



Building / Construction Permit Application

Adamawa State Urban Planning & Development Authority (ASUPDA)

November 2025

STEP 1: ACCESS THE E-PERMIT PORTAL

- Visit <https://asupda.adamawastate.gov.ng/>
- Click **E-Services** on the menu bar
- Select **E-Permit Application**

STEP 2: CREATE AN ACCOUNT (NEW USERS)

- Click **Create New Account**
- Complete registration details accurately
- Login credentials are sent to your **registered email**

STEP 3: LOGIN TO DASHBOARD

- Log in using your email and password
- From the right-hand menu, click **My Applications**

STEP 4: START A NEW APPLICATION

- Click **Submit New Application**
- Complete the online form and Select Building Permit as the Permit Type
- Upload all required documents (see checklist below)

REQUIRED DOCUMENTS (UPLOADED ONLINE)

Applicants must upload **clear soft copies** of the following:

Land & Ownership Documents

- Sales Agreement (stamped & signed by District Head)
- Local Government Right of Occupancy
- Grant Right of Occupancy (R of O)
- Clearance Letter from Ministry of Land & Survey
- Certificate of Occupancy (C of O)

- Perfected Deed of Assignment (where applicable)
- Title Deed Trace (TDT)

Technical & Professional Documents

- Architectural Working Drawings (Site Plan, Floor Plans, Elevations, Sections, Mechanical & Electrical Designs)
- Structural Drawings & Calculations (for storey buildings, warehouses, factories, fuel/gas stations, hotels, etc.)
- Drawings must be sealed and endorsed by **registered professionals**

Environmental Requirement

- Environmental Impact Assessment (EIA) Report
(Mandatory for developments exceeding ½ hectare, more than 3 floors, large-scale industry, warehouses, petrol or gas stations)

STEP 5: APPLICATION & INITIAL PAYMENT

- Submit application online
- Pay **₹10,000** (fixed Application Processing Fee) via Remita
- Digital receipt and application reference number generated

STEP 6: SITE INSPECTION

- Pay **₹20,000** (fixed Inspection Fee) via Online Payment Gateway
- Inspection date scheduled automatically
- ASUPDA officials inspect the proposed development site

STEP 7: TECHNICAL REVIEW & SCREENING

- ✓ Screening of architectural, structural, mechanical & electrical designs
- ✓ Compliance with planning regulations verified

STEP 8: APPROVAL FEE PAYMENT

- Approval fee generated based on inspection outcome
- Applicant pays approval fee via Online Payment Gateway
- Digital receipt issued

STEP 9: APPROVAL & PERMIT ISSUANCE

- Applicant notified electronically upon approval
- Building Permit generated
- Permit can be **downloaded online** or collected at ASUPDA (where required)

STANDARD PROCESSING TIMELINE

Stage	Duration
Land Clearance (Min. of Land & Survey)	15 days
Application Processing	5 days
Site Inspection	10 days
Screening & Approval	10 days