

**EDO STATE GOVERNMENT**

**MINISTRY OF PHYSICAL PLANNING, HOUSING, URBAN AND REGIONAL DEVELOMENT**

2nd Floor, Block “C”, Secretariat Buildings, Sapele Road, Benin City, Edo State.

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**APPLICATION PROCESS AND REQUIREMENTS FOR DEVELOPMENT PERMIT/BUILDING PLAN APPROVAL IN EDO STATE**

In line with Edo State Urban Development and Physical Planning Regulations 2014 Ministry of Housing and Urban Development, Benin City, Edo State Government (Gazette No. 15 and Vol. 18 of 20th August, 2015) all applicants seeking to develop their land in Edo State can apply for building permit through the following process:

**Step 1**

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| Start your application by using the channel below:For all categories of applications1. Obtain free building plan permit application form from the Ministry of Physical Planning Housing, Urban and Regional Development, Clearing House, at 2nd Floor, Block “C”, Secretariat Buildings, Sapele Road, Benin City, Edo State.
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**Step 2**

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| **Prepare all relevant documents**  Copies of the following documents are required to process your application for a Building Permit1. Proof of payment and duly completed and signed application form.
2. Land Title documents and Proof of Ownership. It could be any of the following with Survey Plan in the applicant name:
	1. Certificate of Occupancy,
	2. Oba’s approval (Original owners),
	3. Secondary owners certificate of occupancy, registered deed of conveyance/ assignment, governor’s consent
3. Evidence of Personal Income Tax or (for corporate bodies, Current Tax Clearance Certificate of one the Director). Applicants can visit the nearest Tax Office within their Local Government Area of residence for Tax-related issues or using this link to register <https://eras.eirs.gov.ng/Login/Individual>
4. Design Documents
	1. 4 sets of A3 sheet of Architectural working drawings with letters of undertaking duly signed, stamped and sealed with ARCON seal by Architect
	2. 4 sets of A3 sheet of Structural Drawings duly signed, stamped and sealed with COREN seal, to be supported with calculation sheets and letter of undertaking duly signed, stamped and sealed with COREN seal. In case of multi-storey building and other single floor building with structural spans in excess of 6 meters
	3. 4 sets of A3 sheet of Electrical and Mechanical drawings signed stamp and sealed by COREN registered Electrical and Mechanical Engineer respectively.
5. 2 (two) most recent passport photographs and proof of Identification Document Card which include International Passport, National Identity Number, Driver’s License, National ID, Voter Registration Card of the applicant and/or a representative form duly signed with proof of ID and passports duly attached with that of the applicant and representative
6. Layout design prepared by a registered Town Planner for land sizes in excess of 10,000m2,
7. Site analysis report (SAR) prepared by a registered Town Planner for all developments.
8. Fire Safety Certificate from Fire Service of the State Ministry of Transport.
9. Environment Impact Analysis Report by a registered Town Planner applicable for all non-residential building plan applications like School, shopping mall, Hotel, Hostel, Gas Plant, Petrol Station Filling, industrial, recreational, Church, Event Centre or large scale residential development in lands in excess of 10,000m2,
10. Soil test report prepared by a COREN Engineer for building in excess of 10meters height
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**Step 3**

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| **Submit Application Form****Manual Submission*** The applicable planning fees payable by applicant vary with use of building, size of plot of land, type of building, number of floors and volume of building. For instance a residential bungalow on a plot of land of 450m2, volume of building of 1,092.096m3, implies Registration fee is ~~N~~25,000, Development Charge is ~~N~~20,000, Allotment is ~~N~~11,250, Assessment of building is ~~N~~21,840, Application form is ~~N~~1,000 and Registration of Site Analysis Report is ~~N~~2,500. Total Planning fees is ~~N~~81,590.
* Any State Government Internally Generated Revenue designated Bank Account Nos.: Access Bank: 00006663034, or UBA Bank: 1010250531 or Unity Bank: 0026061007 via PAYDIRECT Account
* Edo Internal Revenue Service Point of Service (POS) located in Secretariat Premises within Ministry Submit the duly completed Application directly at the Ministry Customer Service at 2nd Floor, Block C, Secretariat Building, Sapele Road, Benin City with the following documents

- Evidence/proof of payment of planning fee- All applicable documents outlined in step 2 aboveTimelines for processing building permit is 6 weeks**Confirmation of Application**On submission of application form, application is registered with unique Application Reference Number |

**Step 4**

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| **Collection of Building Permit Conveyance Letter*** Applicant is notified that his or her building permit application is ready for collection through the Ministry’s Customer Service
* Applicant is to provide evidence of Personal Income Tax or (for corporate bodies, Current Tax Clearance Certificate of one the Director) if not earlier submitted.
* Where an applicant has not been informed that his/her application ready after within 30 days, he/she should contact Ministry’s Customer Service 2nd Floor, Block C, Secretariat Building, Sapele Road, Benin City or contact us at info.mppud@edostate.gov.ng Contact: +234 91 288 02734, +234 81 046 63697
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For more information, enquiry, or complaints please contact Ministry of Physical Planning Housing, Urban and Regional Development, Customer Service at 2nd Floor, Block C, Secretariat Building, Sapele Road, Benin City between 8.00pm and 4.00pm (excluding public holidays)or contact us at info.mppud@edostate.gov.ng Contact: +234 91 288 02734, +234 81 046 63697

**Signed**

Honourable Commissioner,

Ministry of Physical Planning, Housing, Urban and Regional Development (MPPHURD),

6 October, 2022.