



## BUILDING PERMIT APPLICATION GUIDELINES IN KOGI STATE

The Kogi State Town Planning and Development Board was established by the 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, sub section 1 of the 1991 edict). This means that all forms of development of land in all settlements-urban or rural, big or small, private or government -require development plans and approval of the Board. All applicants shall apply for development permits through the following process;

1. Obtain building permit application form, from Kogi State Town Planning and Development Board, One Stop Shop Office, No. 1 Wallace Street, Lokoja, +2348075158643 or through any of our designated area or zonal offices. Fill out the form completely and accurately.
2. Copies of the following documents are required to process the building permit application;
  - Duly completed building permit application form,
  - Copy of proof of Land ownership i.e Right of Occupancy or Certificate of Occupancy for Lands within Lokoja Urban center (16km Radius) and Customary Right of Occupancy (District head confirmation/ endorsement for customary land ownership) outside the 16km radius.
  - Four copies of complete architectural building plans, A3 size ( building plan to be endorsed by registered architect).
  - Four copies of Structural drawings, A3 size ( Storey building, warehouses, petrol filling station and any development with special structural development),
  - Mechanical drawing, A3 size ( endorsed by registered mechanical engineer),
  - Electrical drawing, A3 size, (endorsed by registered electrical engineer)
  - Calculation sheet ( for storey building)
  - Attestation letter from project supervisor ( registered civil engineer or builders),
  - Physical Planning Technical/ Environmental Impact Audit Report, prepared by Registered Town Planner ( for Industrial buildings, warehouses, petrol filling station, residential development in excess of



- 1.5 ha and above and any development that may impact on the physical plan or environment,
- Land Use Planning and Analysis Report, prepared by Registered Town Planner,
  - Tax Clearance Certificate for either individual or cooperate bodies obtainable from Kogi State Internal Revenue Service.  
<https://irs.kg.gov.ng>
  - Certificate of incorporate where applicable obtainable from Cooperate Affairs Commission, <http://www.cac.gov.ng/companies/>
  - Soil Investigation Report ( building above one floor),
3. Complete the application form and attached applicable documents as in (2) above to be submitted to Kogi State Town Planning and Development Board One Stop Shop or designated Area or Zonal office,
  4. Payment of processing fee via Central Billing System (CBS) or <https://irs.kg.gov.ng>, as stipulated in Kogi State Board of Internal Revenue Administration, Harmonization of Taxes, Dues, Levies, Rates, Fees and Charges Due to the State and Revenue Appeal Tribune Law, 2017.  
<https://irs.kg.gov.ng/laws/>.
  5. Upon submission of the completed application form with all attached documents and payment of registration, inspection and processing fees, applicant will issued application number via SMS notification, same day.
  6. The applicant will be notified of scheduled date for site inspection immediately.
  7. Processing submitted applications for building permits will take maximum of 14 working days after submitting the filled application, otherwise applicant will be communicated, in case of any delay.
  8. Within 14 days, successful applicants will be notified of the approved building permit application via a call or SMS for collection of the building permits by desk officer, +2348075158643.
  9. **Note:** the process of full automation for building permit is ongoing, after which it's expected that an applicant can apply online and approval expected to be granted within a maximum of 7 working days.

Signed   
General Manager,

Kogi State Town Planning and Development Board.

