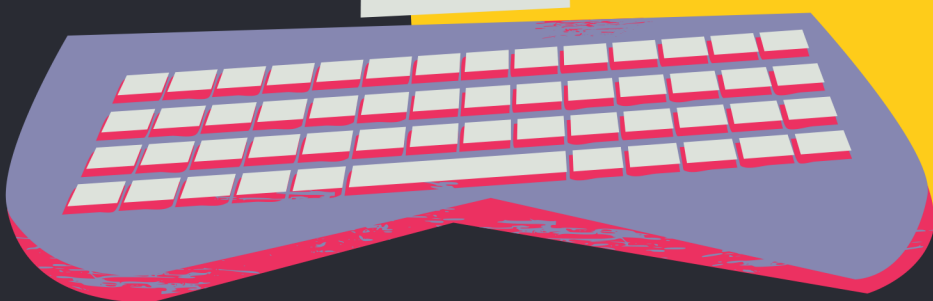




# BENUE STATE URBAN DEVELOPMENT BOARD GUIDELINES FOR OBTAINING BUILDING PERMITS



# 1

## TO OBTAIN BUILDING PERMITS, THE FOLLOWING DOCUMENTS ARE REQUIRED

- 1) Sales agreement letter stamped and signed by the District Head.
- 2) Local Government Right of Occupancy.
- 3) Grant Right of Occupancy (R of O).
- 4) Clearance letter from Ministry of Lands, Survey and Solid Minerals (See Appendix II) below.
- 5) Certificate of Occupancy (C of O).
- 6) Perfected Deed of Assignment after undergone transfer of ownership (purchase).
- 7) Title Deed Trace (TDT)
- 8) A well detailed Environmental Impact Assessment (EIA) Report is mandatory for Development in excess of ½ hectare or Development in excess of three (3) floors, large scale industry, ware houses, petrol filling and service or Gas stations.
- 9) Three (3) hard copies of A3 Sized/structural working drawing and details sealed and endorsed by an Engineer (story buildings, ware houses, petrol/Gas station, Hotels and others with special structural requirements).
- 10) Three (3) hard copies of Architectural Working Drawings (including Site Plan, Floor Plans, Elevations, Sections, Mechanical and Electrical Designs).

# 2

## SUBMIT REQUIRED DOCUMENTS IN 1 TO:

Office of the General-Manager (GM)  
Benue State Urban Development Board  
Address: PGMJ+HJ8, Kashim Ibrahim Road, Makurdi  
970101, Makurdi, Benue  
Phone: +234 817 149 7586  
Email: [info@udb.com.ng](mailto:info@udb.com.ng)  
<http://udb.com.ng/docs/building-permit.pdf> (for more details)  
Hours: Opens 8AM Mon TO 4PM FRI (EXCLUDING PUBLIC HOLIDAYS)



# 3

## PAY FEE

Fee will be generated base on the documents submitted. See Appendix I.



# 4

## METHOD OF PAYMENT

Make payment through Government Approved POS from BIRS officer posted at the Account Department, Urban Development Board, and submit evidence/proof of payment to GM office (See Appendix III)



# 5 DOCUMENTATION

A Receipt and file number will be issued to you, then registration and documentation of the submitted documents will be carried out



# 6 SITE INSPECTION

After Documentation, the Head of Department Town Planning (HODTP) mandate an Officer to carry out physical Inspection of the Site and make report.



# 7 SITE INSPECTION REPORT VETTING

HODTP vets the site inspection report, as well as Screening of Architectural working Drawings (including all Elevations, Section, Electrical, Mechanical and Site Plan Analysis) of the inspected land/property, and return file to GM for final Approval.



# 8 COMMUNICATION

Applicant/Client will then be communicated of the outcome via applicant email or mobile number submitted during registration



# 9 AWARDING OF BUILDING PERMIT

Building Permit will then be Awarded to a successful Applicant by the GM at the Urban Development Board in person or issue an authorization letter duly signed by the applicant attaching copy of approval fee receipt, passport of applicant and valid identity card of the representative.



## TIMELINE OF APPLICATION PROCESS



### APPLICATION TYPE

### PROCESS TIME(DAYS)

Clearance Application from Ministry of Lands, Survey and Solid Minerals

10

Application for Building Permit (1-5)

5

Site Inspection

5 Days within Makurdi & 10 Days Outside Makurdi

Screening/Approval

5

## TALK TO US

(+234) 08037875927

+234-08171497586

[info@udb.com.ng](mailto:info@udb.com.ng)

Sign:

GENERAL MANAGER

**BNUDB**

DATE

December 23, 2022

TIME

11:45AM



APPENDIX

Appendix I  
Approval Fee Charges

**BENUE STATE URBAN DEVELOPMENT BOARD (UDB)**

REVENUE HEAD	REVENUE SUBHEAD	DESCRIPTION OF REVENUE SOURCE	OLD RATES ₦	PROPOSED NEW RATES ₦	REMARKS
		Approval of Building Plan (RESIDENTIAL)			
120204	189	1-5 Rooms	2,000.00/room	3,000.00/room	Bedrooms only
120204	189	Additional room	1,000.00/room	2,000.00/room	-do-
120204	189	Flats	3000.00/room	3000.00/room	-do-
120204	189	Duplex	5000.00/room	5000.00/room	-do-
120204	189	Fence	50.00/ linear M	100.00/ linear M	-do-
120205	05	Dev. Before approval	300.00/M <sup>2</sup>	1,000.00/M <sup>2</sup>	Twice the original amount.

<b>COMMERCIAL</b>					
120204	584	Bank/Finance houses	300.00/M <sup>2</sup>	500.00/M <sup>2</sup>	Subject to minimum of ₦500,000.00
120204	585	Warehouses	300.00/M <sup>2</sup>	500.00/M <sup>2</sup>	Subject to minimum of ₦100,000.00
120204	586	Supermarkets/stores/shops	300.00/M <sup>2</sup>	500.00/M <sup>2</sup>	Subject to minimum of ₦100,000.00
120204	587	Petrol Filling Stations	2,000.00/pump	50,000.00/pump	Subject to minimum of ₦200,000.00
120204	588	Restaurants/bar	200.00/M <sup>2</sup>	300.00/M <sup>2</sup>	Subject to minimum of ₦50,000.00

The Benue State Revenue Law can be found on the Board of Internal Revenue Service's (BIRS) Website.

SCHEDULE XIII

INTERNAL REVENUE RATES, TAXES AND LEVIES OF STATE MINISTRIES,

DEPARTMENTS AND AGENCIES

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120204	589	Hostels/Motels	300.00/M <sup>2</sup>	500.00/M <sup>2</sup>	Subject to minimum of ₦100,000.00
120204	590	Holiday resort	200.00/M <sup>2</sup>	300.00/M <sup>2</sup>	Subject to minimum of

					₦100,000.00
120204	591	Cinema/film halls	250.00/M <sup>2</sup>	300.00/M <sup>2</sup>	Subject to minimum of ₦100,000.00
120204	592	Offices	300.00/M <sup>2</sup>	500.00/M <sup>2</sup>	Subject to minimum of ₦50,000.00
120204	593	Fence	100.00/ Linear M	200.00/ Linear M	
		<b>MEDICAL ESTABLISHMENTS</b>			
120207	57	Pharmacy/ Chemist			Subject to minimum of ₦100,000.00
120207	58	Hospitals/Health			-do-
120207	59	Mortuary			-do-
120204		Fencing			-do-
		<b>EDUCATIONAL ESTABLISHMENTS</b>			
120204		Nursery/Primary Schools	200.00/M <sup>2</sup>	500.00/M <sup>2</sup>	Subject to minimum of ₦200,000.00
120204	50	Secondary schools	200.00/M <sup>2</sup>	500.00/M <sup>2</sup>	₦200,000.00
120204	50	Tertiary institutions	250.00/M <sup>2</sup>	750.00/M <sup>2</sup>	Subject to minimum of ₦500,000.00
120204	50	Fencing	20.00/ Linear M <sup>2</sup>	100.00/ Linear M <sup>2</sup>	-do-
		<b>INDUSTRIAL ESTABLISHMENTS</b>			

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120204	191	Small Scale	50.00/M <sup>2</sup>	100.00/M <sup>2</sup>	Subject to minimum of ₦50,000.00
120204	191	Medium Scale	75.00/M <sup>2</sup>	150.00/M <sup>2</sup>	Subject to minimum of ₦200,000.00
120204	191	Heavy	100.00/M <sup>2</sup>	200.00/M <sup>2</sup>	Subject to minimum of ₦500,000.00
		<b>RELIGIOUS ESTABLISHMENTS</b>			
120204	192	Churches	100.00/M <sup>2</sup>	200.00/M <sup>2</sup>	Subject to minimum of ₦100,000.00
120204	193	Mosques	100.00/M	200.00/M	-do-
120204		Fencing	20.00/Linear M <sup>2</sup>	20.00/Linear M <sup>2</sup>	-do-
		<b>TEMPORARY PLANNING PERMIT</b>			
120204	193	Kiosk/sheds/workshop	5,000.00	20,000.00	Subject to renewal
120204	193	Containers	10,000.00	25,000.00	-do-
120204	193	Kerosene tanks	10,000.00	25,000.00	-do-
120204	193	Canopy	20,000.00	30,000.00	-do-
120204	193	Petrol engine	1,000.00	5,000.00	-do-
120204	193	Generators	1,000.00	5,000.00	-do-
120204	193	Welding & fabrication	5,000.00	15,000.00	-do-
		<b>MISCELLANEOUS</b>			
		<b>RENOVATION (RESIDENTIAL)</b>			
120204	194	Rooming houses	10,000.00	20,000.00	
120204	194	Flats	20,000.00	40,000.00	
120204	194	Duplexes	25,000.00	50,000.00	
		<b>RENOVATION (COMMERCIAL)</b>			
120204	195	Banks/finance houses	100,000.00	200,000.00	Flat rate
120204	195	Filling stations	100,000.00	200,000.00	-do-

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120204	195	Warehouses/shops offices/restaurants	20,000.00	40,000.00	-do-
120204	195	Hotels of all categories	50,000.00	50,000.00	-do-

120204	195	Cinema/community halls/religious	30,000.00	50,000.00	-do-
120204	195	Schools	50,000.00	100,000.00	-do-
120204	195	Medical	50,000.00	100,000.00	-do-
120204	195	Industrials	100,000.00	200,000.00	-do-
120204	195	Motor Parks	100,000.00	200,000.00	-do-
		<b>APPROVAL OF EXTRA COPIES</b>			
120204	196	New amended plans submitted in place of earlier approved ones			Full processing fees to be paid ₦5,000.00 per copy
120204	196	Extra copies in excess of the recommended number			₦5,000.00
120204		<b>CHANGE OF USE</b>			
120204	197	Residential to commercial	30000/room	30000/room	
120204	197	Residential to industrial	30000/room	30000/room	
120204	199	Commercial to residential	2500/room	2500/room	
120204	199	Mixed use residential	40000/room	40000/room	
120204	198	Residential to religious	30000/room	30000/room	
120204		<b>CERTIFICATE OF FITNESS</b>			
120204	200	Residential	5,000.00	5,000.00	
120204	200	Commercial	2,000.00	2,000.00	
120204	200	Industrial	50,000.00	50,000.00	

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		<b>SALE OF PROTOTYPE DESIGNS</b>			
120206	72	One Bedroom	30,0500.00	30,000.00	Complete drawings with professional seals
120206	73	Two bedrooms	40,000.00	40,000.00	-do-
120206	74	Three Bedrooms	50,000.00	50,000.00	-do-
120206	75	Four bedrooms	60,000.00	60,000.00	-do-
120206	76	Duplex	100,000.00	100,000.00	-do-
120204	77	Fence	20000.00	20000.00	-do-
		<b>MISCELLANEOUS</b>			
120204	201	Bore hole	50,000.00	50,000.00	Per annum
120204	202	Display/sale of vehicle	100,000.00	100,000.00	-do-
120204	203	Sports arena, including swimming pools, gymnasium, etc.	100/M <sup>2</sup>	200/M <sup>2</sup>	-do-
120204	204	Construction of drainage channels	100/M <sup>2</sup>	100/M <sup>2</sup>	-do-
		<b>FARM</b>			
120204	205	Less than 100 acres	50,000.00	50,000.00	Per annum
120204	206	More than 100 acres	100,000.00	100,000.00	-do-
120204	207	Fish pond		50,000	-do-
120204	208	Poultry/piggery	5,000.00	50,000.00	-do-
		<b>STREET NAMING</b>			
120204	209	Road	150,000.00	500,000.00	Renewal: 10% Per Annum
120204	210	Street	100,000.00	250,000.00	-do-
120204	211	Close/Avenue	50,000.00	150,000.00	-do-
		<b>PARKS &amp; GARDENS</b>		100,000	Subject to Annual renewal
120201	68	License to remove Building materials Registration	5,000.00	10,000.00	

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120204	212	Registration of Installation for Assignment Surrender License to move Building Materials			
		<b>HOUSE NUMBERING</b>			
		GRA		5,000.00	
		High Brow Areas		5,000.00	
		Commercial Buildings		10,000.00	
		Medium and High Density Areas		3,000.00	
		<b>ADVERTISEMENT LOCATION APPROVAL FEE</b>			
120204	36	Bill board	20,000.00	20,000.00	Per Year
120204	36	Banners	1,000.00	2,000.00	Per Day
120204	36	Sign post	2,000.00	5,000.00	Per Year
120204	36	Posting Bills	5,000.00	10,000.00	Per Year
120204	36	Unipole Advert Boards	100,000.00	100,000.00	Per Year
120204	36	Lamp post	10000.00 /pole	10,000.00 /pole	Per Year
120204	36	Bridge panel	1,000,000/	1,000,000	Per Year

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			face	/face	
120204	36	Pedestrian Bridge panel	200,000.00	200,000.00	Per Year
120204	36	Gantry	200,000.00	200,000.00	Per Year
120204	36	Information panels	100,000.00	100,000.00	Per Year
120204	36	Roundabout dev/Beautification	500,000.00	500,000.00	Per Year
120207	36	City gate	200,000.00	200,000.00	Per Year
		Signage's			Per Year
120204	36	1. School	50,000.00	50,000.00	Per Year
120204	36	2. Police	200,000.00	200,000.00	Per Year
120204	36	3. Hospitals	100,000.00	100,000.00	Per Year
120204	36	4. Other business	200,000.00	200,000.00	Per Year
120204	36	Rooftop	200,000.00	200,000.00	Per Year
120204	36	Portraits, mini unipole	200,000.00	200,000.00	Per Year
120204	36	Wall drapes	300,000.00	300,000.00	Per Year
120204	36	Bush shelter	50,000.00	50,000.00	Per Year

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## Appendix II

### *Clearance Permit*

- i. Submit for “Clearance for Building Permit” through the **Commissioner** for Ministry of Land, Survey and Solid Minerals, Makurdi (**Ministry of Lands, Survey and Solid Minerals, P.M.B 102040, Makurdi, Benue State.**) Your application should include either of the following document (R of O or C of O)
- ii. Upon receipt of your application, verification process will commence
- iii. After a successful verification, approval will be communicated to the applicant
- iv. The Approval/Clearance document will now form part of the documents required by BNUDB for the Application of Building Permit

### **Process Time-Frame**

10 working days

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APPENDIX  
Appendix III

PAYMENT METHOD



All payments should be made through the approved Government POS operated by the Revenue Officer posted at the Benue State Urban Development Board.

To make payment:

- Inform the Revenue Officer of the kind of service/item you are paying for based on Appendix I above; all fees are customised in the POS.
- Give the Revenue Officer your Cash or ATM Card
- For ATM Card payment you will be prompted to enter your pin and press enter
- The transaction will be processed, and the machine will print a customer receipt
- The Revenue Officer return the card to the customer and the machine will print a second merchant copy of the receipt for safekeeping.

**Process Time-Frame**

5 Minutes

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