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Single Point of Contact

Senatsverwaltung für Wirtschaft, Energie und Betriebe

Address

Martin-Luther-Str. 105
10825 Berlin

Contact

Telephone: (030) 9013-7555
Fax: (030) 9028-5301
Internet: <http://www.berlin.de/ea/en/>
E-mail: ea@senweb.berlin.de

Barrier-free access



[Explanation of symbols \(https://service.berlin.de/hinweise/artikel.2699.php\)](https://service.berlin.de/hinweise/artikel.2699.php)

Opening hours

Monday: by appointment only
Tuesday: by appointment only
Wednesday: by appointment only
Thursday: by appointment only
Friday: by appointment only

Nahverkehr

S-Bahn

Insbrucker Platz: S42, S41, S46, about 10 minutes walk

U-Bahn

Rathaus Schöneberg: U4, about 3 minutes walk

Bus

Rathaus Schöneberg: 104, M46, about 3 minutes walk

Payment options

Payment is not provided.

Craft - Apply for a Registration in the Directory of Crafts Not Requiring Approval

Anyone taking up or terminating independent operations of a craft not requiring approval must immediately inform the Chamber of Crafts that is responsible for the chamber-district in which the premises are located. The names of legal representatives of legal entities and of authorised partners of private companies must also be registered.

A trade is a craft not requiring approval pursuant to the Crafts Code, if it is operated on a craft-oriented basis and listed in attachment B, section 1 of the Crafts Code (see legal basis).

After the Chamber of Crafts has been informed of the craft business not requiring approval, a confirmation of registration in the directory of crafts not requiring approval and craft-like trades will be issued.

Unlike registration of a trade in the Register of Craftsmen for a craft that requires registration and approval, no proof of qualification or title of master craftsman is required for the registration in the “Directory of operators of business in the areas of crafts not requiring approval and craft-like trades”.

Prerequisites

- **Performance of a craft not requiring approval**

(https://www.gesetze-im-internet.de/hwo/anlage_b.html)

Performance of a craft not requiring approval according to attachment B1 to the Crafts Code

Documents required

- **Application for registration in the Directory of Crafts Not Requiring Approval**

The Chamber of Crafts keeps a directory in which operators of businesses in the area of crafts that are exempt from registration or of craft-like trades must be registered with their business.

- **Identity document**

Presentation of identity card or passport with confirmation of registration or residence permit or other comparable identity documents

Forms

- **Application for registration in the Directory of Crafts Not Requiring Approval**

(<https://www.hwk-berlin.de/downloads/antrag-auf-eintragung-in-die-handwerksrolle-91,130.pdf>)

Fees

Registration in the Directory of Crafts Not Requiring Approval

- EUR 80.00: by natural persons
- EUR 180.00: for legal entities
- EUR 140,00: for other partnerships (if there are more than 2 partners, half for each additional partner).

Legal basis

- **Crafts Code (HwO) § 19**
(https://www.gesetze-im-internet.de/hwo/_19.html)
- **Attachment B Section 1 - Crafts Not Requiring Approval**
(https://www.gesetze-im-internet.de/hwo/anlage_b.html)
- **Fee schedule of the Berlin Chamber of Crafts**
(<https://www.hwk-berlin.de/downloads/gebuehrenordnung-91,150.pdf>)
- **List of fees of the Berlin Chamber of Crafts**
(<https://www.hwk-berlin.de/downloads/gebuehrenverzeichnis-91,151.pdf>)

More information

- **Information from Berlin Chamber of Crafts**
(<https://www.hwk-berlin.de/91,0,188.html>)

Average time to process request

<https://www.ea.berlin.de/intelliform/forms/eu-dlr-ng/gewerbe/EintragungInDasVerzeichnisZulassungsfreierHandwerke/index>

Hinweise zur Zuständigkeit

Registration in the Directory of Crafts Not Requiring Approval can be applied for with the Chamber of Crafts that is responsible for the principal place of business. If this address is not yet known, registration can also be applied for with the Chamber of Crafts that is responsible for the applicant's place of residence.