



KEBBISTATE URBAN DEVELOPMENT AUTHORITY (KUDA)

PROCEDURE FOR OBTAINING ADVERTISEMENT AND SIGNAGE PERMIT

In pursuant of the provisions of the Kebbi State Urban Development Authority Edict No.2,1991 and;

[The Kebbi State Administration, Collection of Revenue Due to the State and local Government Councils and to Establish the Relevant Administrative Structures Law No. 008, 2020. \(Pages 105 – 108\)](#)

All individuals and organizations seeking to obtain an Advertisement or Signage Permit in Kebbi State can apply through the following process;

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

KUDA Head Office Haliru Abdu Road Near Kofa Sabuwa Birnin Kebbi
+234-8039100295;07069117651

Prospective applicants may also download the application form via the link below:

<https://www.kebbistate.gov.ng/sites/default/files/SIGNAGE%20APPLICATION%20FORM.pdf>

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:

Advertisement

S/N	Category	Advertisement (N)	KUDA Development Charge(N)	Total (N)
1	Service Shops	3,000	3,000	6,000
2	Commercial	10,000	3,000	13,000
3	Industrial	50,000	30,000	80,000

Signage

S/N	Signage Size	Rate (N)	Signage Charges	Total	Renewal
1	40ft/sheet	100,000	30,000	130,000 (N)	100% of Processing fee
2	96ft/sheet	200,000	30,000	230,000	100% of Processing fee
3	Streetlights/ PHCN Pole	5,000	1,000	6,000	100% of Processing fee
4	Banners	30,000	3,000	33,000	100% of Processing fee
5	Service Shops	N/A	3,000	3,000	100% of Processing fee

Payment can be made across the following channels:

- TSA Online payment platform via [Pay a biller \(remita.net\)](https://www.paya.com.ng)
- Any Commercial Bank in the State using the TSAKEBBIPAYDIRECT account.
- PoS using a debit/credit card at the Customer Service desk located at KUDA Head Office (located at Haliru Abdu Road Near Kofa Sabuwa Roundabout, Birnin Kebbi).

STEP 4: Submission of documents

All duly completed application form(s), relevant documents listed in Step 2, as well as evidence/proof of payment of fees and charges should be submitted to the Customer Service Desk at KUDA office located at Haliru Abdu Road Near Kofa Sabuwa Round about, Birnin Kebbi

Confirmation of Application:

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

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 KUDA office Haliru Abdu Road, Birnin-Kebbi upon receipt of notification. Collection notice will be sent to applicant via SMS.

For more information, enquiry, or complaints please contact KUDA Customer Service desk at Haliru Abdu Road, Near Kofa Sabuwa Round about, Birnin Kebbi between 8:00 AM and 4PM (Monday–Friday, excluding public holidays) or contact us at kuda@kebbistate.gov.ng or +234-8039100295; 07069117651

Signed:
General Manager
Kebbi State Urban Development Authority
December 1, 2023