



Borno State Urban
Planning and
Development
Board (BSUPDB)

APPLICATION PROCESSES AND GUIDELINES FOR OBTAINING BUILDING PERMIT IN BORNO STATE

In pursuant of Borno State Urban and Regional Planning Law 2001, all individuals and organizations seeking to develop their land in Borno State can apply for Development (Building) permit through the following process:

Step 1:

Start your application by using any of the channels below.

Obtain an appropriate building permit application form for free at BSUPDB Headquarters located at N0.1 Mai Ibrahim Road or print the applicable form.

New Building and Alteration/Renovation

- Building Permit Individuals (BPI): <https://pfm.bo.gov.ng/wp-content/uploads/2022/12/Application-for-Development-Permit-Individual-BPI-1.pdf>
- Building Permit Organizations (BPO): <https://pfm.bo.gov.ng/wp-content/uploads/2022/12/Application-for-Development-Permit-Organisation-BPO-1.pdf>

Step 1:

Prepare all relevant documents

Copies of the following are required to process your application for a Building permit.

1. One copy of BOGIS Certificate of Occupancy (C of O). Visit <https://ogis.bornostate.gov.ng/services> to register your property/guidelines. Note: where a BOGIS C.of O has not been issued, a BOGIS acknowledgement may be submitted. Please note that this may cause a delay in the processing of the Building Permit.
2. THREE copies of A3 sized Architectural drawings sealed stamped and endorsed by a registered architect (for all Developments). Note ARCON project registration number (APRN) should be indicated on each sheet of the drawings and a copy of the Architect's current professional license (for all developments).
3. Site analysis report prepared by consultants registered by BSUPDB (link to the registered consultants with BSUPDB will be inserted) with a clear satellite imagery sealed, stamped, and endorsed by a Town Planning Registration Council (TOPREC) registered town planner (for all developments).
4. One copy and soft copy (Compact Disk/Flash Drive) of A3 sized mechanical/Electrical working drawings details, sealed, stamped, and endorsed by a Council for the Regulation of Engineering in Nigeria (COREN) registered mechanical and Electrical Engineer (for all Developments).
5. THREE copies of A3 sized structural working drawings and details, sealed stamped, and endorsed by a COREN registered structural engineer (for storey buildings, ware houses, petrol/gas stations others with structural requirements).
6. Structural calculations sheets, letter of attestation of deigns, sealed, stamped and endorsed by a COREN registered structural engineer (for Developments in No.5 above).
7. Soil investigation report (for multi-Storey developments that exceeds three floors)(link to the approved Consultants and Institution will be provided)
8. BSUPDB 's Environmental Impact Assessment (EIA) approval Certificate (for agricultural, petrol/gas stations, commercial, industrial, mass housing and other multi storey Residential Developments.
9. Feasibility/Visibility Report prepared by Consultants registered by Borno State Urban Planning and Development Board (BSUPDB).(link to list of registered consultants will be provided).
10. Tax Clearance Certificate (TCC) and Tax Identification number (TIN)(all Developments)
11. Service approvals including Fire and Police Reports (for petrol/gas stations, Hotels and Multi -Storey developments that exceeds four floors. Visit/contact any fire service department/police stations nearest to you in Borno State for a fire/police report.
12. Most recent passport sized photograph for individual application (BPI) and company seal or stamp on application form for organizations (BPO)
13. District Head confirmation required for unplanned area.
14. Recent Utility Bill or bank statement (containing same address with contact address specified on the form.)
15. Photo identification Document: Accepted IDS include international passport, National ID card, Driver's License, Voter Registration Card, or Tax Identification Card.

Step 3:

Submit application Form

- Manual Submission
- Pay the applicable Processing fees(Individual N5000and Companies/Organizations N10,000) using Remita platform in favor Borno State Urban Development Board and select the type of service you are paying for.(Payments can be made at any Bank or at the ICT Unit of BSUPDB either using POS or internet Banking)
- Submit the completed Application Form directly to BSUPDB ICT registry at No.1 Mai Ibrahim Road ,Behind State Secretariat, Opposite Gov't Girl's College Maiduguri.
- ELECTRONIC SUBMISSION
- Make payment using BSUPDB online Remita platform
- Complete application form online and upload all required documents via pfm.bo.gov.ng
- CONFIRMATION OF APPLICATIONS:

Upon submission of your application form,applicants will be provided a unique Application Reference Number and an Acknowledgement letter that carries the file number of the application.

PROCESSING TIME LINE:

We desire to process submitted applications for Building Permits within 21 working days prior to the final stage for collection described in step 4 below.

Step 4:

COLLECTION OF BUILDING PERMIT CERTIFICATE

- Successful applicants are notified via text, call or email within 5-10 days to pay the assessed building plan processing fees.
- Planning and Development permit fees are assessed based on the size, and use of the property as stipulated in the Borno State Gazette 2022 Fees Charged for Development Permit.(page 1and 2) <http://pmf.bo.gov.ng>
- Payment can be made direct through Remita platform at any Bank/POS/Internet banking after generating Remita Invoice payable to Borno State Urban Planning and Development Board.
- Within five days upon making all relevant payments the applicant will be notified of successful processing and can visit BSUPDB ICT Registry to collect the building permit certificate in person or issue an authorization letter duly signed by the applicant attaching BSUPDB'S acknowledgement letter, passport of applicant and valid identity card of the representative. Where an applicant has not been notified of a successful application within five days ,he/she should please contact BSUPDB ICT UNIT @NO.1 MAI IBRAHIM ROAD or contact us at info.bsupdb@gmail.com or call +2349127225583/8052226709

COLLECTION OF BUILDING PERMIT CERTIFICATE

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- Payment can be made direct through Remita platform at any Bank/POS/Internet banking after generating Remita Invoice payable to Borno State Urban Planning and Development Board.
- Within five days upon making all relevant payments the applicant will be notified of successful processing and can visit BSUPDB ICT Registry to collect the building permit certificate in person or issue an authorization letter duly signed by the applicant attaching BSUPDB'S acknowledgement letter, passport of applicant and valid identity card of the representative.

Where an applicant has not been notified of a successful application within five days, he/she should please contact BSUPDB ICT UNIT @NO.1 MAI IBRAHIM ROAD or contact us at info.bsupdb@gmail.com or call +2349127225583/8052226709

For more information, enquiry, or complaints please contact BSUPDB ICT@ No.1 Mai Ibrahim Road between 8.00am and 4.00pm Mondays to Thursdays, excluding public holidays or CONTACT info.bsupdb@gmail.com +2349127225583/8052226709

This form is Free



BP
Building Permission Individual

BORNO STATE OF NIGERIA
BORNO STATE URBAN PLANNING AND DEVELOPMENT BOARD
APPLICATION FOR GRANT OF DEVELOPMENT PERMIT

BPI	Bp No.	Fill in CAPITAL LETTER and tick the appropriate items DO NOT FOLD this form	BPI	File Number:
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An **Application Processing** fee of **N5,000.00** must be paid before or at the point of submission of this application.

FOR OFFICIAL USE ONLY

Application Date-----/-----/----- Application Fees Application Processing Fees Application Type
New Proposal Renovation As-Built Remodeling Regularization

BOX 1: APPLICANT

(The person whose name would be reflected on the Building Permission)

All applicants must complete **BOX: 1** in full. The **Original Identification Document** used to prove identity must be attached to this application.

Title _____	First Name _____	Middle Name _____	Other Name _____
Nationality _____	State of Origin _____	LGA _____	NIN _____
GSM1 _____	GSM 2 _____	Email _____	
GM/CEO/MD/Chairman Information:			
Title _____	First _____	Middle _____	Surname _____
Designation _____	Phone _____	Email _____	
Identification:	International Passport <input type="checkbox"/>	Tax Identification Card <input type="checkbox"/>	National I.D Card <input type="checkbox"/>
	Voter Registration Card <input type="checkbox"/>	Driver License ID Number <input type="checkbox"/>	

BOX 2: ADDRESS

All applicants must complete **BOX: 2** in full. This should be your normal residential address.

House Number _____	Street Name _____	
District _____	City/Town _____	State _____
Country _____	P.O/P.M. B _____	C/O _____
Additional Address Information _____		

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. Applicants note: The representative is authorized to submit and receive information and documents pertaining to this application.

First name _____	Middle _____	Surname _____	
GSM1 _____	GSM2 _____	Email _____	
NIN _____			
Identification:	International Passport <input type="checkbox"/>	National ID Card <input type="checkbox"/>	Voter Registration Card <input type="checkbox"/>
	Tax Identification Card <input type="checkbox"/>	Driver's License ID Number <input type="checkbox"/>	

BOX 4

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

Please fill in the below information of the plot that has been or will be Developed.	
Land Use _____	Purpose _____
District _____	LGA _____
Plot Description/Address _____	

BOX5: REQUIRED DOCUMENTS

- Three (3) Copy of the Digital Certificate of Occupancy (BOGIS)
- Deed of Assignment, Power of Attorney
- Three (3) Copies of Structural Drawings and Details
- Three (3) Copy of Structural calculations
- Three (3) Copies of Architectural Drawings with Details
- 3 Copies of Mechanical/Electrical Drawings with Detail
- Change of Purpose Approval.
- Site Location Plan.
- Local Government Customary Certificate.
- Local Transaction Certificate/Local Authorities.
- Site Analysis Report
- Copy of EIA Report
- Copy of BOGIS Sketch Plan
- Soil Investigation Report
- Copy of Service Approvals (Fire/Police) Report

BOX 6: SIGNATURE:

All applicants must affix their signature: the application will not be **Accepted** without signature. In the case of representative, they must also affix their signature.

Applicants Signature and date _____

Representative Signature and date _____

This form is Free



BORNO STATE OF NIGERIA
BORNO STATE URBAN PLANNING AND DEVELOPMENT BOARD
APPLICATION FOR GRANT OF DEVELOPMENT PERMIT

BP	Bp No.	Fill in CAPITAL LETTER and tick the appropriate items DO NOT FOLD this form	BP	File Number:
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An **Application Processing** fees of **N10,000.00** must be paid before or at the point of submission of this application.

FOR OFFICIAL USE ONLY

Application Date-----/-----/----- Application Fees Application Fees Application Processing Fees
Application Type New Proposal Renovation As-Built Remodeling Regularization

BOX 1: APPLICANT

All applicants must complete **BOX 1** in full. All applicants must submit the: **Original Identification** document used to prove identity the organization: The original identification document used to prove identity of the GM/MD/CEO/Chairman must be attached to this application.

Name of Organization _____
Corporate Affairs Commission Number (CAC) _____ Date of Registration ____/____/____
TIN _____ GSM _____ Email _____ NIN _____
GM/CEO/MD/Chairman Information:
Title _____ First _____ Middle _____ Surname _____
Designation _____ Phone _____ Email _____
Identification: International Passport <input type="checkbox"/> Tax Identification Card <input type="checkbox"/> National I.D Card <input type="checkbox"/>
Voter Registration Card <input type="checkbox"/> Driver License <input type="checkbox"/> D Number <input type="checkbox"/>

BOX 2: ADDRESS

All applicants must complete **BOX: 2** in full. This should be your normal residential address.

House Number _____ Street Name _____
District _____ City/Town _____ State _____
Country _____ P.O/P.M. B _____ C/O _____
Additional Address Information _____

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. Applicants note: The representative is authorized to submit and receive information and documents pertaining to this application.

First name _____ Middle _____ Surname _____
GSM1 _____ GSM2 _____ Email _____
NIN _____
Identification: International Passport <input type="checkbox"/> National ID Card <input type="checkbox"/> Voter Registration Card <input type="checkbox"/>
Tax Identification Card <input type="checkbox"/> Driver's License ID Number <input type="checkbox"/>

BOX 4

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

Land Use _____ Purpose _____

District _____ LGA _____

Plot Description/Address _____

BOX 5

Required Documents

- Three (3) Copy of the Digital Certificate of Occupancy (BOGIS)
- Deed of Assignment, Power of Attorney
- Three (3) Copies of Structural Drawings and Details
- Three (3) Copy of Structural calculations
- Three (3) Copies of Architectural Drawings with Details
- Three (3) Copies of Mechanical/Electrical Drawings with Detail
- Change of Purpose Approval.
- Site Location Plan.
- Local Government Customary Certificate.
- Local Transaction Certificate/Local Authorities.
- Site Analysis Report
- Copy of EIA Report
- Copy of BOGIS Sketch Plan
- Soil Investigation Report
- Copy of Service Approvals (Fire/Police) Report

BOX 6:

Signature:

All applicants must affix their signature: the application will not be **Accepted** without signature. In the case of representative, they must also affix their signature.

Applicants Signature and date _____

Representative Signature and date _____