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Single Point of Contact

Senatsverwaltung für Wirtschaft, Energie und Betriebe

Address

Martin-Luther-Str. 105
10825 Berlin

Contact

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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.

directory / list of architects and urban planners - registration

The following professional titles: Architect, interior designer, garden and landscape architect and urban planner are protected in Germany. You may only use this professional title if you have been approved by your Chamber of Architects subject to

- registration in the Directory of Architects and Urban Planners or
- registration as a capital or private company in the Directory of Professional Associations.

For external architects and urban planners an entry in the Directory of Foreign Architects and Urban Planners is required. You must be entered in the directory, if you:

- are legally established in another member state of the European Union (EU) or in another state party to the agreement on the European Economic Area (EEA) for the practising of a comparable activity and
- you would like to exercise this activity temporarily and occasionally in Berlin (temporary services),

Working without professional title

You have studied architecture (building construction, interior design and landscape architecture) or urban planning at a foreign university outside the European Union (EU)?

- Then you can apply to the Berlin job market and work as an architect (e.g. as an employee in an architectural office).
- However, you are not allowed to use the professional title "architect" or "urban planner" and you are not entitled to submit building documents.

Professional Recognition

The professional title "Architect" is protected in Germany and requires formal permission. You can have your foreign degree assessed at [the Standing Conference of the Ministers of Education and Cultural Affairs \(ZAB\)](#). Subsequently you apply for entry in the "List of Architects" at the competent Chamber of Architects and may then officially use the protected professional title.

Prerequisites

- **Residence, premises or place of service or employment in Berlin**
- **intended professional activities as an architect or urban planner of the respective area of specialisation**
(<http://gesetze.berlin.de/jportal/?quelle=jlink&query=ArchBKG+BE+%C2%A7>)

[+1&psml=bsbeprod.psml&max=true\)](#)

- **successful completion of a degree in the respective field of specialisation**

(<http://gesetze.berlin.de/jportal/?quelle=jlink&query=ArchBKG+BE+%C2%A7+4&psml=bsbeprod.psml&max=true>)

from a German university or university of applied sciences with a standard study period of at least four years or equivalent training with a foreign university or higher education institution

- **Professional practice / practical work**

of at least two years in the essential professional tasks of the respective area of specialisation (alternatively: qualification for higher public service in the area of construction or landscaping technology)

Documents required

- **Proof of residence within the state of Berlin, of professional premises or the place of service or employment**
- **Copy of degree certificate**
- **Nachweis der praktischen Tätigkeit von mindestens zwei Jahren**
In den wesentlichen Berufsaufgaben der jeweiligen Fachrichtung (alternativ: Befähigung zum höheren bau- oder gartenbautechnischen Verwaltungsdienst).
- **application form of the Chamber of Architects**
(see section forms)
- **Copy of birth certificate**
- **Proof of relevant professional liability insurance**
- **Certificate of good conduct for presentation to an authority**
- **If necessary, further documents**
Depending on area of specialisation and legal status. Please note instructions on the application form.

Forms

- **application for the professional specialisations of architecture, landscaping and interior design**
(https://www.ak-berlin.de/fileadmin/user_upload/Mitglied/Mitglied_werden/Anttrag_Eintragung_Architektenliste_2022.pdf)
- **application for the professional specialisation of urban planning**
(https://www.ak-berlin.de/fileadmin/user_upload/Mitglied/ANTRAG_Stadtplaner_2021_01_1_-20221102.pdf)
- **application for registration as service providers from non-locals**
(https://www.ak-berlin.de/fileadmin/user_upload/Formular_Eintragung_Auswaertige_NEUAUFLAGE_07.21.pdf)
- **application for registration of a capital company as a professional association**
(https://www.ak-berlin.de/fileadmin/user_upload/Mitglied/Antrag_KG.pdf)
- **application for registration of a private company as a professional association**
(https://www.ak-berlin.de/fileadmin/user_upload/Mitglied/Antrag_PG_01.pdf)
- **application for change of status**
(https://www.ak-berlin.de/fileadmin/user_upload/Mitglied/Mitglied_werden/For

Fees

80,00 to 515,00 Euro depending on the application variant. Further information can be found in the fee regulations of the Berlin Chamber of Architects.

Legal basis

- **Berlin Architects' and Building Chamber Law (ABKG)**
(<http://gesetze.berlin.de/jportal/?quelle=jlink&query=ArchBKG+BE&psml=bsbeprod.psml&max=true&aiz=true>)
- **Professional Code by the Berlin Chamber of Architects**
(https://www.ak-berlin.de/fileadmin/user_upload/Regelwerke/BO_Erlaeuterungen_2020-11-19.pdf)
- **Regulation governing the levying of fees by Berlin Chamber of Architects**
(https://www.ak-berlin.de/fileadmin/user_upload/Regelwerke/Gebuehrenordnung_2003-02-24.pdf)
- **Registration Order of the Berlin Chamber of Architects**
(https://www.ak-berlin.de/fileadmin/user_upload/Regelwerke/Eintragungsordnung_2017-12-07.pdf)
- **Professional Recognition Regulations of the Berlin Chamber of Architects**
(https://www.ak-berlin.de/fileadmin/user_upload/Regelwerke/Berufsanerkennungsordnung_2017-12-07.pdf)

More information

- **Prerequisites for registration with the Berlin Chamber of Architects**
(<https://www.ak-berlin.de/architektenkammer-berlin/mitgliedermitglied-werden/eintragung/voraussetzung.html>)
- **Registration procedure with the Berlin Chamber of Architects**
(<https://www.ak-berlin.de/architektenkammer-berlin/mitgliedermitglied-werden/eintragung/verfahren-antrag-architektenstempel.html>)
- **Recognition of a degree obtained abroad (outside the EU)**
(https://www.ak-berlin.de/fileadmin/user_upload/Mitglied/Anerkennung_eines_im_Ausland_Nicht-EU_erworbenen_Studienabschlusses_220818.pdf)

Average time to process request

<https://www.berlin.de/ea/en/application/login-service-account-berlin/>