



Kogi State Town Planning and Development Board
One Stop Shop Office, No. 1 Wallace Street, Lokoja
+2348075158643

KOGI STATE BUILDING PERMIT APPLICATION GUIDELINES

In Accordance with the provisions of “Kogi State Edict No. 5 of 1991 (https://kogistate.gov.ng/wp-content/uploads/LAW-1991_EDICT-5.pdf)
All individuals and organizations seeking to develop their land in Kogi State can apply for a Development Permit through the following process:

Permit application a. Three sets of different drawings, which include:

- ♣ Architectural drawings A3 size
- ♣ Structural drawings (where applicable)
- ♣ Sanitary and plumbing drawing (where applicable)
- ♣ Electrical drawing (where applicable) duly signed by the respective professional

b. Proof of land ownership viz: photocopy of title document such as certificate of ownership (C of O), Land agreement, letter of allocation if it is on government land.

c. 3-years current tax clearance certificate of applicant (for commercial buildings include certificate of incorporation of the company).

d. Environmental Impact Assessment Report in respect of all commercial, industrial, institutional developments registered by town planner.

e. Letter of clearance from the relevant bodies (e.g) Architectural Engineering services

f. Lodgment certificate on survey, Structural calculation sheet, letter of attestation of design, sealed and endorsed by COREN registered engineer (for storey buildings, warehouses, petrol and gas station).

g. Soil Investigation Report (for more than two floor).

h. Service approval including fire and police report (for petrol and gas station, complex development that exceeds three floors).

i. Layout plan for development that falls within an approved layout.

2. Application and supporting documentation are submitted at the KOGI STATE TOWN PLANNING AND DEVELOPMENT BOARD, located at the One Stop Shop Office, No. 1 Wallace Street, Lokoja, +2348075158643.

3. upon submission of application and complete documentation, a demand notice is issued for all government fees and various statutory payment. Applicant proceeds to make payment the bank and receipt of payment issued with a demand notice/Tax Identification Number (TIN), bank teller and Internal Revenue receipt. Applicant can also pay online via the at <https://irs.kg.gov.ng/>. The schedule of applicable fees is contained in Kogi State Harmonized fee available online at https://kogistate.gov.ng/wp-content/uploads/Official-fees-and-Payments-for-obtaining-Development-Permit.pdf?utm_source=chatgpt.com

4. Upon vetting of documents and verification of payment, the application is approved.

5. Applicants are notified via phone call or text messages on the Decision either by granting of approval or disapproval depending on available information on the processed architectural plan.

6. The applicant will then visit the KOGI STATE TOWN PLANNING AND DEVELOPMENT BOARD to collect the Building Permit/approval.

NOTE:

- The approval is valid for 12 months upon which it is subject to revalidation.
- The applicant must sign the agreement column of the building plan (I agree to build according to plan and specification) to avoid change of design/use on site.

Processing timeline:

The entire process is completed within 21 working days

For more information, enquiry or complaints please visit General Manager, Kogi State Town Planning and Development Board
One Stop Shop Office, No. 1 Wallace Street, Lokoja
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Signed  19/12/2024
General Manager,
Kogi State Town Planning and Development Board.

