



## APPLICATION PROCESS AND GUIDELINES FOR OBTAINING BUILDING PERMIT IN KADUNA STATE

Pursuant to the Kaduna State Urban and Regional Planning Law, 2018, all individuals and organisations intending to undertake any form of land development within Kaduna State shall obtain a Development (Building) Permit through the procedures outlined below:

### Step 1

#### Building Permit Application Channels

Applicants may commence their building permit application through any of the approved channels outlined below.

Application forms are available **free of charge** at the Kaduna State Urban Planning and Development Authority (KASUPDA) Headquarters, located at No. 4 Bida Road, Kaduna or Zonal Offices. Alternatively, applicants may download and print the relevant forms online via the links provided below:

#### 1. New Building Applications

- **Building Permit for Individuals (BPI):**  
<https://kasupda.kdsg.gov.ng/wp-content/uploads/2020/03/Building-Permit-Individual-BPI-v1.1-1.pdf>
- **Building Permit for Organisations (BPO):**  
<https://kasupda.kdsg.gov.ng/wp-content/uploads/2020/03/Building-Permit-Organization-BPO-v1.1.pdf>

#### 2. Alterations, New Applications, and Renewal of Permits

Applicants may also process applications for **building alterations, new developments, and renewal of expired permits** through the official KASUPDA online portal:

- **KASUPDA Online Portal:**  
<https://kasupda.kdsg.gov.ng>

All completed applications must be submitted with the required supporting documents and will be subject to review in accordance with KASUPDA regulations and development control guidelines.

### Step 2

#### Required Documentation for Building Permit Application

Applicants are required to prepare and submit copies of the following documents to facilitate the processing of a Building Permit application:

#### 1. Proof of Land Ownership

- A copy of the **Digital Certificate of Occupancy (C of O)**.  
Applicants may visit: <https://www.kadgis.org/application-forms/> for guidelines.

#### Note:

Where a Certificate of Occupancy has not yet been issued, applicants may submit any of the following:

- Right of Occupancy (R of O)
- Approval Letter
- Acknowledgement Letter

Such submissions must be accompanied by **evidence of payment** (Premium or Approval fees). However, this may result in delays in processing until the C of O is made available.

#### 2. Architectural Drawings

- Two (2) copies of **A3-sized architectural working drawings and details**, duly **sealed, stamped, and endorsed** by a registered Architect (applicable to all developments).

#### Additional Requirement:

- The **ARCON Project Registration Number (APRN)** must be indicated on each drawing sheet.
- A copy of the Architect's **current professional practice license** must be attached.

#### 3. Site Analysis Report

- A **Site Analysis Report** prepared by consultants registered with KASUPDA.
- The report must include a **clear satellite image** and be **sealed, stamped, and endorsed** by a **TOPREC-registered Town Planner** (applicable to all developments).

#### 4. Mechanical and Electrical Drawings

- One (1) hard copy and one (1) soft copy (CD) of **A3-sized mechanical and electrical drawings**, duly **sealed, stamped, and endorsed** by a **COREN-registered Mechanical/Electrical Engineer** (applicable to all developments).

#### 5. Structural Drawings

- Two (2) copies of **A3-sized structural working drawings and details**, duly **sealed, stamped, and endorsed** by a qualified Engineer.

#### Applicable to:

- Storey buildings
- Warehouses
- Petrol/Gas stations
- Other developments with special structural requirements

#### 6. Structural Calculations and Attestation

- Structural calculation sheets and a **letter of attestation of design**, duly **sealed, stamped, and endorsed** by a **COREN-registered Structural Engineer** (for developments listed above).

#### 7. Soil Investigation Report

- Required for **multi-storey developments exceeding three (3) floors**.

#### 8. Environmental Impact Assessment (EIA)

- Approval certificate issued by **Kaduna State Environmental Protection Authority (KEPA)**.

##### Applicable to:

- Agricultural developments
- Petrol/Gas stations
- Commercial and industrial developments
- Mass housing projects
- Multi-storey residential developments

#### 9. Feasibility/Viability Report

- Prepared by consultants registered with KASUPDA.

##### Applicable to:

- Mass housing
- Agricultural developments
- Petrol/Gas stations
- Commercial and industrial projects

#### 10. Tax Documentation

- Valid **Tax Clearance Certificate (TCC)** or **Tax Identification Number (TIN)**.  
Registration can be completed via: <https://mytax.kadirs.kdsg.gov.ng/register>

#### 11. Service Agency Approvals

- **Fire Service Report** – obtainable from any Fire Service Department in Kaduna State.
- **Police Report** – obtainable from any Police Station within the State.

##### Applicable to:

- Petrol/Gas stations
- Hotels
- Multi-storey developments exceeding four (4) floors

#### 12. Applicant Identification

- **For Individuals (BPI):** Recent passport-sized photograph
- **For Organisations (BPO):** Company seal or stamp on the application form

#### 13. District Head Confirmation

- Required for developments located within **unplanned layouts**.

#### 14. Proof of Address

- Recent **utility bill** or **bank statement** reflecting the same address as provided in the application form.

#### 15. Valid Means of Identification

Accepted identification documents include:

- International Passport
- National Identification Card
- Driver's License
- Voter Registration Card
- Tax Identification Card

#### 16. Completed Application Form

- A duly completed **Building Permit Application Form (BPI/BPO)**.

##### Note:

All documents must be complete, properly endorsed, and submitted in the required format to avoid delays in processing.

## Step 3

### Submission of Application Form

Applicants may submit their Building Permit Application through either **manual (physical)** or **electronic (online)** channels, as outlined below:

#### 1. Manual Submission

Applicants are required to:

- **Pay the applicable processing fee** using any of the approved payment channels:  
**Processing Fees:**
  - Individuals: ₦10,000
  - Individuals (Express Service): ₦50,000
  - Companies/Organisations: ₦20,000
  - Companies/Organisations (Express Service): ₦100,000**Payment Channels:**
  - Any commercial bank within Kaduna State via the **KASUPDA PayDirect Account** or **OSoft Platform**
  - KASUPDA Customer Service Units (HQ or Zonal Offices) via **POS payment** (Debit/Credit Card)
- **Submit the duly completed Application Form** at the **KASUPDA Customer Service Unit** (Headquarters or any Zonal Office), together with:
  - Evidence of payment (Application Processing Fee)
  - All required supporting documents as outlined in **Step 2 (Documentation Requirements)**

#### 2. Electronic (Online) Submission

Applicants may alternatively process their applications online by:

- Making payment via the **KASUPDA e-Payment Platform**:  
<https://kasupda.kdsg.gov.ng/e-payment/>
- Completing the application form and uploading all required documents via:  
<https://kasupda.kdsg.gov.ng/create-application/>

#### 3. Confirmation of Application

Upon successful submission of the application:

- Applicants will be issued an **Acknowledgement Letter**
- The letter will contain a **Building Permit Identification (BPI) Number**, which serves as:
  - A **unique application reference number**, and
  - The **official file number** for tracking and processing the application

#### Note:

Applicants are advised to retain the Acknowledgement Letter and BPI Number for all future correspondence and status tracking.

## Step 4

### Collection of Building Permit Certificate

Upon successful processing and approval of an application, the following procedures shall apply:

- **Notification of Approval:**  
Successful applicants will be notified within **5–10 working days** via **SMS, telephone call, or email**, and will be required to proceed with payment of the assessed **Building Plan Processing Fees**.
- **Assessment of Fees:**  
Building Plan Processing Fees are assessed based on the **size, location, and proposed use** of the development, in accordance with **Part III of the Annex Schedule of the Kaduna State Tax Codification and Consolidation Law, 2020 (Pages 104–107)**.  
Reference: <https://kadir.kdsg.gov.ng/index.php/download/tax-codification-and-consolidation-law-2020/>
- **Payment of Fees:**  
Payment may be made through any of the following approved channels:
  - Any commercial bank into the **Kaduna State Treasury Single Account (TSA)**
  - POS terminals at **KASUPDA (PayDirect / OSoft Platform)**
  - Online via the KASUPDA e-payment portal:  
<https://kasupda.kdsg.gov.ng/e-payment/>
- **Collection of Certificate:**  
Upon payment, applicants are required to:
  - Present **evidence of payment**, and
  - Proceed to collect the **Building Permit Certificate** from the designated KASUPDA office.
- **Enquiries and Follow-Up:**  
Applicants who do not receive notification of application status within **three (3) working days** after submission are advised to contact:
  - **KASUPDA Customer Service Unit**  
No. 4 Bida Road, Kaduna
  - **Email:** [kasupda@kdsg.gov.ng](mailto:kasupda@kdsg.gov.ng)
  - **Phone:** +234 912 500 2126

#### Note:

Applicants are advised to promptly complete payment and collection processes to avoid delays in project commencement.