



# **GOMBE STATE URBAN PLANNING AND DEVELOPMENT AUTHORITY (GOSUPDA)**

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## **APPLICATION PROCESS AND GUIDELINES FOR OBTAINING BUILDING PERMIT IN GOMBE STATE**

### **Overview**

In accordance with the Gombe State Urban Planning and Development Authority Establishment Law 2011 (<https://mof.gm.gov.ng/download/gombe-state-urban-development-authority-law-2011/>), all individuals and organizations seeking to develop their land in Gombe State can apply for a development (building) permit through the following process:

**Note:** All associated cost that involves government agencies are paid using Gombe State Remita TSA Account.

<b>STEPS</b>	<b>DESCRIPTION</b>	<b>TIME FRAME</b>
<b>STEP 1</b>	<p><b>Start your application by using any of the channels below</b></p> <p>Obtain appropriate building permit application form for free at GOSUPDA Headquarters located at Ministry of Housing and Urban Development, Gombe or print the applicable form online via the links <a href="https://mof.gm.gov.ng/download/application-of-building-permit-plan-for-individual-organization/">https://mof.gm.gov.ng/download/application-of-building-permit-plan-for-individual-organization/</a> to download New Building OR Alteration/Renovation Permit for Individuals (BPI) and Organization (BPO). The Schedule of the fees of the Building Permit can be accessed via the link: <a href="https://mof.gm.gov.ng/download/schedule-of-buiding-permit-fees/">https://mof.gm.gov.ng/download/schedule-of-buiding-permit-fees/</a></p>	<b>1 day</b>
<b>STEP 2</b>	<p><b>Prepare all relevant documents</b></p> <p>Copies of the following documents are required to process your application for a Building Permit.</p> <ol style="list-style-type: none"> <li>1. One copy of GOGIS Certificate of Occupancy (CofO). Visit <a href="https://mof.gm.gov.ng/download/a-guide-to-acquiring-landand-certificate-of-occupancyin-gombe-state/">https://mof.gm.gov.ng/download/a-guide-to-acquiring-landand-certificate-of-occupancyin-gombe-state/</a> for guidelines. Note: Where a GOGIS CofO has not been issued, a GOGIS acknowledgement letter may be submitted. Please note that this may cause a delay in the processing of your application pending when a copy of the CofO will be made available.</li> <li>2. Two copies of A3 sized architectural working drawings &amp; details sealed stamped and endorsed by the architect (for all developments). Note: ARCON Project Registration Number (APRN) should be placed on each sheet of the drawings and a copy of the Architect's current professional practice license (for all developments).</li> <li>3. Site analysis report prepared by consultants registered with GOSUPDA [link to the registered consultants with GOSUPDA will be inserted] with a clear satellite image, sealed, stamped, and endorsed by a Town Planning Registration Council (TOPREC) registered town planner (for all developments).</li> <li>4. One copy and soft copy (Compact Disk/Flash Drive) of A3 sized mechanical/electrical working drawings &amp; details, sealed, stamped, and endorsed by a Council for the Regulation of Engineering in Nigeria (COREN) registered mechanical and electrical engineer (for all developments). Visit /contact <a href="https://portal.coren.gov.ng/account/MemberSearchto">https://portal.coren.gov.ng/account/MemberSearchto</a> confirm engineer registration status.</li> <li>5. Two copies of A3 sized structural working drawings &amp; details, sealed, stamped, and endorsed by a COREN registered structural engineer (for storey buildings, warehouses, petrol/gas stations &amp; others with special structural requirements).</li> <li>6. Structural calculation sheets, letter of attestation of design, sealed, stamped, and endorsed by a COREN registered structural engineer (for developments listed in No. 5 above).</li> <li>7. Soil investigation report (for multi-storey developments that exceeds three floors). the [link to the approved Consultants and Institutions will be inserted by the applicant]</li> <li>8. GOSEPA's Environmental Impact Assessment (EIA) approval certificate (for agricultural, petrol/gas stations, commercial, industrial, mass housing and other multi-storey Residential developments. Visit/contact GOSEPA Office along Government House Street GRA Gombe for GOSEPA EIA.</li> </ol>	<b>1 day</b>

	<p>9. Feasibility/Visibility Report prepared by consultants registered with GOSUPDA (for mass housing agricultural, petrol/gas stations, commercial, industrial, mass housing)) – [link to list of registered consultants with GOSUPDA will be inserted]</p> <p>10. Tax Clearance Certificate (TCC) and Tax Identification Number [TIN] (all developments). Visit/contact Gombe Internal Revenue Service Office at Bauchi Road Jekada Fari, Gombe State or <b>(+234) 817 023 6362 (+234) 8032-232-6129</b> <a href="http://irs.gm.gov.ng/ads/gombe-internal-revenue-service">http://irs.gm.gov.ng/ads/gombe-internal-revenue-service</a> Gombe State for TCC and TIN.</p> <p>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 station nearest to you in Gombe State for a fire report/police report.</p> <p>12. Most recent passport sized photograph for individual application (BPI); and company seal or stamp on application form for organisation (BPO).</p> <p>13. District head confirmation required for unplanned layout. – [link to list of government recognized district heads and their contact details if available will be inserted]</p> <p>14. Recent utility bill or bank statement (containing same address with contact address specified on form).</p> <p>15. Photo identification document: Accepted IDs include International Passport, National ID Card, Driver’s License; Voter Registration Card, or Tax Identification Card.</p> <p>16. Duly completed building permit application form</p>	
<b>STEP 3</b>	<p><b>Submit Application Form</b></p> <ol style="list-style-type: none"> <li>1. Pay the applicable processing fee (Individuals: N5000 and Companies/Organizations: N10,000 as provided in the Gombe State Revenue Codification and Consolidation Law-<a href="https://mof.gm.gov.ng/download/gombe-state-revenue-codification-and-consolidation-gazette/">https://mof.gm.gov.ng/download/gombe-state-revenue-codification-and-consolidation-gazette/</a>) using any of the available payment channels: -       <ol style="list-style-type: none"> <li>1. Any commercial bank in the State using the Gombe State Remita TSA account.</li> <li>2. GOSUPDA Customer Service located at Ministry of Housing and Urban Development by POS using a debit card or credit card.</li> </ol> </li> </ol> <p>Submit the duly completed Application Form directly to GOSUPDA Customer Service located at Ministry of Housing and Urban Development together with the following documents:</p> <ol style="list-style-type: none"> <li>1. Evidence/proof of payment of application processing fee</li> <li>2. All applicable documents detailed in Step 2 above</li> </ol>	<b>1 day</b>
<b>STEP 4</b>	<p><b>Collection of Building Permit Certificate</b></p> <ol style="list-style-type: none"> <li>i. Successful applicants are notified via text, call or email within 5-10 days to pay the assessed building plan processing fees</li> <li>ii. planning and development permit fees are assessed based on the size, and use of the property as stipulated in Part III of the annexed schedule of Gombe State Revenue (Codification and Consolidation) Law, 2021 (Pages 198 – 204) - <a href="https://mof.gm.gov.ng/download/gombe-state-revenue-codification-and-consolidation-gazette/">https://mof.gm.gov.ng/download/gombe-state-revenue-codification-and-consolidation-gazette/</a></li> <li>iii. Payment can be made through any Commercial bank, into the Gombe State TSA Account or through designated Point of Sale (PoS) Machines at GOSUPDA</li> <li>iv. Within 3 days upon making all relevant payments, the applicant will be notified of successful processing and can visit GOSUPDA customer center to collect the building permit certificate in person or issue an authorization letter duly signed by the applicant attaching GOSUPDA's acknowledgement letter, passport of applicant and valid identity card of the representative. Where an applicant has not been notified of a successful application within the 3 days, he/she should please contact GOSUPDA Customer Service located at Ministry of Housing and Urban Development between 8:00 AM and 4:00 PM (Monday – Friday, excluding public holidays) or contact us at 08033149796 <a href="http://www.mof.gm.gov.ng/saber">www.mof.gm.gov.ng/saber</a></li> </ol>	<b>10 days</b>

For more information, enquiry, or complaints please contact GOSUPDA Customer Service located at Ministry of Housing and Urban Development between 8:00 AM and 4:00 PM (Monday – Friday, excluding public holidays) or download and fill the form for complain at 08033149796 [www.mof.gm.gov.ng/saber](http://www.mof.gm.gov.ng/saber)

**SIGNED: GP CAPT BP BILAL (RTD)**  
**S.Adv./EXECUTIVE CHAIRMAN**  
**Gombe State Urban Planning and Development Authority (GOSUPDA)**  
**4<sup>th</sup> December 2022**