



KEBBI STATE URBAN DEVELOPMENT AUTHORITY (KUDA)

PROCEDURE FOR OBTAINING PLANNING/BUILDING PERMIT FOR RESIDENTIAL, COMMERCIAL OR INDUSTRIAL DEVELOPMENT

Guiding Laws & Regulation

In pursuant of the provisions of the Kebbi State Urban Development Authority Edict 1991

The Kebbi State Land use Regulations, 2022

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, (64)

All individuals and organizations seeking to develop land in Kebbi State can apply for planning and development/building permit through the following process;

Step 1

Using any of the channels below;

Obtain the Building/Development Permit Application form for Individual & Organization from

Kebbi State Urban Development Authority
Haliru Abdu Road, Near Kofa Sabuwa Roundabout
Birnin Kebbi
234-8033902874

OR download the application form(s) via the links below

New Building/Alteration/Renovation Permit

- Residential Building Permit (**RBP**):
<https://www.kebbistate.gov.ng/sites/default/files/Building%20Permit%20Application%20Form.pdf>
- Commercial Building Permit (**CBP**):
<https://www.kebbistate.gov.ng/sites/default/files/Building%20Permit%20Application%20Form.pdf>
- Industrial Building Permit (**IBP**):
<https://www.kebbistate.gov.ng/sites/default/files/Building%20Permit%20Application%20Form.pdf>

Step 2

Prepare all relevant documents.

To process your application for land development/building permit, the following documents are required:

- One copy of KEBGIS Certificate of Occupancy (CofO). Visit https://www.kebbistate.gov.ng/sites/default/files/GUIDELINES%20FOR%20DIRECT%20LAND%20ACQUISITION%20%281%29_1.pdf for guidelines. **Note:** where a KEBGIS CofO has not been issued, a KEBGIS acknowledgement letter may be submitted. Please note that this may however cause a delay in the processing of your application pending when the copy of the CofO is submitted.
- Two copies of A₃ size architectural working drawings & details sealed, stamped and endorsed by the architect. **Note:** ARCON Project Registration Number (APRN) should be placed on each sheet of the drawings and a copy of the architect's current professional practice license.
- Site Analysis Report (SAR) prepared by consultants with a clear satellite image, sealed, stamped, and endorsed by a Town Planning Registration Council (TOPREC) registered town planner (for all developments)
- One hard copy & soft copy of A₃ sized mechanical/electrical working drawings and details, sealed, stamped, and endorsed by a Council for the Regulation of Engineering in Nigeria (COREN) registered Mechanical & Electrical engineer (for all developments). Visit <https://portal.coren.gov.ng/account/membersearch> to confirm engineer registration status.
- Two copies of A₃ sized structural working drawings and details, sealed, stamped & endorsed by a COREN registered structural engineer (for storey buildings, warehouse, petrol/gas stations & others with special structural requirements).
- Soil Investigation Report (SRI) (for multi-storey buildings that exceed three floors).
- KESEPA's Environmental Impact Assessment (EIA) approval certificate for (agricultural, petrol/gas stations, commercial, industrial, mass housing and multi-storey residential developments. Apply for KESEPA EIA at *Office of the General Manager, Kebbi State Environmental Protection Authority, Haliru Abdu Secretariat Complex, Birnin Kebbi, Kebbi State Phone no: 08034803991 OR check <https://www.kebbistate.gov.ng/sites/default/files/PROCEDURE%20FOR%20EIA.pdf>*
- Feasibility/Visibility report prepared by consultants registered with KUDA (for mass housing, agricultural, petrol/gas station, commercial, industrial development)
- Tax Clearance Certificate (TCC) and Tax Identification Number [TIN] (for all developments). Visit/contact <https://irs.kb.gov.ng/etax/> for TCC and TIN.
- Service approvals including Fire and Police Reports (for petrol/gas stations, hotels and multi-storey developments that exceeds four floors). Visit/contact any fire service department/police station nearest to you in Kebbi State for a fire/police report.
- Most recent passport sized photograph for residential application (RBP); and company seal or stamp on application form for commercial or industrial

development (CBP/IBP).

- Recent utility bill or bank statement (containing same address with contact address specified on form).
- Photo identification document: Accepted IDs include International Passport, National ID Card, Driver's License; Voter Registration Card, or Tax Identification Card.
- Duly completed building permit application form

Submission of Building Permit Application Form

Manual Submission

- Pay the applicable fee and charges as shown in the matrix below using any of the available payment channels below:
 - Any Commercial Bank in the State using the TSA KEBBI PAYDIRECT account.
 - Via PoS at the SBIR Customer Service Centre in KUDA Head Office Haliru Abdu Road, Roundabout Near Kofa Sabuwa, Birnin-Kebbi.
- Submit the duly completed Application Form directly to;
 - KUDA Head Office at Haliru Abdu Road Roundabout Near Kofa Sabuwa, Birnin-Kebbi together with the following documents;
 - Evidence/proof of payment of application processing fee
 - All applicable documents detailed in Step 2 above.
 - Make payment using TSA Online payment platform via <https://login.remita.net/remita/onepage/G0000308016/biller.spa>

Confirmation of Application:

**Upon Submission of your application, applicants will be provided a unique Application Reference Number and an

Acknowledgement Letter that carries the file number for the application by KUDA.

Processing Timeline

- Submitted applications for building permits will be processed **within 21 Working Days** prior to the final stage for collection described in step 4 below

Step 4

Collection of Building Permit Certificate

- Successful applicants are notified via text, call or email within 5-10 days to pay the assessed building permit fees.
- Planning and development permit fees (<https://www.kebbistate.gov.ng/sites/default/files/Building%20Permit%20Cost%20and%20Charges.pdf>) are assessed based on the size, and land use as stipulated in *Part II of Schedule I of Kebbi State Administration, Collection of Revenue Due to the State and local Government Councils and to Establish the Relevant Administrative Structures Law No. 002, 2020. (pg. 64)*
- Payment can be made through any Commercial bank, into the TSA PAY DIRECT account or through SBIR designated PoS terminal located at or online via SBIR website: <https://login.remita.net/remita/onepage/G0000308016/biller.spa>
- **Within 3 days** upon making all relevant payments the applicant will be notified of successful processing and can visit Kebbi State Urban Development Authority KUDA located at Haliru Abdu Road Roundabout Near Kofa Sabuwa, Birnin-Kebbi to collect the building permit certificate in person or issue an authorization letter duly signed by the applicant attaching KUDA's acknowledgement letter, passport of applicant and valid identity card of the representative.
- Where an applicant has not been notified of a successful application within the 3 days, he/she should please contact Ministry of Land Housing & Urban Development 2nd Floor Kebbi State Secretariat Complex, Gwadangaji, Birnin Kebbi or contact info@kebbistate.gov.ng or +234-80-39100295

For more information, enquiry, or complaints please contact KUDA Customer Service located at Haliru Abdu Road, Near Kofa Sabuwa Roundabout, Birnin Kebbi between 8:00 AM and 4 PM (Monday–Friday, excluding public holidays) or contact us at info@kebbistate.gov.ng or +08039100295; 07069117651

Signed:
Permanent Secretary,
Kebbi State Ministry of Lands, Housing & Urban Development
21st October 2022