



<b>Building Chamber - Apply for entry in the list of engineers authorised to submit building documents</b> .....	2
<b>Prerequisites</b> .....	2
<b>Documents required</b> .....	2
<b>Forms</b> .....	3
<b>Fees</b> .....	3
<b>Legal basis</b> .....	3
<b>Average time to process request</b> .....	3
<b>More information</b> .....	3

# Building Chamber - Apply for entry in the list of engineers authorised to submit building documents

Engineers working in the construction industry with sufficient practical professional experience are authorised to submit building proposals. By registering in the list of engineers authorised to submit building plans of the Berlin Building Chamber, engineers have the required proof. For engineers working in Berlin, membership of the Berlin Building Chamber is mandatory

Engineers authorised to submit building documents are entitled to prepare building documents for the construction and alteration of buildings that do not require a procedure. Such building documents must be submitted when submitting building applications. The building inspectorate checks whether engineers are entered in the list of engineers authorised to submit building documents of the Berlin Building Chamber and are therefore authorised to prepare and submit building documents.

Persons who are established in another member state of the European Union or in a state deemed equivalent under the law of the European Communities as persons authorised to submit building documents are authorised to submit building documents without being entered in the list of persons authorised to submit building documents as long as certain evidence can be submitted to the Building Chamber.

## Prerequisites

- **Professionally qualifying university degree**  
Degree in structural engineering or civil engineering
- **At least two years of practical experience**  
in the field of building planning after graduation

## Documents required

- **Application for entry in the list of persons authorised to submit building plans**
- **Attachment reference / object list to the application**  
(completed and signed)
- **Degree certificate and diploma (copy)**  
Professionally qualifying university degree in civil engineering
- **Building applications and design documents (original or copy)**  
Building applications for at least two buildings with the associated independently prepared design documents with approval notes and the corresponding building permits from a period of at least 2 years (but without specialist planning)
- **Certification of the planning services provided independently by authorised building design experts**
  - Certificates from the author of the design authorised to submit building plans or the employer authorised to submit building plans for the planning with regard to work phases 1-5 in accordance with Section 33

of the Fee Structure for Architects and Engineers (HOAI).

- The certifying person must be able to confirm that the applicant has provided the relevant planning services under their supervision.

## Forms

- **Application for entry in the list of persons authorised to submit building plans**

([https://www.baukammerberlin.de/wp-content/uploads/bk-data/PDF/BKB\\_LBV\\_Antrag\\_Merkblatt\\_07\\_2024.pdf](https://www.baukammerberlin.de/wp-content/uploads/bk-data/PDF/BKB_LBV_Antrag_Merkblatt_07_2024.pdf))

- **Appendix Reference / object list to the application for entry in the list of authorised building designers**

([https://www.baukammerberlin.de/wp-content/uploads/bk-data/PDF/BKB\\_LBV\\_Referenzliste\\_2022.pdf](https://www.baukammerberlin.de/wp-content/uploads/bk-data/PDF/BKB_LBV_Referenzliste_2022.pdf))

## Fees

EUR 100.00

## Legal basis

- **Building Regulations Berlin (BauO Bln) § 65 - Authorisation to submit building plans**

(<https://gesetze.berlin.de/bsbe/document/jlr-BauOBE2005V7P65>)

- **Building Regulations Berlin (BauO Bln) § 68 - Building application, building documents**

(<https://gesetze.berlin.de/bsbe/document/jlr-BauOBE2005V7P68>)

- **Building Inspection Ordinance (BauPrüfV)**

(<https://www.stadtentwicklung.berlin.de/service/gesetzestexte/de/download/bauen/BauPruefV2010Lesefassung.pdf>)

## Average time to process request

A decision on the application must be made within three months of submission of the complete documentation; the Berlin Building Chamber may extend the deadline for the applicant once by up to two months.

## More information

- **Berlin Building Chamber**

(<https://www.baukammerberlin.de/>)