

SECRET



MINISTRY OF HOUSING AND URBAN DEVELOPMENT

ADDRESS: Along Maiduguri Gujba road bye-pass, Opposite Don-Etibet Housing Estate,
P.M.B 1112 Damaturu, Yobe State.

BUILDING PERMIT APPLICATION GUIDELINES IN YOBE STATE

In Accordance with the provisions of 'Yobe State Revenue Codification Law, 2021

STEP 1. Obtain the Building Permit Forms (Residential, Commercial, Institutional, Educational and Industrial uses) at:

Office of the Director,
Development Control Department,
Yobe State Ministry of Housing and Urban Development,
Along Maiduguri-Gujba Road Bye-Pass,
Opposite Don Etiebet Housing Estate,
PMB 1112 Damaturu, Yobe State.

Or

Call the Director, Development Control Department on Tel No
+234 806 736 0449 for more detail or further directive.

Or

Send an email request to:

yobe.mhud@gmail.com

Application forms are free. Applicants are to fill out the form thoroughly and accurately leaving NO section empty or unanswered.

STEP-2. The completed application form shall be returned together with the following documents:

- i. A copy of Certificate of Occupancy, Letter of Grant or Customary Land Ownership. For more details regarding this, please contact Yobe Geographical Information Service on this email: infor@gis.yb.gov.ng

Note: Where a YOGIS CoO has not been issued, an acknowledgement of Application for CoO may be submitted, BUT this may cause a little delay in the processing of your application.

- ii. Three (3) copies of A3 sized proposed architectural, mechanical, electrical working drawings & details of schedules (especially for story buildings, companies, filling stations projects, e.t.c.).
- iii. Detailed site plan (preferably on a downloaded Geo-referenced Google Earth Raster) of which should be produced, sealed, stamped and endorsed by a Certified/Registered Professional Town Planner registered by a Town Planning Registration Council (TOPREC).
- iv. Site Analysis Report prepared, sealed, stamped and endorsed by a Certified/Registered Town Planner registered by a Town Planning Registration Council (TOPREC) registered town planner (for all developments).
- v. Soil investigation report for multi-story developments. The report should be drafted, sealed, stamped and endorsed by a certified professional.

- vi. Environmental Impact Assessment (EIA) approval certificate (commercial agricultural, petrol/gas stations, industrial, institutional, mass housing and other special developments). This report should also be prepared, sealed, stamped and endorsed by a Certified/Registered Town Planner registered by a Town Planning Registration Council (TOPREC) registered town planner (for all developments).
- vii. Service Approvals/Clearance: Fire and Police Reports for petrol/gas stations, hotels and multi-story developments that exceed four floors. The Fire Report should be obtained from the Yobe State Fire Service Headquarters located at: **Maiduguri-Gahua Bye-Pass Road, Near Waziri Ibrahim 250 Housing Estate, Damaturu, Yobe State,**

While the Police Report should be obtained from Headquarters of the Nigeria Police Force (NPF) at Damaturu, the State capital.

- viii. **Evidence of Personal Income Tax or Current Tax Clearance Certificate.** Applicants can visit Yobe State Internal Revenue Service website at: irs.yb.gov.ng

Or

Send email to the Yobe Internal Revenue Service: info@irs.yb.gov.ng for more information and guidance.

- ix. **Most recent passport sized photograph:** for individual application and company seal or stamp on application form for Applications by Corporate bodies.
- x. **Photocopy of valid identification document.** Acceptable Means of Identifications include International Passport, National Identity Card, Driver's License or Permanent Voters Card.

STEP 3. Charges for Payment of processing fees:

All payments should be made into the following Accounts:

Yobe State Internal Revenue Service.
Zenith Bank Plc
Account Number 1010987086.

After Payments, Applicants are to submit the duly completed Application Form directly to:

Office of the Director,
Development Control Department,
Yobe State Ministry of Housing and Urban Development,
Along Maiduguri-Gujba Road Bye-Pass,
Opposite Don Etiebet Housing Estate,
PMB 1112 Damaturu, Yobe State.

Or

Send by email to:

yobe.mhud@gmail.com

Applicants are to attach the following document to the application form:

- i. Evidence/proof of payment of application processing fee;
- ii. All applicable documents detailed in Step 2 above

STEP 4. Upon Submission of your application form, applicants will be provided a unique Application Reference Number and an Acknowledgement Letter that carries the file number for the application.

STEP 5. Maximum period for processing of duly submitted application is thirty working days (30 working days) excluding public Holidays.


Applicants are advised to contact the Director, Development Control on telephone if they did not receive collection notification after Seven Working Days from the expiry of the processing period.

STEP 6. Successful Applicants will be notified within Seven (7) working days by phone or email and be invited for collection of the approved Building Permit at: *Office of the Director, Development Control Department, Yobe State Ministry of Housing and Urban Development, Along Maiduguri-Gujba Road Bye-Pass, Opposite Don Etiebet Housing Estate*, within the hours of 9 am and 4 p.m., Monday to Friday (excluding public holidays).

STEP 7. For further information, contact the Director, Development Control Department, Yobe State Ministry of Housing and Urban Development, Along Maiduguri-Gujba Road Bye-Pass, Opposite Don Etiebet Housing Estate, +234 8067360449,

or

Email: yobe.mhud@gmail.com

Signed: 
Hon Commissioner,
Ministry of Housing and Urban Development

Reviewed Rates of Fees Charges for Development Permit in Yobe State effective from October 2023

(Development Control Template)

S/No	Residential Use	Fee
1	High Density per metre square	₦ 150
2	Medium Density per metre square	₦ 200
3	Low Density per metre square	₦ 300
4	Perimeter Fencing	₦ 30 per linear metre

S/No	Commercial Use	Fee
1	High Density Commercial per metre square	₦ 200
2	Medium Density Commercial per metre square	₦ 250
3	Low Density Commercial per metre square	₦ 300
4	HEAVY CBD	

S/No	Agricultural Use	Fee
1	Mixed Farming per hectare	₦ 20,000
2	Orchard Farming per hectare	₦ 20,000
3	Poultry Farming per acre	₦ 20,000

S/No	Industrial Use	Fee
1	Light Industrial Per Metre Square	₦ 200
2	Medium Industrial Per Metre Square	₦ 300
3	Heavy Industrial per Metre Square	₦ 400
4	Public Motor Park per Metre Square	₦ 200

S/No	Petroleum Filling/Gas Refilling Plans	Fee
1	Application fee	₦ 50,000
2	Rate per Pump	₦ 50,000
3	Gas Refilling Plans LPG/CNG	₦ 500,000
4	EIA Report to be determined by the Authority	

S/No	Telecommunication Mast	Fee
1	Application fee	₦ 50,000
2	Registration/Approval	₦ 500,000
3	Telecommunication Annual Renewal Fee	₦ 100,000
4	Optic Fibre (right of way) Application Fee	₦ 50,000
5	Approval (Laying of Cable) Per Linear Metre	₦ 145
6	Site Location Plan Approval	₦ 150,000
7	Mast Supervision	20% of total cost

S/No	Road cutting	Fee
1	Laterite per linear metre	₦ 2000
2	Interlocking per linear metre	₦ 3500
3	Asphalt Road Cutting	₦ 20,000

S/No	Levy Charge for Contravention	Fee
1	Contravention	₦ 50,000
2	Building without Approval	4x fee chargeable
3	Levy for contravention of building plan	2x fee chargeable

S/No	Renovation	Fee
1	Major renovation	50% chargeable
2	Minor renovation	20% chargeable

S/No	Bill Boards Size and Development Fee	Fee
1	Gantric Size	₦ 250,000
2	Unipole	₦ 100,000
3	Super 48 Sheet	₦ 50,000

S/No	Public Convenience	Fee
1	Within Market	₦ 5000m2
2	Within Motor Park	₦ 5000m2
3	Other Places	₦ 5000m2

S/No	Bank Sign Post	Fee
1	Bank Sign Post	₦ 250,000
2	Annual Renewal of Bank Sign Post	₦ 120,000
3	Other small Businesses Sign Post	₦ 20,000

4	Annual Renewal of Small Businesses Sign Post	₦ 10,000
5	Kiosk	₦ 10,000
6	Annual renewal fee kiosk	₦ 5,000
7	Mobile Advert	₦ 50,000
8	Shop	₦ 2,500
9	Bill board and poster (Yearly Renewal)	₦ 50,000
10	Billboard supervision	5% of total cost

S/No	Lay out Design Consultancy	Fee
1	Low Density per Plot	₦ 5,000
2	Medium Density per Plot	₦ 3,000
3	High Density per Plot	₦ 2,000

S/No	Approval of Street Naming	Fee
1	Low Density Area	₦ 500,000
2	Medium Density Area	₦ 300,000
3	High Density Area	₦ 200,000

S/No	Development Complains	Fee
1	Low Density Area	₦ 5,000
2	Medium Density Area	₦ 3,000
3	High Density Area	₦ 2,000

S/No	OTHER ITEMS	FEE
1	Expert opinion	₦ 15,00
2	Alteration charges	Twice Fee Charged
3	Demolition Fee	₦ 250,000
4	House Numbering Fee	₦ 3,000
5	Stage supervision fee	₦ 10,000
6	Additional copies of approved Drawing	₦ 10,000
7	Fire certification fee	₦ 5,000
8	Aesthetics and Beautification Charges	10 % of the Total Cost
9	Environmental Impact Assessment	5 % of the Total Cost
10	Environmental Auditing	₦ 50,000:00
11	Consultancy (Building Plan)	₦ 150,000:00