausbau und Immobilienerwerb (1050100), Bauverfahren (2050500)
Einheitlicher Ansprechpartner	Nein
Fachlich freigegeben am	14.02.2024
Fachlich freigegeben durch	Ministry of Infrastructure and Digital Affairs of the State of Saxony-Anhalt
Handlungsgrundlage	
Teaser	Before you can change the use of a project that does not require a permit, you need a permit exemption.
Volltext	Before you can change the use of a project that does not require planning permission, you need an exemption from planning permission. This means that you do not need planning permission, but must submit verifiable documents to the local authority (e.g. for a detached house in a B-plan area).
	In the case of a change of use, you do not make any structural changes (e.g. conversion of a residential building into office space).
Erforderliche Unterlagen	• Form for approval exemption procedure (digital or written) • Extract from the official real estate register • Site plan • Construction drawings • Building description • Calculation of the permitted, existing and planned extent of building use
Voraussetzungen	• Building project complies with public law regulations You do not need permission for your building project if • it is located in a development area whose development plan has been approved, • it does not contradict the provisions of the

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development plan,
 • the development is secured and
 • the municipality does not request a simplified building permit procedure within the statutory period or apply for a temporary prohibition.

If you want exceptions and exemptions from the provisions of the development plan, you must apply for these separately before submitting the permit exemption.

Kosten

Fees are charged according to the statutes of the respective municipality.

Verfahrensablauf

You can submit an exemption from approval for the change of use of a facility electronically via the online service or in paper form using the form.

Proceed as follows when using the form:

- Complete the form.
- Add the required building documents.
- Submit the documents to the responsible municipality.
- If documents are missing or if there are other ambiguities, you will be asked to complete or rectify them.
- In this case, submit the missing or amended documents and/or the clarification.
- The responsible municipality will check your submission.
- You may start construction if: you do not receive any feedback from the local authority to be approved within one month or the municipality declares in writing beforehand that no approval procedure is to be carried out it will not apply for prohibition.
- If the municipality decides that a simplified building permit procedure should be carried out, your documents will be returned to you.
- When submitting the documents, you can specify that your building documents should in this case be forwarded to the responsible building supervisory authority and treated as a building application.
- You may receive a notification of fees.
- Pay the fees.

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Bearbeitungsdauer	1 Monat(e) Exception: The municipality informs you within the 1-month period that the simplified building permit procedure is to be carried out or declares that a provisional prohibition has been applied for.
Frist	There are no deadlines.
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/baugenehmigung https://mid.sachsen-anhalt.de/infrastruktur/bauen-und-wohnen/oeffentliches-baurecht
Hinweise	If you have a permit exemption, you must submit a notice of commencement of construction work to the lower building supervisory authority at least one week before the start of construction work.
Rechtsbehelf	
Kurztext	• Submit documents for the permit exemption for the change of use of a facility to the responsible municipality • Required for the change of use of all building structures not requiring a permit • Submission via online service or publicly published forms required • Involvement of authorized drafters necessary • Responsible: Municipality
Ansprechpunkt	The respective municipality is responsible. https://mid.sachsen-anhalt.de/infrastruktur/bauen-und-wohnen/bauaufsichtsbehoerden https://mid.sachsen-anhalt.de/infrastruktur/bauen-und-wohnen/bauaufsichtsbehoerden
Zuständige Stelle	
Formulare	
Ursprungsportal	Unterlagen für die Genehmigungsfreistellung zur Nutzungsänderung einer Anlage bei der Gemeinde

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einreichen, Submit documents for the permit exemption for the change of use of a facility to the municipality