BUILDING PERMIT APPLICATION GUIDELINES

1. The application form shall be completed in full and submitted directly to KASUPDA Customer Service:

    1.1   an Individual Applicant shall use Form BPI
    1.2   a company or organisation shall use Form BPO

2. The application form should be submitted together with the following documents:

    2.1   Evidence of payment of N5,000 application processing fee for Individual (BPI) and N10,000 for company or organisation (BPO); payment can be made at any commercial bank using the KASUPDA PAYDIRECT account, or at KASUPDA Customer Service by POS using debit or credit card.

    2.2   KADGIS digital certificate of occupancy. A copy will be submitted.

    2.3   Where a KADGIS certificate has not been issued, a KADGIS acknowledgement letter may be submitted, however, this may cause a delay in the processing of your application pending when a copy of the digital certificate of occupancy will be made available.

    2.4   Two copies of A3 sized architectural working drawings & details sealed stamped and endorsed by the architect (all developments)

    2.5   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 (all developments).

    2.6   Site Analysis Report prepared by KASUPDA's registered consultants with a clear satellite image, sealed, stamped and endorsed by a Town Planner (all developments).

    2.7   Two copies of A3 sized mechanical/electrical working drawings & details, sealed, stamped and endorsed by the respective engineers (all developments).

    2.8   Two copies of A3 sized structural working drawings & details, sealed, stamped and endorsed by the Engineer (storey buildings, warehouses, petrol/gas stations & others with special structural requirements).

    2.9   Structural calculation sheets, letter of attestation of design, sealed, stamped and endorsed by the Engineer (developments listed above 2.8).

    2.10 Soil investigation report (multi-storey developments that exceeds three floors).

    2.11 KEPA's Environmental Impact Assessment (EIA) approval certificate (agricultural, petrol/gas stations, commercial, industrial, institutional, mass housing and other developments).

    2.12 Feasibility/Viability Report prepared by KASUPDA 's registered consultants (mass housing and other developments).

    2.13 Tax Clearance Certificate/Tax Identification Number [TIN] (all developments).

    2.14 Service Approvals: Fire and Police Reports (petrol/gas stations, hotels and multi-storey developments that exceeds four floors).

    2.15 Most recent passport sized photograph for individual application (BPI); and company seal or stamp on application form for organisation (BPO).

    2.16 District head confirmation required for unplanned layout.

    2.17 Recent utility bill or bank statement (same address with contact address specified on form).

    2.18 Photo identification document; accepted IDs include: *International Passport; National ID Card; Drivers Licence; Voter Registration Card; Tax Identification Card.*