

This Form is FREE



KADUNA STATE OF NIGERIA
Kaduna State Urban Planning and Development Authority

Application For Grant of Building Permission

KBP	KBP Number	(Fill in CAPITAL LETTERS and tick the appropriate items. DO NOT FOLD this form)	KDL	KADGIS FILE NUMBER
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An **application processing fee of N10,000** must be paid before or at the point of submission of the Permission Application

FOR OFFICIAL USE ONLY

Application Date: _____
Day / Month / Year

Application Fees: Application Processing Fee

BOX 1 APPLICANT

All applicants must complete Box 1 in full. All applicants must submit the **original documents** used to identify the organisation; they will be copied and returned. The **original identification document** used to prove identity of the MD/CEO/Chairman must be submitted; it will be copied and returned.

Name of Organisation: _____

Corporate Affairs Commission Number (CAC): _____ Date of Registration: _____
Day / Month / Year

TIN: _____ Tax Identification Number (Optional) Phone: _____ Email: _____

CEO/MD/Chairman Information

Title: _____ First: _____ Middle: _____ Surname: _____

Designation: _____ Phone: _____ Email: _____

Identification: International Passport National ID Card Voter Registration Card
 Tax Identification Card Driver's License ID Number _____

BOX 2 ADDRESS

All applicants must complete Box 2 in full. This should be your normal residential address.

House No: _____ (7) Street Name: _____ (Ahmadu Bello Road)

District: _____ (Sabon Gari) City/Town: _____ (Zaria) State: _____ (Kaduna)

Country: _____ (Nigeria) P.O./P.M.B.: _____ (040 Zaria) C/O: _____

Additional Address Information: _____ (G.R.A Res. Estate)

BOX 3 REPRESENTATIVE

Applicants who wish to appoint a representative must complete Box 3 in full. The **original identification document** used to prove the identity of the representative must be submitted; it will be copied and returned. *Applicants Note: the representative is authorised to submit and receive information and documents pertaining to this application.*

First: _____ Middle: _____ Surname: _____

Phone 1: _____ Phone 2: _____ Email: _____

Identification: International Passport National ID Card Voter Registration Card
 Tax Identification Card Driver's License ID Number _____



BOX 4 PLOT

Please fill in the below information of the plot that has been or will be developed.

Land Use	_____	Purpose	_____
District	_____	L.G.A	_____
Plot Description / Address: _____ _____			

BOX 5 REQUIRED DOCUMENTS

Applicants should submit all the relevant documents, with minimum requirement indicated below. If you have multiple relevant documents, please submit them and tick the documents that you acquire. **Please note that any drawings should be endorsed by a relevant professional.**

<input type="checkbox"/> Copy of the Digital Certificate of Occupancy (KADGIS)	<input type="checkbox"/> Site Analysis Report
<input type="checkbox"/> 2 Copies of Structural Drawings and Details	<input type="checkbox"/> Copy of KEPA's Environment Impact Assessment
<input type="checkbox"/> Copy of Structural Calculations	<input type="checkbox"/> Copy of KADGIS DLA Sketch Plan
<input type="checkbox"/> 2 Copies of Architectural Drawings and Details	<input type="checkbox"/> Soil Investigation Report
<input type="checkbox"/> 2 Copies of Mechanical/Electrical Drawings and Details	<input type="checkbox"/> Copy Of Service Approvals (Fire and Police Reports)

BOX 6 SIGNATURE

All applicants must affix their signature; the application will not be accepted without signature. In the case of a representative, they must also affix their signature.

Applicant Signature: _____	Representative Signature: _____
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