



**KEBBI STATE
MINISTRY OF LANDS, HOUSING & URBAN
DEVELOPMENT**

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

*In pursuant of the Land Use Act 2021 and the Kebbi State Administration, Collection of Revenue Due to the State and local Government Councils and to Establish the Relevant Administrative Structures Law 2020.
(Pages 62 – 69)*

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

Step 1

Start your application by using any of the channels below

Obtain the Building/Development Permit Application form for Individual & Organization from **(N700.00)*****

KEBGIS Head Office
No. 5, Off Umar Kaoje Road
Birnin Kebbi
234-8033902874

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

New Building Permit

- Residential Building Permit (**RBP**): <https://mlhud.kebbistate.gov.ng/download/residential-building-permit/>
- Commercial Building Permit (**CBP**): <https://mlhud.kebbistate.gov.ng/download/commercial-building-permit/>
- Industrial Building Permit (**IBP**): <https://mlhud.kebbistate.gov.ng/download/industrial-building-permit/>

Alteration/Renovation Permit

- Residential Renovation Permit (**RRP**): <https://mlhud.kebbistate.gov.ng/download/residential-renovation-permit/>
- Commercial Renovation Permit (**CRP**): <https://mlhud.kebbistate.gov.ng/download/commercial-renovation-permit/>
- Industrial Renovation Permit (**IRP**): <https://mlhud.kebbistate.gov.ng/download/industrial-renovation-permit/>

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.kebgis.gov/application-form/> & <https://www.kebgis/a-virtual-guide-to-register-your-property/> 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 registered with KUDA (**link to register consultants will be inserted & list of registered consultants will be inserted**) 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 (**link to the approved consultants will be inserted**))
- KESEPA's Environmental Impact Assessment (EIA) approval certificate for (agricultural, petrol/gas stations, commercial, industrial, mass housing and multi-storey residential developments.. visit <https://kebbi-state-environmental-protection-agency.business.site/> for KESEPA EIA
- Feasibility/Visibility report prepared by consultants registered with KUDA (for mass housing, agricultural, petrol/gas station, commercial, industrial development) (**link to the list of registered consultants with KUDA will be inserted**) **Provide link to online application form.**
- 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).
- District head confirmation required for unplanned layout or for conversion from customary to statutory rights – [**link to list of government recognized district heads and their contact details if available will be inserted**]
- 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

Step 3

Submission of Building Permit Application Form/Approval Manual Submission

- Pay the applicable **processing fee** (Residential: N5000 and Commercial/Industrial: N10,000) using any of the available payment channels:
 - Any Commercial Bank in the State using the TSA KEBBI PAYDIRECT account.
 - SBIR Customer Service Centre located at KEBGIS Head Office (located at No 5, Off Umar Kaoje Road,

Gesse Phase II Birnin Kebbi) by POS using a debit/credit card.

- Submit the duly completed Application Form directly to;
 - KEBGIS No. 5 Off Umar Kaoje Road, Gesse Phase II, Birnin Kebbi together with the following documents;
 - Evidence/proof of payment of application processing fee
 - All applicable documents detailed in Step 2 above.

Electronic Submission

- Make payment using TSA Online payment platform via [tsa/paydirect/e-billings/remita](https://tsa.paydirect/e-billings/remita)
- Complete application form online and upload all relevant documents via <https://kebgis.kebbistate.gov.ng/create-application/>

Confirmation of Application:

**Upon Submission of your application form, applicants will be provided a unique Application Reference Number and an Acknowledgement Letter that carries the file number for the application by KEBGIS.

Processing Timeline

- We aim to process submitted applications for building permits **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 processing fees.
- Planning and development permit fees are assessed based on the size, and use of the property 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 2020.** (Pages 62 – 69) - <https://ksbirs.kebbistate.gov.ng/index.php/download/administration-collection-of-revenue-due-to-the-state-and-local-government-councils-and-to-establish-the-relevant-administrative-structures-law-2020/>
- Payment can be made through any Commercial bank, into the **TSA PAY DIRECT** account or through designated Point of Sale (PoS) Machines at SBIR or online via SBIR website: <https://irs.kebbistate.gov.ng/e-billings/>
- **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 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 KUDA@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