



APPLICATION PROCESS AND GUIDELINES FOR OBTAINING APPROVAL FOR SIGNAGE AND ADVERTISEMENT

In pursuant to the Katsina State Urban and Regional Board Law No. 2 of 2011. to regulate outdoor structures for the display of signage, hoarding and advertisement in Katsina State, all individuals and organisations seeking to display signage and advertisement in the State can apply through the following process:

Step 1: Application

Submit a written application to:

The General Manager,
Katsina State Urban and Regional Planning Board,
No. 9 Sarki Abdulrahman Way,
Katsina State.
Nigeria
+234 803 751 5948

The following are required to process the signage placement application

- Intended location of Signage
- Size of signage to be placed
- Purpose (Political, Governmental, Business)
- Content and Sample of Signage design

Step 2: Site Inspection

Upon approval by the General Manager, the Applicant will be contacted for a joint site inspection of the proposed location for signage placement by the desk officer within 24 hours of receiving the application to ascertain the standard dimension and location of outdoor structures in accordance with the approved rate. The rates are contained in the attachment [NEW-COSULTANCY-CHARGES-LIST-FOR-URPB-2022.pdf \(kt.gov.ng\)](#)

Step 3: Payment

Offline Payment:

- The applicant is to pay the processing fee to the following bank details:

Bank Name: Sterling Bank

Account no. 0063562960

- Submit evidence of payment to the cashier at the Katsina State Urban and Regional Planning Board at the address above.

Step 4: Notification of Approval and Timeline

The applicant is contacted by phone within five (5) working days to be notified of the approval status. Note that the General Manager could approve or disapprove the application.

Step 5: Collection of Approval

Successful applicants are notified by phone to collect placement approval from the desk officer at Katsina State Urban and Regional Planning Board, No. 9 Sarki Abdulrahman Way, Katsina. Notification of approval takes 24 – 48 hours after step 4.

Please note the following:

1. The approval is valid for 12 months and is subject to revalidation.
 2. For renewal, applicants must visit the URPB office
 3. Present evidence of previous payment
 4. Process for a demand notice
 5. Make payment to Bank Name: Sterling Bank Account no. 0063562960
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For inquiries or complaints, please contact
Katsina State Urban and Regional Planning Board,
No. 9 Sarki Abdulrahman Way, Katsina.
Or call +234 803 751 5948 or email info@urpb.kt.ng.gov.

Signed:
General Manager
Katsina State Urban and Regional Planning Board.

October 2023.