



ADAMAWA STATE WATER BOARD

PROCEDURE FOR OBTAINING PERMISSION TO LAY/ALTER/EXTEND A PRIVATE WATER SUPPLY SERVICE FOR BUSINESSES

Guiding Laws & Regulation

In pursuant of the Provisions of the ADAMAWA State Water Board Edict, Section 7 of 1996, and Adamawa State Revenue Administration Law, No. 2020 First schedule, Section 4, Item 13, Water Board Fees, Pages A73-A74

https://finance.adamawastate.gov.ng/ova_doc/adamawa-state-revenue-administration-law-2020/

All individuals and businesses seeking to obtain approval to connect to public water supply in ADAMAWA State can apply through the following process;

STEP 1: Register your property using any of the channels below:

Adamawa State Water Board Head Quarters,
P.M.B 2088, Bank Road, Jimeta, Yola

- 1. Yola District Office:** Yola North , Yola South, Fufure, Girei, Song, Gombi, Hong
- 2. Mubi District Office:** Madagali, Michika, Mubi North, Mubi South, Maiha
- 3. Numan District Office:** Lamurde, Numan, Demsa, Guyuk, Shelleng, Mayo-Belwa,
Jada, Ganye, Toungo

The registration form can be accessed via the link below;

For new/ altering / extending water supply connection:

https://adamawastate.gov.ng/ova_doc/application-for-permission-to-lay-alter-extend-a-private-water-service/

STEP 2: Prepare relevant documents

To process your application the following documents are required:

- Land Title documents.
- NAFDAC Registration Certificate (**Commercial only**)
- Evidence of Corporate Affair Registration CAC (**For commercial**)
- Tax Clearance Certificate (TCC) and Tax Identification Number [TIN].
Enterprises may obtain TCC and TIN from the ADAMAWA State Internal Revenue Service or via [Adamawa State Harmonized E-Tax Portal \(Adamawastate.gov.ng\)](http://Adamawastate.gov.ng)

STEP 3: Payment of applicable charges

Please see the applicable charges on pg.74-75 of the ADAMAWA State Administration, Collection of Revenue due to the State and local Government Councils and to establish the Relevant Administrative Structures Law No. 008, 2020 via below link:

https://finance.adamawastate.gov.ng/ova_doc/adamawa-state-revenue-administration-law-2020/

Pay charges using any of the channels below:

- Any Commercial Bank in the State using the TSA ADAMAWA PAYDIRECT account.
- Make payment using TSA Online payment platform via Pay a biller (remita.net)
- PoS using a debit/credit card at the ADAMAWA State Internal Revenue Service Customer Service Centres located at any of the (21) ADAMAWA State Water Board Stations.

** Applicants will instantly be issued a payment receipt upon payment.

STEP 4: Submission of documents

Kindly submit duly completed registration form, relevant documents (as listed in Step 2), and evidence of payment of fees directly to the Zonal Officer in any of the Zonal offices (listed in Step 1 above).

STEP 5: Site inspection: Staff of the Adamawa State Water Board undertake an inspection of the facility/site.

Timeline: 5 days of submission of documents and payment

STEP 6: Approval

Successful applicants are issued Water Connection Certificate (WCC) by the appropriate Zonal Officer after Inspection.

Timeline: 5 days

For more information, inquiry, or complaints please contact the Water Board of the Ministry of Water Resources, **Adamawa State Water Board, Bank Road, JImeta, Yola. Between 8:00 AM and 4 PM (Monday–Friday, excluding public holidays).**

Contact Number: 08034434014
info@water.adamawastate.gov.ng

Signed:
General Manager,
Adamawa State Water Board
December 1, 2023