



BUILDING PERMIT APPLICATION GUIDELINES

In pursuant of the Katsina State Urban and Regional Planning Board Law No. 2 of 2011, all developers (private or government) shall apply for development permits through the following process

1. Obtain a free building permit application form from:
Katsina State Urban and Regional Planning Board,
No. 9 Sarki Abdulrahman Way, Katsina.
+234 803 752 3668
OR
Download the Application Form by [clicking here](#) from the Website.
Fill out the form completely and accurately. Leave NO section empty or unanswered.
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 RofO i.e., Statutory or customary (District head confirmation/endorsement for customary land ownership)
 - Three copies of complete architectural building plans (building plans to be prepared by a registered architect)
 - Copies of Structural drawings (Storey buildings, warehouses, Petrol filling Station and any development with special structural development)
 - Environmental Impact Assessment (Industrial buildings, warehouses, Petrol Filling Station, residential development in excess of 2.3ha and above and any development that may impact the environment). From the Ministry of Environment. <https://ead.gov.ng/environmental-impact-assessment-division/>
 - Tax Clearance Certificate for either individual or cooperate bodies obtainable from Katsina State Internal Revenue Service located at Revenue House, Katsina. <https://ktirs.com/invoice>.
 - Certificate of incorporation where applicable obtainable from the Corporate Affairs Commission <https://www.cac.gov.ng/companies/>.
 - Soil Investigation Report (Storey buildings).
 - Site Analysis Report.



3. Complete the application form and attach applicable documents as in (2) above to be submitted to the Katsina State Urban and Regional Planning Board at No. 9 Sarki Abdulrahman Way, Katsina.
4. Payment of processing fee at Katsina State Urban and Regional Planning Board located at No. 9 Sarki Abdulrahman Way, Katsina, as stipulated in the Katsina State Tax Codification and Consolidation Law, 2021 [here](#). The applicable fee will be assessed based on the area and proposed development. The processing fee will be made through Sterling Bank account no. 0063562960 and submit evidence of payment to the Cashier.
5. Upon submission of the completed application form and payment of processing fees, applicants will be issued evidence of payment that carries the file number of the application immediately (same day).
6. The applicant will be invited for site inspection within two working days from the application's submission date.
7. Processing submitted applications for building permits will take 14 working days after submitting the filled application before the notification for collection.
8. Within 14 days, successful applicants will be notified of the approved building permit application via a call for collection of building permits by the desk officer, URPB +234 803 752 3668.
9. Collect Building Permit at the Urban Regional Planning Board located at No. 9 Sarki Abdulrahman Way, Katsina from the day of notification of the approved application, or call +234 803 752 3668, or email info@urpb.kt.gov.ng, for complaints and enquiries.

Signed:
General Manager,
Katsina State Urban and Regional Planning Board,
October 2022

Monday, November 14, 2022

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