

NEW GUIDELINES

BUILDING PERMIT APPLICATION GUIDELINES

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

1. Obtain a free building permit application form from:
Katsina State Urban and Regional Planning Board,
No. 9 Sarki Abdulrahman Way, Katsina.
+2348175476053
OR
Download the Application Form by [clicking here](#) from the Website.
Fill out the form completely and accurately. Leave NO section empty or unanswered.
2. Copies of the following documents are required to process the building permit application.
 - Duly completed building permit application form
 - Copy of proof of Land ownership R of O 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 a professional company)
 - Three copies of Structural drawings (Storey buildings, warehouses, Petrol/Gas filling Station and any development with special structural development)
 - A copy of 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 obtainable from Katsina State Internal Revenue Service located at Revenue House, Katsina. <https://ktirs.com/invoice>.
 - Certificate of incorporation where applicable obtainable from the Corporate Affairs Commission <https://www.cac.gov.ng/companies/>, where applicable.
 - Soil Investigation Report (Storey buildings)
 - Site Analysis Report.



3. Complete the application form and attach applicable documents as in (2) above to be submitted to the Katsina State Urban and Regional Planning Board 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, 2021 [here](#). The applicable fee will be assessed based on the area and proposed development. The processing fee will be made through the following accounts;
 - a. Sterling Bank account no. 0063562960
 - b. Keystone Bank 1001152592
 - c. Keystone Bank 1000245420
 - d. UBA 1000024470, and submit evidence of payment to the Cashier.
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 immediately (same day).
6. The applicant will be invited for site inspection within two working days from the application's submission date.
7. Processing submitted applications for building permits will take 7 working days after submitting the filled application before the notification for collection.
8. Within 10 days, successful applicants will be notified of the approved building permit application via a call for collection of building permits by the desk officer, URPB +2348175476053.
9. Collect Building Permit at the Urban Regional Planning Board located at No.9 Sarki Abdulrahman Way, Katsina from the day of notification of the approved application, or call +2348175476053, or email info@urpb.kt.gov.ng, for complaints and enquiries.

Signed:
General Manager,
Katsina State Urban and Regional Planning Board,
December, 2023

Tuesday, December 4, 2023

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Improvements and changes made on the guidelines

- Official phone number added on points; 1, 8 and 9
- All office account numbers included on point; 4
- Number of days taken to process application reduced from 14 days to 7 days on point 7
- Number of days taken to inform applicant on status of application reduced from 14 days to 10 days on point; 8.
- EIA website removed on point two bullet 5
- On point 2 bullet 4, buildings can be submitted by professional company.

Signed:
General Manager,
Katsina State Urban and Regional Planning Board,
December, 2023

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