



# Startup information

November 2020

## Legal prerequisites for commercial use of premises and real estate in Munich

### Step 1: Find an adequate location

- Real estate market (online and print), real estate agents etc.
- Municipal real estate (offices, stands, retail, objects for intermediary use):  
[www.immo-muenchen.de](http://www.immo-muenchen.de)
- Point of Single Contact (PSC) – contact for corporate customers: [eap@muenchen.de](mailto:eap@muenchen.de)
- Commercial activities on public property are subject to prior authorization (City of Munich)

### Step 2: Check suitability

**Change of use**  
e.g. first retail, now catering business

OR

**Continued use**  
A transfer fee might have to be paid  
to the previous tenant

### Step 3: Construction permit required

### No construction permit required

- Which use is allowed according to rental agreement?  
Which use is allowed according to construction permit?
- In case you are not sure: You can look up the approved plans (permits) at the Central Registry ([Zentralregistratur](http://Zentralregistratur)); previous written authorization of the owner required!  
▶ Please announce your visit ☎ +49(0)89 233-22182
- The service center of the local construction authority (Lokalbaukommission) consults you around construction regulations and permits, if you present construction plans and an authorization of the owner. ▶ Contact: [www.muenchen.de/lbk](http://www.muenchen.de/lbk) ☎ +49(0)89 233-96484 or via [plan.ha4-servicetelefon@muenchen.de](mailto:plan.ha4-servicetelefon@muenchen.de)

#### The following regulations might be applicable:

- Barrier free accessibility
- Municipal fees for the provision of parking spaces may apply ([Stellplatzsatzung](#)). For example: per 10 sqm in gastronomy ▶ 1 parking space needs to be provided ▶ costs: up to € 12.500
- Noise prevention, protection of historic monuments ([Denkmalschutz](#)) and fire safety ([Branddirektion](#))
- Is housing space being diverted from its intended use?  
Zweckentfremdungsantrag is necessary ▶ [Amt für Wohnen und Migration](#)



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**Outdoor seating area (Freischankflächen)** requires a special-use permit. The permit is applied for at local authority Bezirksinspektion (BI) – with participation of the respective district council (Bezirksausschuss). Expect the entire process to take between 2 to 3 months.

## **Contacts**

- **Münchner Existenzgründungs-Büro (MEB) - Munich Business Startup Office**  
MEB provides you with free information and advice to help you take your first steps into self-employment.  
☎ 089 / 233-21759, [meb@muenchen.de](mailto:meb@muenchen.de), [www.muenchen.de/business](http://www.muenchen.de/business)
- **Point of Single Contact (PSC) – contact for corporate customers**  
☎ 089 / 233-22070, [psc@muenchen.de](mailto:psc@muenchen.de), [www.psc-munich.de](http://www.psc-munich.de)
- **Industrie- und Handelskammer für München und Oberbayern**  
Chamber of Commerce and Industry  
[www.ihk-muenchen.de/de/Service/Gründung/Gründung-von-A-bis-Z](http://www.ihk-muenchen.de/de/Service/Gründung/Gründung-von-A-bis-Z)

## **Fast, easy and digital - our online services to get you started:**

Take advantage of our English language online resources to get an overview of the essential steps to starting a business:

### **1. Starting a business**

Learn how to start a business with our step-by-step guide covering 10 key aspects  
[Download guide here \(PDF, 1.5 MB\):](#)  
[www.wirtschaft-muenchen.de/publikationen/pdfs/Leitfaden-Existenzgruendung.pdf](http://www.wirtschaft-muenchen.de/publikationen/pdfs/Leitfaden-Existenzgruendung.pdf)

### **2. Video Tutorials**

Watch our 3-minute video tutorials to learn more about specific topic.  
[www.muenchen.de/rathaus/home\\_en/Department-of-Labor-and-Economic-Development/economic-development/Startup-assistance/Tutorials-videos-meb.html](http://www.muenchen.de/rathaus/home_en/Department-of-Labor-and-Economic-Development/economic-development/Startup-assistance/Tutorials-videos-meb.html)

### **3. Plan your business**

Use our checklists, businessplan template  
[www.muenchen.de/wirtschaft/gruendung/businessplan.html](http://www.muenchen.de/wirtschaft/gruendung/businessplan.html)