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# Handwerkskammer Berlin

Handwerkskammer Berlin

## Address

Blücherstr. 68  
10961 Berlin

## Contact

Telephone: (030) 259 03-01  
Fax: (030) 259 03-235  
Internet: <https://www.hwk-berlin.de/artikel/ihr-weg-zu-uns-91,68,170.html>  
E-mail: [info@hwk-berlin.de](mailto:info@hwk-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: 8 bis 16 Uhr  
Tuesday: 10 bis 18 Uhr  
Wednesday: 8 bis 16 Uhr  
Thursday: 8 bis 16 Uhr  
Friday: 8 bis 14 Uhr

## Changes in opening hours

Wir stehen Ihnen bei allen Fragen und Anliegen zur Seite. Bitte prüfen Sie, ob ein persönlicher Besuch unbedingt notwendig ist, viele Leistungen lassen sich bequem online beantragen. Individuelle Terminabsprachen sind möglich, nehmen Sie bitte zunächst telefonischen Kontakt zu der entsprechenden Fachabteilung auf.

## Transportation links

### S-Bahn

1km [S Anhalter Bahnhof](#)  
S2, S25, S26, S1

1.3km [S+U Yorckstr.](#)  
S2, S25, S26

1.5km [S+U Yorckstr. \(Großgörschenstr.\)](#)  
S1

### U-Bahn

0.2km [U Hallesches Tor](#)

U1, U3, U6

0.2km [U Mehringdamm](#)

U7, U6

0.5km [U Möckernbrücke](#)

U7, U1, U3

 **Bus**

0.1km [Obentrautstr./U Mehringdamm](#)

N42

0.2km [Mehringbrücke](#)

N1, N6

0.2km [U Hallesches Tor](#)

248, M41, N1, N42

 **Train**

1.7km [S+U Potsdamer Platz Bhf](#)

FEX, RB10, RE8, RE20, RE3, RE5, RE4, RE85

# 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](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](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](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>

## Notes on responsibility

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.