KEBBI STATE URBAN DEVELOPMENT AUTHORITY (KUDA)

UPDATED PROCEDURE FOR OBTAINING ADVERTISEMENT AND SIGNAGE PERMIT

In pursuant of the provisions of the Kebbi State Urban Development Authority Edict No.2,1991 and Administration and Collection of Revenue Due to the State Government and Local Government Council (Amendment) Law, 2023.

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

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 as captured on Page 109 of the Administration and Collection of Revenue Due to the Kebbi State Government and Local Government Council Law, 2023 - https://kebbistate.gov.ng/sites/default/files/Administration%20and%20Collection%20of%20Revenue%20Due%20to%20the%20Kebbi%20State%20Government%20and%20Local%20Government%20Council%20%28Amendment%29%20Law%2C%202023_1.pdf

Rates

S/N	CATEGORY	Amount (N)
I.	Law Boards N500,000.00	N500,000.00
II.	Sign Board above 1 Sq. meter	N5,000.00
III.	Sign Board below 1 Sq. Meter	N2,000.00
IV.	Multi National Company Mobile Advert.	N500,000.00

V.	Advert writing on Vehicle body	N50,000.00

VI.	Multi-National Construction Company	N2,000,000.00
VII.	Banks	N500,000.00
VIII.	Industries	N200,000.00
IX.	Supply Company	N100,000.00
X.	Others with Capital below N100m	N50,000.00

Payment can be made across the following channels:

- TSA Online payment platform via Remita - https://login.remita.net/remita/onepage/G0000308016/biller.spa
- 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

Upon Submission of your application and proof of payment, applicants will be provided a unique Application Reference Number (ARN) immediately representing the file number for the application.

STEP 5: Approval of Advert/Signage Permit Application

Applicant will be notified of application approval or rejection **within two weeks** from data of submission of documents in step 3 above. Notice will be sent via SMS or email to the telephone number and/or email address on file.

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 grmkuda@gmail.com or +234-7043926894

Signed
General Manager
Kebbi State Urban Development Authority
March 2026