



## **Adamawa State Urban Planning & Development Board**

**Guideline for Application of Building Permit**

**November 2023**

## **Guideline for Application of Building Permit**

Section 30 of the Decree No 88 Of 1992 Law says: A developer (whether private or governmental) shall apply for a development permit in such manner using such forms and providing such information including plans, designs, drawings and any other information as may be prescribed by the REGULATIONS made pursuant to this section.

With that, developers are required to do the following to obtain a building permit

1. Prepare copies of the following required documents to process your application.
  - a) Sales agreement letter stamped and signed by the District Head.
  - b) Local Government Right of Occupancy.
  - c) Grant Right of Occupancy (R of O).
  - d) Clearance letter from Ministry of Land and Survey in respect to (Appendix B) below.
  - e) Certificate of Occupancy (C of O).
  - f) Perfected Deed of Assignment in respect to (v) above after undergone transfer of ownership (purchase).
  - g) Title Deed Trace (TDT)
  - h) A well detailed Environmental Impact Assessment (EIA) Report is mandatory for Development in excess of ½ hectare or Development in excess of three (3) floors, large scale industry, ware houses, petrol filling and service or Gas stations.
  - i) Soft copies of A3 Sized/structural working drawing and details sealed and endorsed by an Engineer (story buildings, ware houses, petrol/Gas station, Hotels and others with special structural requirements).
  - j) Soft copies of Architectural Working Drawings (including Site Plan, Floor Plans, Elevations, Sections, Mechanical and Electrical Designs).

*NB: Ensure that all Electrical, Mechanical and Architectural designs are done by registered professionals in the various field and properly documented on their drawings.*

*For Storey Buildings, Warehouse and Factories, ensure that Structural Designs and their calculations are done by a structural Engineer and included in your submission.*

2. Visit Adamawa State Urban Planning Development Board (ASUPDB) ASUPDB's

**Head Office, Director Planning Office,  
Hospital Road, Opposite State Low Cost, Jimeta-Yola,  
Adamawa State Nigeria and submit document prepared in step 1 above.  
call us on: +234070616045  
[www.asupda.adamawastate.gov.ng](https://asupda.adamawastate.gov.ng)**

3. An invoice of N10,000 (fix rate) for application processing Fee will be issued to you.
4. Make the payment through Remita and submit evidence/proof of payment to ASUPDB.
5. Registration/Documentation: receipt and file number will be issued to you.

*NB: From this stage registration and documentation of the submitted documents will be carried out.*

6. A client will pay additional N20,000 (fix rate) "Inspection fee" through REMITA (Appendix C) and will be scheduled an appointment with an officer to visit the land/property for Inspection of proposed site for development.

7. Screening of Architectural working Drawings (including all Elevations, Section, Electrical, Mechanical and Site Plan Analysis) of the inspected land/property.

8. Invoice of for Approval Fee based on inspection will be generated and issued to you (Appendix A) and be paid through REMITA (Appendix C).

9. Submit the evidence/proof of payment for Approval Fee and a receipt will be issued to you.

10. After all administrative process, the applicant will be notified of successful processing and can visit ASUPDA Yola customer center to collect the Building Permit in person or issue an authorization letter duly signed by the applicant attaching copy of approval fee receipt, passport of applicant and valid identity card of the representative.

## SUMMARY OF TIME-FRAME

SN	TYPE OF APPLICATION	PROCESS TIME (DAYS)
1	Clearance from Ministry of Land and Survey	15
2	Application for Building Permit (step 1 - 5)	5
3	Inspection	10
4	Screening/Approval	10

For further inquiry you can visit us at: [www.asupda.adamawastate.gov.ng](http://www.asupda.adamawastate.gov.ng)

**Signed:**

General Manager, ASUPDA

November 14 2022

10.00 am