



BORNO STATE URBAN PLANNING AND DEVELOPMENT BOARD (BSURDB)

APPLICATION PROCESSES AND GUIDELINES FOR OBTAINING SIGNAGE AND ADVERT PERMIT IN BORNO STATE

In pursuant of the [Borno State Internal Revenue Service \(Re-Establishment, Harmonization and Administration\) Law, 2020](#) and Borno State Urban Planning and Development Board Law of 2000, all individuals and organizations seeking to obtain signage and advert permit must undertake the following process:

Step 1

Start your application by using any of the Channels below.
Obtain an 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 bornourbanboard@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

CONTACT: bornourbanboard@gmail.com; +2347035369919



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Town Planner (TPL) Kaka Malum Umar
General Manager
Borno State Urban Planning and Development Board

December 1, 2023