



MINISTRY OF LANDS, SURVEY & URBAN PLANNING
NEW GOVERNMENT SECRETARIAT,
OGURUBE LAYOUT, P.M.B. 7203, Umuahia.

APPLICATION PROCESS AND GUIDELINES FOR OBTAINING DEVELOPMENT/ BUILDING PERMIT IN ABIA STATE, NIGERIA

In pursuant to the Abia State Urban & Regional Planning Board/ Planning Authorities Law, Cap. 40 Vol. 1 Laws of Abia State of Nigerian 2005 (as Amended) and the provisions of the Abia State Development Control Regulations, 2021, all individuals, organizations and institutions seeking for Development/ Building Permit for their lands in a Town Planning Authority in the State can apply through the following process:

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| STEP 1 | APPLICATION FOR DEVELOPMENT (BUILDING) PERMIT Obtain building permit application form for free at a relevant Town Planning Authority Office |
| STEP 2 | SUBMISSION OF ALL RELEVANT DOCUMENTS Copies of the following documents are required to process application for a development building permit: <ol style="list-style-type: none"> Four (4) sets of each applicable professionals design in A3 size, of the proposed building or any part thereof and a soft copy of the design, sealed, stamped and endorsed as applicable by the Architect, Engineer (structural, Mechanical, Electrical) as the case may be. Survey Plan prepared by a registered Surveyor Land Use Planning & Analysis Report (LUPER) sealed, stamped and endorsed by a Town Planner Consultant registered with the Town Planning Registration Council (TOPREC) and Abia State Department of Town Planning. A copy of A4 sized structured working drawings/ calculations prepared, sealed and stamped by a registered structural engineer for buildings of 2 floors and above Environmental Impact Statement (EIS) report with accompanying location plan to scale 1:1000 - 1:2500 for developments involving: <ol style="list-style-type: none"> Residential development containing three or more buildings, housing estates and public building or office building in excess of four (4) floors or 5000 sq.m. of lettable space; Institutional development viz: schools, hospitals, museums, art gallery, worship places with user capacity exceeding 50 persons, etc.; Commercial development viz: shopping malls, markets, banks, hotels, restaurants, clubs, guest houses, terminals, GSM base stations, broadcasting stations/ media houses, petrol/ gas filling stations, etc.; Agricultural development; Recreational development; Industrial development; Power station development; |

- (h) Liquefied petroleum gas plant;
- (i) Mining works, quarrying, burrow pits;
- (j) Tanks farm and refinery;
- (k) Free standing advertisement billboards and hoarding of unusual sizes and heights;
- (l) Urban (street) furniture;
- (m) Construction of airport, seaport or inland depot, and others;
- (n) Construction of new roads and road interchanges.

6. Soils Analysis/ Investigation report for multistoried developments of 4 floors and above, prepared and sealed by a Geo-technical Engineer.

7. Four (4) Sets or five (5) sets (if for five floors and above) of complete architectural drawing prepared by registered Architect.

8. Four (4) sets of complete structural, mechanical and electrical work specifications, design calculations, benching schedules and legends prepared by Engineers, for three floors and above.

9. Project quality/ management plan, project health and safety plan and construction programme prepared by a registered Builder for 3 floors and above cum an undertaking to be submitted by the structural engineer that will supervise the engineering works.

10. Current Tax Clearance Certificate.

11. All –risk insurance for the building works, personnel and equipment for three floors and above.

12. An oath of compliance sworn to in a Court of law.

13. Evidence of Title to land on which the proposed building is to be developed in the form of Statutory Certificate of Occupancy and or Registered Power of Attorney and in the case of a Deem Right of occupancy by an affidavit from the Court of law within the Planning Area showing customary inheritance.

14. Recent passport sized photograph for individual application with Abia State Social Identification Number (ABSSIN).

15. Certification of Incorporation if for a limited liability company or certificate of Registration if for a church, social, cultural organizational/ associations, etc.

16. Recommendation letter from:

- a) Ministry of Education (if for a school)
- b) Ministry of Health (if for a hospital or allied uses)
- c) Ministry of Trade and Investment (if for a market) or
- d) Ministry of Industry (if for industrial developments)

17. Five (5) copies of layout plan drawn to scale 1:100 (or 1:200 if the site is above 1000 sq.m.) prepared by a consultant Town Planner; registered in Abia State. Five (5) copies of site location plan drawn to scale 1:2500 prepared by a consultant Town Planner registered in Abia State; Police Clearance Report, Fire Service Clearance Report.

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| | <p>18. For a GSM Base Telecommunication station, a permit must be obtained from the Nigerian communication Commission (NCC) as a condition precedent for the granting of development permit for erecting any Mast and Towers whose height exceeds 20 metres (66 feet).</p> <p>The application for GSM Base Station shall be submitted with;</p> <ul style="list-style-type: none"> - Site plan showing the structure vis-a-vis adjoining structures - Evidence of ownership of property on which the structure is to be installed or written consent of the landlord - Geographical co-ordinates as well as grid coordinates tied to the National Origin of the proposed location of the structure and that of the nearest Airport or a permit issued by the Nigerian Airspace Management Authority (NAMA) for the erection of the structure in the proposed location - Design of the structure showing its effective height, foundation, guys (if used), members, ladders, rest and working platforms, earthing, lightening protection and aviation lighting - Details of information on the softcopy package for easy verification of the fidelity of the design of the structure - Certificate of the proposed installer issued by NCC - A logbook or stages permit form showing inspection dates and types of inspection performed to be displayed on site, among others. <p>19. Duly completed development permit application form.</p> |
| STEP 3 | <p>SUBMISSION OF APPLICATION FORM</p> <p>On submission of Application form with necessary documents to relevant Town Planning Authorities:</p> <ul style="list-style-type: none"> - Fees are determined - Pay the planning fees as applicable via commercial bank within the planning area or via on-line (transfer/ cheques) - Submission of evidence/ proof of payment of planning fees. |
| STEP 4 | <p>PROCESSING OF APPLICATION</p> <ul style="list-style-type: none"> - The application is processed for development permit - inspection/ charting/ reporting - Certification of building plan by relevant professionals (such as Town Planner, Engineer, Builders, Environmental Health, etc.) <p>PROCESSING TIMELINE</p> <ul style="list-style-type: none"> - Processing of the application takes about 6 weeks depending on the nature, type and location of the development. <p>Where applicants have met with all the conditions for development permit, it should not stay beyond 3 months of grant of development permit.</p> |
| STEP 5 | <p>DISPATCH OF APPROVED DEVELOPMENT PERMIT</p> <p>Successful applicants are notified via call, text, e-mails within 2 days to collect their approved building plans.</p> |

For more information, inquiry, or complaints, please contact Director (Town Planning) in charge of Development Control, Ministry of Lands, Survey & Urban Planning, Umuahia on +2348035038911 or adananaba16@gmail.com

Signed:

**Director (Town Planning) i/c of Development Control, Town Planning Department,
Abia State Ministry of Lands, Survey & Urban Planning, Umuahia.**

1st December, 2022.

Fees payable:

1. Planning Rate¹

| Use/ Purpose | Rate (N) |
|---------------------------|------------------------|
| Residential | N70.00/m ² |
| Residential/Commercial | N60.00/m ² |
| Commercial | N100.00/m ² |
| Institutional | N70.00/m ² |
| Industrial (Small Scale) | N40.00/m ² |
| Industrial (Medium Scale) | N100.00/m ² |
| Industrial (Large Scale) | N200.00/m ² |
| Agricultural | N70.00/m ² |

2. Inspection Fee²

| Use/ Purpose | Rate (N)/ volume |
|---------------------------|---------------------|
| Residential | N40.00 |
| Residential/Commercial | N50.00 |
| Commercial | N60.00 |
| Institutional | N40.00 |
| Industrial (Small Scale) | N50.00 |
| Industrial (Medium Scale) | N100.00 |
| Industrial (Large Scale) | N150.00 |
| Agricultural | N40.00 |

3. Registration Fee³

| Use/ Purpose | Rate (N) |
|---------------------------|-----------------------|
| Commercial | N30.00/m ² |
| Other Uses | N20.00/m ² |
| Industrial (Small Scale) | N10.00/m ² |
| Industrial (Medium Scale) | N20.00/m ² |
| Industrial (Large Scale) | N30.00/m ² |

4. Charting Fee⁴

| Use/ Purpose | Rate (N) |
|---------------------------|-----------------------|
| Other Uses | N20.00/m ² |
| Industrial (Small Scale) | N10.00/m ² |
| Industrial (Medium Scale) | N20.00/m ² |
| Industrial (Large Scale) | N30.00/m ² |

5. Stages Permit Fee⁵ (Based on Percentage of Building Coverage)

| Use/ Purpose | Rate (N) x %age Building Coverage |
|---------------------------|--------------------------------------|
| Commercial | N70.00 |
| Other Uses | N50.00 |
| Industrial (Small Scale) | N60.00 |
| Industrial (Medium Scale) | N80.00 |
| Industrial (Large Scale) | N100.00 |

6. Fencing Fee⁶ (Based on perimeter length x Height: PH)

| Use/ Purpose | Rate (N) |
|---------------------------|------------------------|
| Other Uses | N100.00/m ² |
| Industrial (Small Scale) | N100.00/m ² |
| Industrial (Medium Scale) | N150.00/m ² |
| Industrial (Large Scale) | N200.00/m ² |

RELEVANT MDAs INVOLVED IN PROCESSING CONSTRUCTION PERMITS

| MDA | Phone | Office Address | Working Hours |
|----------------------------------|---|---|---|
| Planning Authority | | Local Government Headquarters. | 8.00am – 4pm Mondays to Fridays except for public holidays |
| Internal Revenue Service | 0700 2255 22477 (abaiars.com) | Plot 104 Government Station (Ogurube) Layout, Umuahia | |
| FIRS | aba.msto@firs.gov.ng; umuahiasd@firs.gov.ng | 176 Azikiwe Road, Aba; 4 Ojike Street, Umuahia | |
| Corporate Affairs Commission | umuahia@cac.gov.ng | Plot 111B Eghem Layout, along BCA Road, Umuahia | |
| Ministry Of Agriculture | 0803 546 0150 abiastate.gov.ng/ministry-of-agriculture/ | Library Avenue, Umuahia | |
| Ministry of Education | 0806 344 7506; 0813 460 3950 abiastateedu.org | 4th Floor, Block B, New Government Secretariat, Government Station (Ogurube) Layout, Umuahia | |
| Ministry of Trade and Investment | abiastatemi.com | 4th Floor, Block A, New Government Secretariat, Government Station (Ogurube) Layout, Umuahia | |
| Ministry of Industries | abiastate.gov.ng/ministry-of-commerce-industry/ | Ground Floor, Block A, New Government Secretariat, Government Station (Ogurube) Layout, Umuahia | |

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| Nigeria Police Force | npf.gov.ng | Within the jurisdiction of the establishment | Open 24 hours |
| Abia State Fire Service | 0809 600 1819 (Aba); | 11 Constitution Crescent, Aba; Ikot Ekpene Road, Umuahia | Open 24 hours |