



ADAMAWA STATE OF NIGERIA

Adamawa State Urban Planning and Development Board

**Application For Approval of Corporate Building Permission**

<b>ABP</b>	ABP Number	(Fill in <b>CAPITAL LETTERS</b> and tick the appropriate items. <b>DO NOT FOLD</b> this form)	<b>ADL</b>	ADGIS FILE NUMBER
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Check the guideline for **application processing fee** and must be paid on Remita or with Bank Transfer check the website for details.

**BOX1 APPLICANT**

All applicants must complete Box1 in full. All applicants must submit the **original documents** used to identify the organization; they will be copied and returned. The **original identification document** used to prove identity of the MD/CEO/Chairman must be submitted; it will be copied and returned.

Name of Organisation: \_\_\_\_\_

Corporate Affairs Commission Number (CAC): \_\_\_\_\_ Date of Registration: \_\_\_\_/\_\_\_\_/\_\_\_\_

TIN: \_\_\_\_\_ TPhone \_\_\_\_\_ Email: \_\_\_\_\_

**CEO/MD/Chairman Information**

Title: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_ Surname: \_\_\_\_\_

Designation: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Identification:  International Passport  Tax Identification Card  National ID Card

Driver's License  Voter Registration Card  ID Number

**BOX2 ADDRESS**

All applicants must complete Box2 in full. This should be your normal residential address.

House No: \_\_\_\_\_ Street Name: \_\_\_\_\_

: \_\_\_\_\_ City/Town \_\_\_\_\_ ) State: \_\_\_\_\_

Country: \_\_\_\_\_ P.O./P.M.B: \_\_\_\_\_ C/O: \_\_\_\_\_

Additional Address Information: \_\_\_\_\_

**BOX3 REPRESENTATIVE**

Applicants who wish to appoint a representative must complete Box3 in full. The **original identification document** used to prove the identity of the representative must be submitted; it will be copied and returned. *Applicants Note: the representative is authorised to submit and receive information and documents pertaining to this application.*

First: \_\_\_\_\_ Middle: \_\_\_\_\_ Surname: \_\_\_\_\_

Phone 1: \_\_\_\_\_ Phone 2: \_\_\_\_\_ Email: \_\_\_\_\_

Identification:  International Passport  National ID Card  Voter Registration Card

Tax Identification Card  Driver's License  ID Number \_\_\_\_\_

**BOX 4 PLOT**

Please fill in the below information of the plot that has been or will be developed.

Land Use: _____	Purpose: _____
District: _____	L.G.A: _____
Plot Description / Address: _____	
_____	

**BOX 5 REQUIRED DOCUMENTS**

Applicants should submit all the relevant documents, with minimum requirement indicated below. If you have multiple relevant documents, please submit them and tick the documents that you acquire. **Please note that any drawings should be endorsed by a relevant professional.**

<input type="checkbox"/> Copy of the Digital Certificate of Occupancy (ADGIS)	<input type="checkbox"/> Site Analysis Report
<input type="checkbox"/> 2 Copies of Structural Drawings and Details	<input type="checkbox"/> Copy of AEPA's Environment Impact Assessment
<input type="checkbox"/> Copy of Structural Calculations	<input type="checkbox"/> Copy of ADGIS DLA Sketch Plan
<input type="checkbox"/> 2 Copies of Architectural Drawings and Details	<input type="checkbox"/> Soil Investigation Report
<input type="checkbox"/> 2 Copies of Mechanical/Electrical Drawings and Details	<input type="checkbox"/> Copy Of Service Approvals (Fire and Police Reports)

**BOX 6 SIGNATURE**

All applicants must affix their signature; the application will not be accepted without signature. In the case of a representative, they must also affix their signature.

Applicant Signature: _____	Representative Signature: _____
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**FOR OFFICIAL USE ONLY**

Application Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Application Fees:  Application Processing Fee

Application Type:  New Proposal  Renovation  As-Built  Remodeling  Regularization