



BUILDING PERMIT APPLICATION GUIDELINES

In pursuant of the Katsina State Urban and Regional Board Law No. 2 of 2011, all developers (private or government) shall apply for development permit through the following process

1. Obtain free building permission Application form from:
Katsina State Urban and Regional Planning Board,
No. 9 Sarki Abdulrahman Way, Katsina.
+234 803 752 3668
OR
Download the Application Form from our website under the Download Forms Section Building permission application form.
Fill out the form completely and accurately. Leave NO section empty or unanswered.
2. Copies of the following documents are required to process building permit application.
 - Duly completed building permission application form
 - Copy of proof of Land ownership RofO i.e., Statutory or customary (District head confirmation/endorsement for customary land ownership)
 - Three copies of complete architectural building plans (building plans to be prepared by an architect)
 - Copies of Structural drawings (Storey buildings, warehouses, Petrol filling Station and any development with special structural development)
 - Environmental Impact Assessment (Industrial buildings, warehouses, Petrol Filling Station, residential development in excess of 2.3ha and above and any development that may impact the environment)
 - Tax Clearance Certificate for either individual or cooperate bodies
 - Certificate of incorporation where applicable
 - Soil Investigation Report (Multi-storey development that exceed two floors)
 - Site Analysis Report
3. Completed application form and attach applicable documents as in (2) above to be submitted to the Katsina State Urban and Regional Planning Board located at No. 9 Sarki Abdulrahman Way, Katsina.
4. Payment of processing fee at Katsina State Urban and Regional Planning Board located at No. 9 Sarki Abdulrahman Way, Katsina, as stipulated in the Katsina State Tax Codification and Consolidation Law, 2020. The applicable fee will be assessed based on the area and proposed development.



5. Upon submission of the completed application form and payment of processing fees, applicants will be issued evidence of payment that carries the file number of the application.
6. Processing of submitted applications for building permits will take 14 working days before the notification for collection.
7. Successful applicants are notified via a call for collection of Building Permit by the desk officer, URPB **+234 803 752 3668**
8. Collect Building Permit at the Urban Regional Planning Board located at No. 9 Sarki Abdulrahman Way, Katsina. **+234 803 752 3668**. info@urpb.gov.ng

Signed:
Honourable Commissioner,
Katsina State Ministry of Lands and Survey.
October 2022