

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 <b>CAPITAL LETTER</b> and tick the appropriate items <b>DO NOT FOLD</b> 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 _____
<b>GM/CEO/MD/Chairman Information:</b>			
Title _____	First _____	Middle _____	Surname _____
Designation _____		Phone _____	Email _____
<b>Identification:</b>	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 _____		
<b>Identification:</b>	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 \_\_\_\_\_