



## Ministry of Rural & Urban Development

Hammanruwa way off Jalingo Kuka road Jalingo, Taraba State, Nigeria.

Tel No. +234 803 180 7831

Email: tarabaplanning@gmail.com

### **BUILDING PERMIT APPLICATION GUIDELINES**

Under degree 88 of 1992, urban and regional planning law, any person or organisation wishing to develop land in Taraba State may apply for a development (building) permit by following the procedures listed below:

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All associated cost that involves government agencies must be paid to the Agency:

Government accredited bank account -Taraba State IGR Account, Access Bank Account, 0767571474

1. Obtain a free building permit application form from the **Ministry of Rural & Urban Development** at Hammanruwa way off Jalingo Kuka road Jalingo, Taraba State, Nigeria. Tel No. +234 803 180 7831 or email: tarabaplanning@gmail.com
2. Fill out the form completely and accurately. Leave NO section empty or unanswered.
3. 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 RofO, 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 registered architect)
  - Copies of Structural drawings (Storey buildings, warehouses, Petrol filling Station and any development with special structural development)
    - 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). This can be obtained from the Taraba State Environmental Protection Agency (TEPA) at the Ministry of Environment headquarters.
  - Where applicable, a certificate of incorporation is obtainable from the Corporate Affairs Commission <https://www.cac.gov.ng/companies/>.
  - Soil Investigation Report (Storey buildings). From the Taraba State Environmental Protection Agency at the Ministry of Environment headquarters
  - Site Analysis Report.
  - Evidence of Tax Payment or Tax Clearance Certificate for the Organization, Personal Income Tax or Current Tax Clearance Certificate of the CEO/ or a Director Applicants can visit the nearest Tax Office within their LGA of residence for Tax-related issues or using this link to register <https://www.tarababir.gov.ng/direct-assessment-guide/>
  - Certificate of incorporation, where applicable, obtainable from the Corporate Affairs Commission <https://www.cac.gov.ng/companies>

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- Soil Investigation Report (Storey buildings). To be obtained from the Taraba State Environmental Protection Agency
  - Site Analysis Report
3. Complete the application form and attach applicable documents as in (2) above to be submitted to the Ministry of Rural and Urban Development and at +234 803 180 7831
  4. Payment of processing fee as stipulated in the Taraba State Board of Internal Revenue Service Law, 2020 [here](#). The applicable fee will be assessed based on the area and proposed development. The processing fee will be made through the Taraba State IGR Account, Access Bank Account, 0767571474 and submit evidence of payment to the Ministry of Rural and Urban Development office.
  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 3-5 working days from the application's submission date.
  7. Processing submitted applications for building permits will take 14 working days after submitting the filled application before the notification for collection.
  8. Within 14 days, successful applicants will be notified of the approved building permit application via a call to collect building permits by the desk officer, :+ +234 803 180 7831
  9. Collect the Building Permit at the Ministry of Rural and Urban Development office between 5-7 days from the day of notification of the approved application or call +234 803 752 3668 or email [tarabaplanning@gmail.com](mailto:tarabaplanning@gmail.com) for complaints and enquiries.

Signed:

Permanent Secretary

Ministry of Rural and Urban Development,

November 2022

Monday, December 18, 2022

11/14/2022 11:42 AM

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