



**BORNO STATE URBAN  
PLANNING AND DEVELOPMENT  
BOARD**

**APPLICATION PROCESSES AND GUIDELINES FOR OBTAINING BUILDING PERMIT IN BORNO STATE**

In pursuant of Borno State Urban and Regional Planning Law 2001, all individuals and organizations seeking to develop their land in Borno State can apply for Development (Building) permit through the following process:

**Step 1**

Start your application by using any of the Channels below.  
Obtain an appropriate building permit Application Form for free at Borno State Urban Planning and Development Board (BSUPDB) Headquarters located at:  
At No.1 Mai Ibrahim Way

You may also download the applicable application form via link(s) below:

**New Building and Alteration/Renovation**

- Building Permit Individual (BPI)- <https://pfm.bo.gov.ng/wp-content/uploads/2022/12/Application-for-Development-Permit-Individual-BPI-1.pdf>
- Building Permit Organizations (BPO) <https://pfm.bo.gov.ng/wp-content/uploads/2022/12/Application-for-Development-Permit-Organisation-BPO-1.pdf>

**Step 2**

Prepare copies of the relevant following document:

1. One copy of BOGIS Certificate of Occupancy (C of O). Visit <http://bogis.bornostate.gov.ng/> to register your property/guidelines. Note: where a BOGIS C of O has not been issued, a BOGIS acknowledgement may be submitted. Please note that this may cause a delay in the processing of the Building Permit.
2. THREE copies of A3 sized Architectural drawings sealed stamped and endorsed by a registered architect (for all Developments). Note ARCON project registration number (APRN) should be indicated on each sheet of the drawings and a copy of the Architect's current professional license (for all developments).
3. Site analysis report prepared by consultants registered by BSUPDB (link to the registered consultants with BSUPDB will be inserted) with a clear satellite imagery sealed, stamped, and endorsed by a Town Planning Registration Council (TOPREC) registered town planner (for all developments).
4. One copy and soft copy (Compact Disk/Flash Drive) of A3 sized mechanical/Electrical working drawings details, sealed, stamped, and endorsed by a Council for the Regulation of Engineering in Nigeria (COREN) registered mechanical and Electrical Engineer (for all Developments).

5. THREE copies of A3 sized structural working drawings and details, sealed stamped, and endorsed by a COREN registered structural engineer (for storey buildings, ware houses, petrol/gas stations others with structural requirements).
6. Structural calculations sheets, letter of attestation of designs, sealed, stamped and endorsed by a COREN registered structural engineer (for Developments in No.5 above).
7. Soil investigation report (for multi-Storey developments that exceeds three floors) (link to the approved Consultants and Institution will be provided)
8. BSUPDB 's Environmental Impact Assessment (EIA) approval Certificate (for agricultural, petrol/gas stations, commercial, industrial, mass housing and other multi storey Residential Developments.
9. Feasibility/Visibility Report prepared by Consultants registered by Borno State Urban Planning and Development Board (BSUPDB).(link to list of registered consultants will be provided).
10. Tax Clearance Certificate (TCC) and Tax Identification number (TIN)(all Developments)
11. Service approvals including Fire and Police Reports (for petrol/gas stations, Hotels and Multi -Storey developments that exceeds four floors. Visit/contact any fire service department/police stations nearest to you in Borno State for a fire/police report.
12. Most recent passport sized photograph for individual application (BPI) and company seal or stamp on application form for organizations (BPO)
13. District Head confirmation required for unplanned area.
14. Recent Utility Bill or bank statement (containing same address with contact address specified on the form.)
15. Photo identification Document: Accepted IDs include international passport, National ID card, Driver's License, Voter Registration Card, or Tax Identification Card.
16. Duly completed building permit application form Step 1: For more information, enquiry, or complaints please contact BSUPDB ICT@ No.1 Mai Ibrahim Road between 8.00am and 4.00pm Mondays to Thursdays, excluding public holidays or CONTACT info.bsupdb@gmail.com +2348066157099/8052226709 Submit application Form

### Step 3

**Pay the applicable processing fees** (Individual - N5000, Companies/Organizations - N10,000) as captured in Schedule 2 (page 119-120) of the Borno State Internal Revenue Law, 2020

Payment process

- Kindly visit Remita platform (<https://login.remita.net/remita/onepage/G0000303741/biller.spa>). On the field 'Who do you want to Pay' Type Revenue... A drop down with Borno State Internal Revenue Service will pop up. Click on it
- Select 'Tenement and Property Rate' as type of service you are paying for
- Payments can made at any Bank or at the ICT Unit of BSUPDB either using POS or internet Banking

A receipt will be generated upon successful payment

### Step 4

Kindly submit completed application form, evidence of payment and relevant documents listed in step 2 above to:

BSUPDB ICT registry at No.1 Mai Ibrahim Road Behind State Secretariat, Opposite Gov't Girl's College Maiduguri

**CONFIRMATION OF APPLICATIONS:** Upon submission of your application form, applicants will be provided a unique Application Reference Number and an Acknowledgement letter that carries the file number of the application.

### Step 5

The Board carries out the following actions:

- Vetting of submitted documents
- Assessments of Fees Payable
- Conveyance of Demand Notice for payment of prescribed Fees
- Issuance of Demand Notice to applicants. Notice will contain applicable building plan processing fees, development permit fees (based on size, and property use as stipulated in the Borno State Gazette 2022).

**Timeline:** 14 days

### Step 7

Payment of fees in the Demand Notice.

Payment process

- Kindly visit Remita platform (<https://login.remita.net/remita/onepage/G0000303741/biller.spa>). Select 'Tenement and Property Rate' as type of service you are paying for
- Payments can be made at any Bank or at the ICT Unit of BSUPDB either using POS or internet Banking

A receipt will be generated upon successful payment

### Step 8

Approval and issuance of Building Permit

Board approves application and issues building permit immediately. Successful applicants are notified via text, call or email for collection of Building Permit at BSUPDB ICT Registry.

Applicant may also issue an authorization letter duly signed by the applicant attaching BSUPDB'S acknowledgement letter, passport of applicant and valid identity card of the representative.

For more information, enquiry, or complaints please contact BSUPDB ICT@ No.1 Mai Ibrahim Road between 8.00am and 4.00pm Mondays to Thursdays, excluding public holidays

CONTACT: [urbandevdevelopmentbornostate@gmail.com](mailto:urbandevdevelopmentbornostate@gmail.com); +2349127225583/8052226709