



## **ADAMAWA STATE URBAN PLANNING & DEVELOPMENT BOARD**

### **PROCEDURE FOR OBTAINING ADVERTISEMENT AND SIGNAGE PERMIT**

*Adamawa State Urban and Regional Planning Law No. 3 of 2010.  
Section 32 Subsection (3);*

*"No outdoor advertisement, billboards, or signposts shall be erected by any person, group or persons, organization, government or its agencies without prior approval of the control department, except as specified in the Building Plan Regulation made Pursuant to this law"*

#### **STEP 1: Start your application by using any of the channels below**

Obtain the Signage Permit Application form and complete same. Applicable forms are available at ASUPDB Head Office No. 16 Hospital Road, Jimeta Yola, +234-8060698965

#### **STEP 2: Prepare all relevant documents.**

To process your application the following documents are required:

- Evidence of Corporate Affairs Registration CAC (for formal enterprises) OR evidence of registration with the Ministry of Commerce, Industry & Tourism (micro enterprises)
- Recent utility bill or bank statement (containing same address with business address specified on Registration in Step 1 above)
- Evidence of Business Premises Registration
- Duly completed Advert or Signage Permit application form (form annual submission).

#### **STEP 3: Pay applicable Advert/Signage Permit Application Fees**

Applicable Advertisement or Signage Permission fee are provided as follows:

I. Small Ones 5m X 1.5m:	N20,000.00 each
II. Medium 1.5m x 2.5m:	N100,000.00 each
III. Big Ones 2.5m:	N200,000.00 each
IV. Political Bill Board:	N1000,000.00 each

Payment can be made across the following channels:

- TSA Online payment platform via [Pay a biller \(remita.net\)](https://remita.net)
- Any Commercial Bank in the State using the TSAAdamawaPAYDIRECT account.
- PoS using a debit/credit card at the SBIR Customer Service Centre located at ASUPDB HeadOffice (located at No.16 Hospital Road, Jimeta, Yola, Adamawa State).

#### **STEP 4: Submission of documents**

All duly completed application form(s), relevant documents listed in Step 2, as well as evidence/proof of payment offees and charges should be submitted at ASUPDB Head Office, No.16 Hospital Road, Jimeta, Yola, Adamawa State

Confirmation of Application:

- Upon Submission of your application, applicants will be provided a unique ApplicationReference Number representing the file number for the application by ASUPDB

#### **STEP 5: Approval of Advert/Signage Permit Application**

Upon making all relevant payments, applicant will be notified of application approval or rejection within two weeks from data of submission of documents in step 3 above.

#### **STEP 6:Collection of Advert/Signage Permit**

Applicants are required to collect Advert/Signage permits at ASUPDB No.16 Hospital Road, Jimeta, Yola, Adamawa State upon receipt of notification.

For more information, enquiry, or complaints please contact ASUPDB No.16 Hospital Road, Jimeta, Yola, Adamawa State between 8:00 AM and 4PM (Monday–Friday, excluding public holidays) or contact us at +234-8060698965 or [info@asupda.adamawastate.gov.ng](mailto:info@asupda.adamawastate.gov.ng)

**Signed:**

General  
Manager

Adamawa State Urban Planning & Development Board

December 1, 2023