



Single Point of Contact	2
Address	2
Contact	2
Barrier-free access	2
Opening hours	2
Nahverkehr	2
Payment options	2
Craft - registration in the Register of Trades Similar to Crafts	3
Prerequisites	3
Documents required	3
Forms	3
Fees	3
Legal basis	4
More information	4
Average time to process request	4
Hinweise zur Zuständigkeit	4

Single Point of Contact

Senatsverwaltung für Wirtschaft, Energie und Betriebe

Address

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Contact

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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 - registration in the Register of Trades Similar to Crafts

Any person who commences or terminates the independent operation of a trade similar to a craft as a standing trade shall immediately notify the Chamber of Crafts in whose chamber district his commercial establishment is located. In the case of legal entities, the names of the legal representatives shall also be notified, and in the case of partnerships, the names of the partners authorised to represent the entity shall be notified. A trade is a trade similar to a craft within the meaning of the Crafts Code if it is operated in a craft-related manner and is listed in Attachment B Section 2 of the Crafts Code (see legal bases).

After notification of the trade similar to a craft, the Chamber of Crafts issues a confirmation of entry in the list of trades exempt from registration and trades similar to crafts.

In order to be entered in the "Register of Owners of a Business of an Admission-Free Craft or a Trade Similar to a Craft", you do not need any proof of qualification or a master craftsman's title - unlike in the case of a craft that is subject to registration in the Register of Crafts.

Prerequisites

- **Performance of a trade similar to a craft**
(https://www.gesetze-im-internet.de/hwo/anlage_b.html)
Performance of a trade similar to a craft according to attachment B2 to the Crafts Code

Documents required

- **Application for entry in the register of trades similar to crafts**
(<https://www.hwk-berlin.de/downloads/antrag-auf-eintragung-in-die-handwerksrolle-91,130.pdf>)
The Chamber of Crafts shall maintain a register in which the owners of a craft business that is exempt from registration or a trade similar to a craft are to be entered together with the trade they are operating.
- **Identity document**
Proof of identity card or passport with confirmation of registration or residence permit or other comparable identity documents

Forms

- **Application for entry in the register of trades similar to crafts**
(<https://www.hwk-berlin.de/downloads/antrag-auf-eintragung-in-die-handwerksrolle-91,130.pdf>)

Fees

Entry in the register of trades similar to crafts:

- From natural persons EUR 80.00
- From legal entities 180.00 EUR
- From other partnerships 140.00 EUR

If there are more than 2 partners, an additional half for each additional partner.
(More information under legal basis)

Legal basis

- **Crafts Code (HwO) § 19**
(https://www.gesetze-im-internet.de/hwo/_19.html)
- **Attachment B Section 2 - Trades similar to crafts, Crafts Code (HwO)**
(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/Handwerks%c3%a4hnlichen%20Gewerbebetriebe%20Handwerksrolle/index>

Hinweise zur Zuständigkeit

An entry in the Register of Trades Similar to Crafts must be applied for at the Chamber of Crafts (Handwerkskammer or HWK) responsible for the principal place of business. If this is not yet known, the entry can also be applied for at the Chamber of Crafts responsible for the applicant's place of residence.