KOGI STATE GOVERNMENT

KOGI STATE TOWN PLANNING AND DEVELOPMENT BOARD

BUILDING PERMIT APPLICATION GUIDELINES

Kogi State

1. ABOUT THE BOARD

The Kogi State Town Planning and Development Board was established by Kogi State Edict No. 5 of 1991 to plan, promote and secure the orderly control of development and use of land throughout Kogi State.

For the purpose of administering the Edict, the whole state is declared a planning area (Part II, Section 5, Subsection 1 of the 1991 Edict). This means that all forms of land development in all settlements (urban or rural, big or small, private or government) require development plans and the approval of the Board.

All applicants shall apply for development permits through the process below.

2. APPLICATION PROCESS

1	**Obtain the building permit application form** from the Kogi State Town Planning and Development Board One Stop Shop Office, Wallace Street, Lokoja (+234 807 515 8643), or from any of our designated area or zonal offices. Fill out the form completely and accurately.
2	**Prepare the required documents.** Copies of the documents listed in Section 3 are required to process the application.
3	**Submit your application** with all applicable documents (Section 3) to the One Stop Shop or a designated area or zonal office.
4	**Pay the processing fee** via the Central Billing System (CBS) or irs.kg.gov.ng, as stipulated in the Kogi State Board of Internal Revenue Administration, Harmonization of Taxes, Dues, Levies, Rates, Fees and Charges Due to the State and Revenue Appeal Tribunal Law, 2017 (irs.kg.gov.ng/laws).
5	**Receive your application number.** Once the completed form, all documents and payment of registration, inspection and processing fees are submitted, you will be issued an application number by SMS the same day.
6	**Site inspection.** You will be notified of the scheduled date for site inspection immediately.
7	**Processing.** Applications are processed within a maximum of 14 working days of submission. You will be informed of any delay.
8	**Collect your permit.** Within 14 days, successful applicants will be notified by call or SMS to collect the approved building permit from the desk officer (+234 807 515 8643).

3. REQUIRED DOCUMENTS

Copies of the following documents are required to process the building permit application:

#	Document	Requirement / Where to obtain
a	**Duly completed building permit application form**	
b	**Proof of land ownership**	Right of Occupancy or Certificate of Occupancy for land within Lokoja urban centre (16 km radius). Customary Right of Occupancy (District Head confirmation / endorsement of customary land ownership) outside the 16 km radius.
c	**Architectural building plans: four copies, A3 size**	Endorsed by a registered architect.
d	**Structural drawings: four copies, A3 size**	For storey buildings, warehouses, petrol filling stations and any development with special structural requirements.
e	**Mechanical drawing, A3 size**	Endorsed by a registered mechanical engineer.
f	**Electrical drawing, A3 size**	Endorsed by a registered electrical engineer.
g	**Calculation sheet**	For storey buildings.
h	**Attestation letter from project supervisor**	Registered civil engineer or builder.
i	**Physical Planning Technical / Environmental Impact Audit Report**	Prepared by a registered town planner. Required for industrial buildings, warehouses, petrol filling stations, residential developments of 1.5 ha and above, and any development that may impact the physical plan or environment.
j	**Land Use Planning and Analysis Report**	Prepared by a registered town planner.
k	**Tax Clearance Certificate**	For individuals or corporate bodies. Obtainable from Kogi State Internal Revenue Service: irs.kg.gov.ng
l	**Certificate of Incorporation (where applicable)**	Obtainable from the Corporate Affairs Commission: cac.gov.ng
m	**Soil Investigation Report**	For buildings above one floor.

4. COMING SOON: ONLINE APPLICATIONS

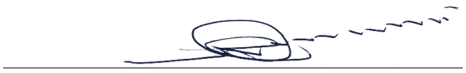
> **Note:** Full automation of the building permit process is ongoing. Once complete, applicants will be able to apply online, with approval expected within a maximum of 7 working days.

5. CONTACT

One Stop Shop Office: Kogi State Town Planning and Development Board, Wallace Street, Lokoja

Phone: +234 807 515 8643

Also available at: designated area and zonal offices across the state



General Manager

Kogi State Town Planning and Development Board