



SOKOTO STATE URBAN & REGIONAL PLANNING BOARD (SSURPB): APPLICATION PROCESS & GUIDE LINES FOR OBTAINING DEVELOPMENT PERMIT INDIVIDUAL IN SOKOTO STATE.

In compliance with the provision of Nigerian Urban & Regional Planning Laws No 88 of 1992 & Decree No 18, 1999 (Amendment) CAP. N138 LFN 2004 and Sokoto State Urban & Regional Planning Board Edict No7 of 1995 Government, Non-Governmental Organizations or Private Individuals are required to obtained planning approval before the commencement of any Kind of physical development in Sokoto and its environs through the following procedure:

Step 1.

Application

Obtain Appropriate Building permit application form for free at SSURPB Headquarter located at No. 36 Abdullahi Fodiyo Road Sokoto
Letter of Application in the case of New development or
Provision of previous approval if the applicant intends to upgrade existing development that already obtained approval.

New building Permit

o Building Permit Individual form

Alteration/Renovation

o Building Permit Individuals form

Step 2.

Relevant Documents Required

Submission of Required relevant document that include the following:

1. a. **Statutory Title** = To be obtained from Sokoto Geographic Information System
 - Letter of Grant To be obtained from Sokoto State Ministry of Land and Housing.
 - Letter of Conveyance To be obtained from Sokoto State Ministry of Land and Housing
 - Certificate of Occupancy To be obtained from Sokoto State Ministry of Land and Housing
- b. **Customary Title** to be obtained from Relevant Local Government Council.
 - Local Government Council to be obtained from Relevant Local Government Council
 - Local Government Certificate to be obtained from Relevant Local Government Council
 - Local Government Building Permit to be obtained from Relevant LG Council - Letter of Conveyance. to be obtained from Relevant Local Government Council

Relevant processing fees are obtainable on the state [website](#)

- c. **Evidence of ownership document certified by relevant court of law**

2. 3 Copies of A3 or A4 Size Architectural Working plans with Electrical and Mechanical specification sealed stamped and signed by a Registered Architect, with structural design done by a Registered Structural Engineer if involves Storey Structure. The Architect and Structural Engineer Must be satisfy by their professional body (**ARCON & COREN**), and to be accompanied with current professional practice license.
3. In the case of a development that exceeds 2Hectres of Residential land, an expanded Factory, an office building in excess of four (4) flows or Major Recreational development a detailed Environmental impact Assessment Report is required from the State Ministry of Environment.
4. Duly completed application form.

Step 3

Submit Application form Manual Submission

- **P a y** the applicable processing fee (Individuals N1,000) using any of the available payment channels:
 - Any commercial bank in the state using the SSURPB pay DIRECT account.
 - SSURPB customer service located at No 36 Abdullahi Fodiyo Road Sokoto by POS using a debit card or credit card.
- **S u b m i t** the duly completed application form directly to SSURPB Customer service located at No. 36 Abdullahi Fodiyo Road Sokoto together with the following documents.
 - Evidence/Proof of payment of application processing fee
 - All applicable documents detailed in Step 2 Above.

Confirmation of Application

- **U p o n** submission of your application form, applicants will be provided a unique application/reference number and an acknowledgement letter that carried the file number for the application.

Processing Timeline

- We aim to process submitted application for building permit within 21 working days prior to the final stage for collection described in step 4 below please contact SSURPB Customer service on ssurpbsokoto1@gmail.com or admin@surpb.sk.gov.ng/ +234 8136344444 for any question

Payment Of Development Charge

Payment of processing fee at Sokoto State Urban and Regional Planning Board located at No. 36 Abdullahi Fodiyo Road Sokoto, as stipulated in the Sokoto State consolidates revenue law 2019 (Page 70 – 73. [payment](#) The applicable fee will be assessed based on the area and proposed development. The processing fee will be paid through Ja'iz Bank account No. 0001950007 and submit evidence of payment to the Cashier.

Step 4

Collection of Development Permit Certificate

- Successful applicants are notified via text, call or email within 7 working days to pay the assessed building plan processing fees.
- Planning and Development permit fees are assessed based on the size, and use of the property as stipulated in the Sokoto State consolidates revenue law 2019 (Page 70 – 73)- link <https://finance.sokotostate.gov.ng/saber/>

- O Payment can be made through any commercial bank, into the SOIRS pay direct account or through designated Point Of Sale (POS) machines at SSURPB.
- O Within 7 days upon making all relevant payment applicants will be notified of successful processing and can visit SSURPB customer center to collect the building permit certificate in person or issue an authorization letter duly signed by the applicant attaching SSURPB's acknowledgement letter, passport of applicant and valid identity card of the representative.

Where an applicant has not been notified or a successful application within the 7 days he/she should please contact SSURPB Customer service on surpbsokoto1@gmail.com OR admin@surpb.sk.gov.ng / +234 8136344444 or locate us at No. 36 Abdullahi Fodiyo Road Sokoto

For more information, enquiry or complaints, please contact SSURPB Customer service located at No. 36 Abdullahi Fodiyo Road between 9:00am and 3:00pm (Monday – Friday, excluding public holidays)

Signed:
Director General,
Sokoto State Urban and Regional Planning Board (SSURPB)
December, 2023