



**BORNO STATE URBAN
PLANNING AND DEVELOPMENT
BOARD (BSURDB)**

APPLICATION PROCESSES AND GUIDELINES FOR OBTAINING SIGNAGE AND ADVERT 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 Borno State Urban Planning and Development Board (BSUPDB) Headquarters located at:
At No.1 Mai Ibrahim Way

Step 2

Submit completed application with relevant documents (listed below) via email to info.bsupdb@gmail.com

Relevant documents required:

1. Evidence of registration with APCON (for APCON regulated companies)
2. Evidence of registration with the Corporate Affairs Commission
3. Tax Clearance Certificate

Step 3

BSUPDB assesses submission and issues demand notice via email to applicant

Timeline: 5 days

Step 4

Applicant pays amount as specified in Article I No 15 of the [Borno State Internal Revenue Service Law, 2020](#)

indicated in demand notice via any of the following channels:

Payment process

- Kindly visit Remita platform (<https://login.remita.net/remita/onepage/G0000303741/biller.spa>). On the field 'Who do you want to Pay' Type Urban... A drop down with **Borno State Urban Planning and Development Board** will pop up. Click on it
- Select 'Bill Board & Poster (Registration)' as type of service you are paying for

Step 5

BSUPDB Accounts confirms payment and notifies unit in charge of approval

Timeline: 2 days

Step 6

BSUPDB approves application and issues permit to applicant via email

Timeline: 5 days

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

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