



**ADAMAWA STATE URBAN AND PLANNING DEVELOPMENT AUTHORITY  
(ASUPDA)  
GUIDELINE FOR BUILDING PERMIT**

Section 30 of the Decree No 88 Of 1992 Law says: A developer (whether private or governmental) shall apply for a development permit in such manner using such forms and providing such information including plans, designs, drawings and any other information as may be prescribed by the REGULATIONS made pursuant to this section.

With that, developers are required to do the following to obtain a building permit

1. Prepare copies of the following required documents to process your application
  - 1) Sales agreement letter stamped and signed by the District Head.
  - 2) Local Government Right of Occupancy.
  - 3) Grant Right of Occupancy (R of O).
  - 4) Clearance letter from Ministry of Land and Survey in respect to **(Appendix B)** below.
  - 5) Certificate of Occupancy (C of O).
  - 6) Perfected Deed of Assignment in respect to (v) above after undergone transfer of ownership (purchase).
  - 7) Title Deed Trace (TDT)
  - 8) A well detailed Environmental Impact Assessment (EIA) Report is mandatory for Development in excess of ½ hectare or Development in excess of three (3) floors, large scale industry, ware houses, petrol filling and service or Gas stations.
  - 9) Three (3) hard copies of A3 Sized/structural working drawing and details sealed and endorsed by an Engineer (story buildings, ware houses, petrol/Gas station, Hotels and others with special structural requirements).



- 10) Three (3) hard copies of Architectural Working Drawings (including Site Plan, Floor Plans, Elevations, Sections, Mechanical and Electrical Designs).
2. Visit Adamawa State Urban Planning Development Authority (ASUPDA) **ASUPDA's Head Office, Director Planning Office, Hospital Road, Opposite State Low Cost, Jimeta-Yola, Adamawa State Nigeria** and submit document prepared in step 1 above. **call us on: +234070616045**  
**<http://adgis.ng/docs/building-permit.pdf> (for more details)**  
**(8 am to 4 pm, Monday to Friday, excluding public holidays)**
3. An invoice of N10,000 (fix rate) for **application processing Fee** will be issued to you
4. Make the payment through Remita and submit evidence/proof of payment to ASUPDA
5. Registration/Documentation: receipt and file number will be issued to you  
**Note: From this stage registration and documentation of the submitted documents will be carried out**
6. A client will pay additional N20,000 (fix rate) **"Inspection fee"** through **REMITA (Appendix C)** and will be scheduled an appointment with an officer to visit the land/property for Inspection of proposed site for development
7. Screening of Architectural working Drawings (including all Elevations, Section, Electrical, Mechanical and Site Plan Analysis) of the inspected land/property
8. Invoice of for **Approval Fee** based on inspection will be generated and issued to you (Appendix A) and be paid through REMITA (**Appendix C**)
9. Submit the evidence/proof of payment for Approval Fee and a receipt will be issued to you.
10. After all administrative process, the applicant will be notified of successful processing and can visit ASUPDA Yola customer center to collect the Building Permit in person or issue an authorization letter duly signed by the applicant attaching copy of approval fee receipt, passport of applicant and valid identity card of the representative.



## SUMMARY OF TIME-FRAME

SN	TYPE OF APPLICATION	PROCESS TIME (DAYS)
1	Clearance from Ministry of Land and Survey	15
2	Application for Building Permit (step 1 - 5)	5
3	Inspection	10
4	Screening/Approval	10

For further inquiry you can visit us at:

***ASUPDA's Head Office,  
Hospital Road, Opposite State Low Cost,  
Jimeta-Yola, Adamawa State Nigeria  
or call us on: +234070616045***

Sign:  
***General Manager, ASUPDA  
November 14 2022  
10.00 am***



**APPENDIX**

**Appendix A  
Approval Fee Charges**

<https://www.adamawabir.org/resources/Adamawa%20State%20Revenue%20Administration%20Law%202020.pdf>

A141 Law No. 12 of 2020

*Adamawa State Revenue Administration Law, 2020*

(47) (a) Town Planning Charges

S/N	Land Use	Approval of Building Plans		
		Yola/Jimeta	Zonal Hqrt.	Other Towns
		Rate ₦	Rate ₦	Rate ₦
	<b>Industrial</b>			
	Heavy Industrial	50,000	37,000	25,000
	Light Industries	30,000	15,000	5,000
	Cottage Industries	20,000	10,000	2,500
<b>Commercial Development</b>				
	Banks/Financial House	37,500	30,000	5,000
	Dept. Store/Supermarket	25,000	12,500	7,500
	Ware House	20,000	10,000	5,000
	Rental shops	1,250 per Shop	500 per Shop	250per room
	Private Hospital	25,000	20,000	15,000
	Private Business Office	20,000	10,000	2,500
	Bakery	20,000	15,000	5,000
	Medicine Store/Pharmacy/ Chemist	15,000	2,500	1,250
	Maternity Home/Clinic	10,000	5,000	2,500



*Adamawa State Revenue Administration Law, 2020*

Law No. 12 of 2020 A142

	Cinema Theatre House	20,000	10,000	2,500
	Petrol Filling Station	75,000	40,000	30,000
	High Standard Hotel	30,000	20,000	5,000
	Guest House Lodges (Commercial/Private)	20,000	10,000	2,500
		<b>Yola/Jimeta</b>	<b>Zonal Hqrt.</b>	<b>Other Towns</b>
	Night Clubs	10,000	5,000	1,500
	Restaurants/Beer Parlor	15,000	7,500	1,250
	Private Primary School/Nursery	25,000	15,000	10,000
	Private Sec. School Tertiary Ins/University	37,500	25,000	15,000
	High Density (Bungalow)	7,500	5,000	3,750
	Medium Density (Bungalow)	10,000	6,250	5,000
	Medium Density (Bungalow) Boys Quarter/Guest House	17,500 per flat	7,500 per flat	5,000 per flat
	Low Density (Bungalow)	20,000	10,000	7,500
	Low Density (Bungalow) Boys Quarter/Guest House	25,000 per flat	7,500 per flat	7,500 per flat
	Tenement Buildings	1,250 per room	1,000 per room	500 per room
	Condonation	10,000	5,000	5,000
<b>PLACE OF WORSHIP</b>				
	Upstairs	50% of the Ground plan approval (1st Floor approval) 25% of the Ground plan approval (2nd Floor approval) 12.5% of the Ground plan approval (3rd Floor approval)		
	Re: Approval	50% of approval fees		
	Extra Copies	500 per set		





A143 Law No. 12 of 2020

Adamawa State Revenue Administration Law, 2020

Mosque, Church with less than 100 people Capacity	10,000	5,000	1,000
Mosque or Church with greater than 100 people Capacity	15,000	7,500	2,500

### FENCING PERMITS

Description	Yola/Jimeta	Zonal Hqrt.	Other Towns
	Rate ₦	Rate ₦	Rate ₦
High Density Area	₦1.66 per square Meter		
Medium Density Area	₦13.66 per square Meter		
Low Density Area	₦16.66 per square Meter		
<b>Other Areas</b>			
Workshop & Car Wash	20,000	10,000	3,500
Domestic garage	20,000	All through	
Gate Houses	10,000	All through	
Generator Rooms	5,000	All through	
Separate landscaping	10,000	All through	
Temporary Permission	20,000	10,000	1,500
Mast	600,000		
Parks/Garden Crash into Round about Other damage	Cost of Replacement negotiable, depending on the degree of damage and 5% negotiable value to treasury		



## **Appendix B**

### ***Clearance Permit***

1. Apply for “Clearance for Building Permit” through the Commissioner for Ministry of Land and Survey, Yola (**No. 23 Sir Kashim Ibrahim Way, Jimeta-Yola.**) with the Application and either of the following document (R of O or C of O)
2. Invoice will be issued to the applicant for payment of Verification Fee (N20,000 Fix rate) to be paid through Remita as outline in **Appendix C (Payment Modalities)**
3. Upon confirmation of payment, verification process will commence
4. After a successful verification, approval will be communicated to the applicant
5. The Approval/Clearance document will now form part of the documents required by ASUPDA for the Application of Building Permit

#### **Process Time-Frame**

10 working days



## Appendix C

### PAYMENT MODLAITIES

Unless stated otherwise, all payment should be made through REMITA. Please follow the guideline below:

- go to <http://www.remita.net>
- Click pay TSA & States. You will be redirected to “Pay a biller” page
- in the “Who do you want to pay text input”, Search for URBAN PLANNING DEVELOPMENT AUTHORITY - ADAMAWA STATE GOVERNMENT
- in the “Name of service/purpose” from the drop-down menu, select the “Approval of Building Permit”
- type in the amount to be paid as specified in the invoice issued in the “amount” input
- fill the other required fields
- then submit

The screenshot shows the 'Pay a biller' page on the REMITA website. The header includes the REMITA logo and navigation links for 'ABOUT', 'REMITA MOBILE', 'DEVELOPERS', 'SIGNIN', and 'SIGNUP'. The main content area is titled 'Pay a biller' and displays the following information:

- Biller Information:** URBAN PLANING & DEVELOPMENT AUTHORITY - ADAMAWA STATE GOVERNMENT
- Who do you want to pay:** URBAN PLANING & DEVELOPMENT AUTHORITY - ADAMAWA STATE GOVERNMENT
- Name of service/purpose:** 53053001-12040266 - APPROVAL OF BUILDING PLANS
- Amount To Pay (₦):** (Empty field)
- Select currency:** NGN - Nigerian Naira
- Payer's name:** (Empty field)
- Payer Phone:** (Empty field)

Fig. 1