



NIGER STATE URBAN DEVELOPMENT BOARD

Block F, Old Secretariat, Mu'azu Mohammed Road, P.M.B, 186 Minna, Niger State

GUIDELINE FOR APPLICATION AND OBTAINING BUILDING/DEVELOPMENT PERMIT IN NIGER STATE

This guideline is in pursuant to the provisions of the Niger State Urban and Regional Planning Development Board, Edict No. 3 of 1999 <https://nogp.nigerstate.gov.ng/storage/NIGER-STATE-URBAN-DEVELOPMENT-BOARD-BUILDING-REGULATIONS-2023-1.pdf> The law is domestication of the provisions of Nigerian Urban and Regional Planning Law of 1992.

STAGE 1

Conditions for Obtaining Development Permits:

Obtaining of Application Form

- i. Application for Building Permit visit: www.nsudb.nigerstate.gov.ng
- ii. Application for Telecom. Mast Installation Base Station Permit visit: www.nsudb.nigerstate.gov.ng

For Manual Application:

Applicants can visit any of the Board's nearest office to obtain an application form from the respective registration offices at Niger State Urban Development Board Headquarters: Block F Old Secretariat, Mu'azu Mohammed Road, Minna or Zonal Offices at Bida, Suleja, Kontagora,

New Bussa and Lapai Local Government Areas Niger State

- v. The applicant may write applying for building permit through the office of the General Manager, Niger State Urban Development Board, Block F Old Secretariat, Mu'azu Mohammed Road, Minna
- vi. The process timeline is within one(1) working day

STAGE 2

Documents Required on Application

The following items shall be submitted to the Board:

- i. A set of photocopies of all relevant documents of possession/proof of ownership of the plot/land, but with emphasis on statutory titles (C. of O., or R. of O. and a copy of the Layout Plan showing the applicant's site/plot and the Title Deed Plan)
- ii. If it is Customary Title, evidence of ownership/inheritance, village/community head allocation/consent letter/paper, Title Deed Plan by a Registered Surveyor, evidence of registration of the plot/ land with the Niger State Ministry of Lands and Housing and recommendation by the Director Town Planning in favour of the proposed development and site analysis report and plan.
- ii. A complete set of proposed building/development plans for assessment. After processing and the application is considered for granting of permit/approval, two (2) additional clean sets of the proposed building/development plans shall be submitted for stamping and signing.
- iii. Submissions for petrol stations, large scale commercial buildings, housing estates, institutions, Industries, factories and residential developments beyond two (2) Hectares of land shall require an Environmental Management Planning Report (EMPR) or Environmental Impact Analysis Report (EIAR) prepared and dully signed by qualified and licensed professionals.
- iv. Applications for Petrol stations permit/approval shall also require submission of a site investigation/ assessment report from the Fire service and Nigerian Police Force.
- v. Any other document/information that may assist speedy processing of the submissions.
- vi. All Architectural submissions shall be complete working drawings with legible

	<p>dimensions and labeling, in accordance with the acceptable standard as required by the Architects Registration Council of Nigeria (ARCON).</p> <p>vii. Structural Engineering designs requirements depending on the number of floors and site’s characteristics, shall include soil report on the site, topographic map, engineering report on structural scheme and design analysis, structural details of foundation footings, columns, beams, staircase(s), floor slabs and suspended slabs for frame type of constructions, and civil works for the site. Where sheer walls are necessary, detail of such walls must be provided.</p> <p>viii Electrical Design Requirements shall include details of facility layout plan, diagram of each distribution board provided in the plan showing the type and current ratings, capacity, the connection position of the numbered final sub-circuits, the legend, load distribution schedule, diversity factor application, fire hydrant points and other relevant information.</p> <p>ix. Mechanical Design (Plumbing and Drainage) Requirements. Both external and internal plumbing works and waste disposal including gullies, inspection chambers, soil drainage pipes designs and constructions must comply with sanitary/water design standard specifications. Location and dimension of cold water supply rising mains and all waste disposal pipes design and laying must be indicated on site plan. Designs for underground, lube bay and tank details for petrol stations shall be submitted.</p>
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STAGE 3	<p>Submission of Application Form.</p> <p>Pay Application Processing Fees: https://nogp.nigerstate.gov.ng/storage/NIGER-STATE-TAX-ADMINISTRATION-AND-CONSOLIDATION-LAW-2022.pdf page A143 – A147.</p> <ul style="list-style-type: none"> • Payments is made by generating an invoice number through the Niger State Consolidated Account; e-bill platform in sub-head Building Plan Application Fee (Urban Development Board) from the following link: https://nigerigr.com/c/generate-invoice • Payment will then be made using the invoice number generate data by commercial bank. • Evidence of payment for registration fees shall be submitted to the Board via nsudb.mx@gmail.com or at Niger State Urban Development Board Headquarters: Block F Old Secretariat, Mu’azu Mohammed Road, Minna or Zonal Offices at Bida, Suleja, Kontagora, New Bussa and Lapai Local Government Areas Niger State. • For Manual Submission: Submit the duly completed application form through: nsudb.mx@gmail.com or at the Board’s Headquarters Registration Office, Block F Old Secretariat, Mu’azu Mohammed Road, Minna. Applications can also be submitted at the zonal offices in Bida, Suleja, Kontagora, New Bussa and Lapai if the sites are within the zonal areas. • Application shall be accompanied with evidence/proof of payment of application processing fees and all the relevant documents detailed in step 2 above. • The process above can be achieved within 1 workingday
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STAGE 4	<p>Acknowledgement of Receipt of Application.</p> <ul style="list-style-type: none"> • Application will be provided with a registration reference number • The applicant will be issued with acknowledgement letter stating the application reference number and any further requirements. • Processing timeline is within five (5) working days. However, the timeline depends on the applicant’s submission of appropriate documents, satisfactory drawings that meet the basic requirements, conduct of site inspection and reporting.
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STAGE 5

Issuance of Development/Building Permit.

- Successful applications are assessed and the building/development plan permit fee calculated based on the schedule of fees: <https://nogp.nigerstate.gov.ng/storage/NIGER-STATE-TAX-ADMINISTRATION-AND-CONSOLIDATION-LAW-2022.pdf> page A143 - A147
- Successful applicants are notified through issuance of Demand Notice to pay the permit fee via applicants' email address or hard copies at the designated offices.
- Payments is to be made by generating invoice through the Niger State Consolidated Account; e-bill platform in sub-head **Building Plan Approval Fee (Urban Development Board)** from the following link: <https://nigerigr.com/c/generate-invoice>
- Payment will then be made using the invoice generated at any commercial bank.
- Evidence of payment for Permit fees shall be submitted to the Board via nsudb.mx@gmail.com or at the Board's Headquarters Registration Office, Block F Old Secretariat, Mu'azu Mohammed Road, Minna. Evidence of payment can also be submitted at the zonal offices in Bida, Suleja, Kontagora, New Bussa and Lapai if the sites are within the zonal areas.
- Issuance of building permit will be within three (3) working days from the date of submission of evidence of payment for Permit fee by the applicant.
- **Where all requirements are met, the entire permit process takes five (5) working days**
- Applicants are to collect the building permit at the Headquarters or Zonal Offices.
- The Board's offices operate between 8:00am and 4:00pm Mondays to Friday except public holidays

Signed:.....

Director General

Niger State Urban Development Board, Headquarter Office: Block F Old Secretariat, Mu'azu Mohammed Road, Minna. Zonal Office: Bida, Suleja, Kontagora, New Bussa and Lapai Local Government Areas, Niger State.

Web: www.nsudb.nigerstate.gov.ng Cell: 08034508016, 08099447661,

Email: info@nigerstateudb.com.ng, nsudb.mx@gmail.com

APPENDIX: FEES AND CHARGES

A 142

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PART III

URBAN AND REGIONAL PLANNING LAW

(assessable by Niger State Urban Development Board (NSUDB))

1. The planning and development permit fees, penalties and other related fees for all categories of development in respect of areas as set out in the second column hereunder shall be as specified in Tables 1-12 of this part.

Zone 1 – NIGER Metropolitan Area	<ul style="list-style-type: none"> – Minna – Bosso – Paiko – Gurara – Suleja – Tafa
Zone 2	<ul style="list-style-type: none"> – Kontagora – Bida – Mokwa – Agaie – Lavun – Lapai – Katcha – Gbako
Zone 3	<ul style="list-style-type: none"> – Edati – Shiroro – Sarkin pawa
Zone 4	<ul style="list-style-type: none"> – Mariga – Borgu – Rijau – Mgama – Wushishi – Mashegu – Agwara – Rafi – Gbako

Table 1 – Residential

Category	Zone 1	Zone 2	Zone 3	Zone 4
High Density Residence to be occupied by a single household in a high-density area (Bungalows, Duplexes, Flats, Terraces, etc.)	₦22/m ³	₦22/m ³	₦10/m ³	₦10/m ³

Medium Density Residence to be occupied by a single household in a medium-density area (Bungalows, Duplexes, Flats, Terraces, etc.)	₦30/m ³	₦25/m ³	₦10/m ³	₦10/m ³
Low Density Residence to be occupied by a single household in a low-density area (Bungalows, Duplexes, Flats, Terraces, etc.)	₦60/m ³	₦50/m ³	₦25/m ³	₦25/m ³

- All paved and green areas within residential development areas shall not be included in the volumetric calculation for determining development fees.

Table 2 – Commercial

Category		Zone 1	Zone 2	Zone 3	Zone 4
Hotels Hotels, Motels, Guest Houses, etc.	Paved Area / m ²	₦ 75	₦ 60	₦ 60	₦ 60
	Structures / m ³	₦ 90	₦ 85	₦ 60	₦ 60
Restaurants, Cafes, Bars, Eateries etc.	Structures / m ³	₦ 100	₦ 80	₦ 70	₦ 70
Shops Hairdressers, Internet Cafes, Dry Cleaners, Supermarkets, Travel Agencies, Estate Agents, Furniture Showrooms etc.	Structures / m ³	₦ 90	₦ 80	₦ 70	₦ 70
Businesses Financial and Professional Services (Banks, Insurance Companies, Bureau de Change, etc.)	Paved Area / m ²	₦ 75	₦ 75	₦ 75	₦ 75
	Structures / m ³	₦ 100	₦ 100	₦ 100	₦ 100
Commercial Shops Markets, shopping malls, Shopping Complex, Office Complex etc.	Structures / m ³	₦ 100	₦ 80	₦ 70	₦ 70

Filling Station	Paved Area / m ²	₦ 75	₦ 75	₦ 75	₦ 75
	Structures / m ³	₦ 120	₦ 120	₦ 120	₦ 120
	Flat Rate / Pump	₦ 40,000	₦ 30,000	₦ 30,000	₦ 30,000

Table 3 – Industrial

Category		Zone 1	Zone 2	Zone 3	Zone 4
Light Warehouse, Commercial Bakery, Printing Press, Block Industry, Abattoir etc.	Paved Area / m ²	₦ 50	₦ 45	₦ 40	₦ 40
	Structures / m ³	₦ 80	₦ 70	₦ 55	₦ 55
Medium Furniture Manufacturing, Rice Mills, Edible Oils, etc.	Paved Area / m ²	₦ 70	₦ 65	₦ 55	₦ 55
	Structures / m ³	₦ 90	₦ 80	₦ 70	₦ 70
Heavy Quarries, Mining, Fertiliser Blending Plants, etc.	Paved Area / m ²	₦ 100	₦ 90	₦ 80	₦ 80
	Structures / m ³	₦ 150	₦ 130	₦ 110	₦ 110

Table 4 – Institutions

Category	Zone 1	Zone 2	Zone 3	Zone 4
Health Institutions Premises where the primary purpose is the provision of private healthcare services (Hospitals, Pharmacies, Clinics, Labs, Dental Clinics, etc. not owned by the government)	₦ 100/m ³	₦ 75/m ³	₦ 50/m ³	₦ 50/m ³
Educational Institutions Premises where the primary purpose is the provision of private educational services (Schools, Tertiary Institutions, Training Centres, etc. not owned by the government)	₦ 50/m ³	₦ 40/m ³	₦ 30/m ³	₦ 30/m ³

Shared Residential Institutions/Hostels, etc Residential accommodation for those in need of care (Hostels, Boarding House, Hospices, Nursing Homes, Orphanages etc. not owned by the government)	₦ 30/m ³	₦ 20/m ³	₦ 20/m ³	₦ 20/m ³
Public Institutions Premises where the primary purpose is the provision of public services (Secretariat, Library, Police Station, Military, Museum, etc)	₦ 5/m ³	₦ 3/m ³	₦ 3/m ³	₦ 3/m ³

- All paved and green areas within institutions shall not be included in the volumetric calculation for determining development fees.

Table 5 – Recreational

Category		Zone 1	Zone 2	Zone 3	Zone 4
Leisure Area for indoor or outdoor sports or recreation (Fitness Centres, Golf Range, Event Centre, Night Club etc.)	Paved Area / m ²	₦ 150	₦ 150	₦ 150	₦ 150
	Structure / m ³	₦ 100	₦ 80	₦ 70	₦ 70
Parks and Gardens Neighbourhood Park, Botanical Gardens, Zoos, etc.	Paved Area / m ²	₦ 100	₦ 100	₦ 100	₦ 100
	Structure / m ³	₦ 50	₦ 50	₦ 50	₦ 50

Table 6 – Agricultural

Category		Zone 1	Zone 2	Zone 3	Zone 4
Agricultural Farm Houses, Orchards, Hatcheries, Ranches etc.	Flat Rate / Ha	₦ 10,000	₦ 10,000	₦ 10,000	₦ 10,000
	Structure / m ³	₦ 20	₦ 20	₦ 20	₦ 20

Table 7 – Temporary Uses

Category	Zone 1	Zone 2	Zone 3	Zone 4
Horticultural Agriculture of plants mainly for comfort and beauty or decoration	₦ 3,000/m ²	₦ 2,500/m ²	₦ 2,000/m ²	₦ 2,000/m ²
Commercial Kiosks, Car Wash, Cottage Industries	₦ 5,000/m ²	₦ 4,000/m ²	₦ 2,500/m ²	₦ 2,500/m ²

Table 8 – Other Structures

Category	Fees
Gazebo	₦ 500/m ³
Water Features Swimming Pools, Water Fountains, etc.	₦ 1,000/m ³

Table 9 – Fencing

(The construction of a fence only does not constitute "development" in the Law and the title is subject to revocation if not developed within the time limit prescribed in the terms of grant)

Category	Type	Fees
Residential	High Density	₦30/m ²
	Medium Density	₦40/m ²
	Low Density	₦50/m ²
– Residential (Estates)	First 1-10 Ha	₦350/m ²
	Next 11-20 Ha	₦300/m ²
– Agricultural	Next 20-50 Ha	₦200/m
– Institutions	Next 51-100 Ha	₦100/m ²
	Above 100 Ha	₦50/m ²

Table 10 – Penalties for Development without a Permit, and not recommended for demolition by NSUDB

Category	Fees
Residential (High Density)	150,000 + 500% of Permit Fees
Residential (Medium Density)	300,000 + 500% of Permit Fees
Residential (Low Density)	600,000 + 500% of Permit Fees

Commercial	1,000,000 + 500% of Permit Fees 2,000,000 + 500% of Permit Fees
Industrial Institutional Recreational Agricultural	500% of Permit Fees
Fencing	150% of Permit Fees
Land Use Violation (Change of Purpose - Annual)	1% of Land Value per annum imposed on the 1 st of January of each year in addition to Ground rent and Land Use Charges.

Table 11 – Other Planning and Development Fees

Category	Fees
Application/Processing Fees	₦ 5,000 per Submission (Individual) ₦ 10,000 per Submission (Organisation)
Renovation Fee	25% Prevailing Permit Fees 100% Permit Fees (No proof of Planning Permit)
Revalidation Permit Fees	25% Prevailing Permit Fees
Re-Stamping Fees of Lapsed Permit	25% Prevailing Permit Fees
Demolition Fees	₦ 250,000 per Storey/Building
Temporary Use (Annual Renewal)	50% of Permit Fees