



# MINISTRY OF PHYSICAL PLANNING AND URBAN DEVELOPMENT

## APPLICATION PROCESS AND GUIDELINES FOR OBTAINING BUILDING PERMIT IN EKITI STATE

Pursuant to Ekiti State Building Regulations, 2017, **Part I, Schedule 2(3) any person intending to carry out any development on any land within the State shall apply to the Ministry/appropriate Area Urban and Regional Planning Office (AURPO) for appropriate advice/directives. In view of this,** all individuals and organizations seeking to develop their land in Ekiti State can apply for a development (building) permit through the following process:

### STEP 1

PROCEDURE	CONCERNED MDA <sub>s</sub>	PROCESSING TIMELINE	REMARK
<p><b>Start your application by using the channels below</b></p> <p>Obtain appropriate construction permit application form (individual and organization) for free at</p> <p>(i) The Nearest Zonal/Area Offices of Ekiti State <b>Ministry of Physical Planning and Urban Development</b>, located at all the Local Government Headquarters in Ekiti State.</p> <p>(ii) The applicant for constructions within Government Reserved Areas (GRA)</p>	<p><b>Ministry of Physical Planning and Urban Development</b></p> <p>Phase V, State Secretariat Complex, Ado-Ekiti.</p> <p>Contact details:</p>		<p>The application form is free for categories of construction</p>

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should obtain the application form at the <b>Ministry of Physical Planning and Urban Development</b> , Phase V, State Secretariat Complex, Ado-Ekiti.	mhud@ekitistate.gov.ng 08034470020.		

## STEP 2

PROCEDURE	CONCERNED MDA <sub>s</sub>	PROCESSING TIMELINE	REMARK
<p><b>Prepare all relevant documents.</b></p> <p>a. Duly completed construction permit application form.</p> <p>b. Photocopy of VALID means of identification</p> <p>c. Most recent passport sized photograph of applicant</p> <p>d. Copies of the following documents are required to process application for construction permit.</p> <p>i. A copy of Certificate of Occupancy (C of O) from <b>Bureau of Lands Office</b>, if available.</p> <p>ii. A copy of Surveyor General Approved Survey Plan from <b>Surveyor-General's Office</b>. (<a href="http://surv.gen.ekitistate.gov.ng/">http://surv.gen.ekitistate.gov.ng/</a>)</p> <p><b>Surveyor General Office</b> <b>Deji Ajayi Building, State Secretariat Complex, Ado-Ekiti</b> <b>Contact Details:</b> <b>08032339448</b> <b>osg@ekitistate.gov.ng</b></p>	<p><b>Bureau of Land Services,</b> Mutual (Revenue) House, Beside Tantalizer Building, Fajuyi, Ado-Ekiti. OR Bureau of Land Services (Deji Ajayi Building), Right Wing, Ground Floor, State Secretariat, New Iyin Road, Ado-Ekiti. OR Call 08035763116, 08035859506. You can send email to bls@ekitistate.gov.ng</p> <p><b>Surveyor General Office</b> <b>Deji Ajayi Building, State</b> <b>Secretariat Complex, Ado-</b></p>		<p>Please note that refusal to attach a copy of C of O may cause a delay in the processing of your application of your application pending when a copy of the C of O and Surveyor General approved survey will be made available.</p>



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<p>viii. Soil Investigation Report (for multi-storey developments that exceeds three floors) from the Ministry of Works and Transportation, Ajilosun Road, Ado-Ekiti</p> <p>ix. Ekiti State Environmental Protection Agency (<b>EKSEPA</b>) Environmental Impact Assessment (EIA) approval certificate (for Agricultural, Commercial, Industrial, Warehouse, Church, Hotel, Bank, Petrol and Gas Station, Mass housing and other multi-storey Residential developments) from <b>Ekiti State Environmental Protection Agency.</b></p> <p>x. Physical Planning Technical Report duly prepared by a Town Planner (for Church, Block of Shops)</p> <p>xi. Land Use Clearance (for all development)</p> <p>xii. Service approvals including Fire and Police Reports (for Petrol and Gas Station) from <b>Ekiti State Fire Services (Fajuyi, Ado-Ekiti) and any Nigeria Police Stations</b> nearest to the proposed site.</p>	<p>Protection Agency, Peju Babafemi Building, State Secretariat Complex, Ado-Ekiti</p> <p>Contact : 08038851149 sepa@ekitistate.gov.ng</p>		

### STEP 3

PROCEDURE	CONCERNED MDA <sub>s</sub>	PROCESSING TIMELINE	REMARK
<p><b>Submission of all required documents and evidence of payment of all fees by the applicant.</b></p> <p>1. Pay the applicable assessment fee using any of the available payment channels:</p> <p>Any commercial bank in the State using registered Ekiti State Internal Revenue Agents outlets (a) designated Banks (b) Remita (c) ERAS</p> <p><b>Note:</b> <i>Kindly note the assessment fee varies and is determined by the volume and the use of the building. For details on charges/fees click on <a href="https://ekitistate.gov.ng/wp-content/uploads/2022/BuildingApprovalRequirement.pdf">https://ekitistate.gov.ng/wp-content/uploads/2022/BuildingApprovalRequirement.pdf</a></i></p> <p>2. Submit the duly completed Application Form and evidence of payment (teller/e-receipt)) directly to Ekiti State <b>Ministry of Physical Planning and Urban Development</b> or its Area/Zonal officers together with the following documents</p> <p>i. Evidence/proof of payment of all assessment fees.</p> <p>ii. All applicable documents detailed in Step 2 above</p>	<p>Ekiti State Internal Revenue Services, Revenue House, Ado-Ekiti.</p> <p>Contact Mr Kehinde (kehinde.oluwadare@ekitistaterevenue.com) 0806-037-5573 or visit them at their website: <a href="http://www.ekitistaterevenue.com">http://www.ekitistaterevenue.com</a></p>	<p>We aim to process submitted applications for building permits within 5 days (for individuals) and 14 working days (for organizations) prior to the final stage for collection described in step 4 below</p>	<p>TYPICAL EXAMPLE; A proposed residential development with volume of 285m<sup>3</sup> is to be built on an area of area of 648m<sup>2</sup> of land in Ado-Ekiti. If the perimeter of the proposed land is 108m, the total amount to be paid by the proponent is <b>LUC = N1000</b></p> <p><b>Fence permit =</b> Perimeter of the land x 50 =108m x 50 = N5400</p> <p><b>Ratification =</b> Area of plot x 10 = N6480</p> <p><b>Assessment =</b></p>

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<p><b>Confirmation of Application:</b></p> <p>i. 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.</p>			<p>LxBxHxR = Volume x Rate  =1,710m<sup>2</sup> x 25 =  N42,750  TOTAL = N55,630</p>

#### STEP 4

PROCEDURE	CONCERNED MDA <sub>s</sub>	PROCESSING TIMELINE	REMARK
<p><b>Collection of Building Permit Certificate</b></p> <p>i. Successful applicants are notified via text or call within 5-10 days to pay the assessed building plan assessment fees (see <a href="https://ekitistate.gov.ng/wp-content/uploads/2022/BuildingApprovalRequirement.pdf">https://ekitistate.gov.ng/wp-content/uploads/2022/BuildingApprovalRequirement.pdf</a> for details)</p> <p>ii. Planning and development permit fees are assessed based on the size, and use of the property as stipulated in part II of the annexed schedule of the Ministry of Housing and Urban Development fees order.</p> <p>iii. Payment can be made through any Commercial bank in the</p>	<p><b>Ministry of Physical Planning and Urban Development,</b>  Phase V, State Secretariat Complex, Ado-Ekiti.  Contact details:  Mr Femi: femibamisaye78@gmail.com,  mhud@ekitistate.gov.ng; 08034470020</p> <p>Ekiti State Internal Revenue Services,</p>		

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<p>State using the following channels (a) registered Ekiti State Internal Revenue Agents outlet (b) Banks (c) Remita.</p> <p>iv. <b>Within 3 days</b> upon making all relevant payments the applicant will be notified of successful processing and can visit the <b>Ministry of Physical Planning and Urban Development</b> office where the building plan is submitted.</p> <p>v. Where an applicant has not been notified of a successful application within the 3 days, he/she should please contact the Headquarters of the <b>Ministry of Physical Planning and Urban Development</b> located at Phase V, State Secretariat Complex, Ado-Ekiti, Ekiti State <b>or contact us at <a href="mailto:mhud@ekitistate.gov.ng">mhud@ekitistate.gov.ng</a> or call Mr Bamisaye on 08034470020; e-mail: <a href="mailto:femibamisaye78@gmail.com">femibamisaye78@gmail.com</a> or visit <a href="http://www.ekitistate.gov.ng">www.ekitistate.gov.ng</a>.</b></p>	<p>Revenue House, Ado-Ekiti.</p> <p>Contact Mr Kehinde (<a href="mailto:kehinde.oluwadare@ekitistaterevenue.com">kehinde.oluwadare@ekitistaterevenue.com</a>) 0806-037-5573 or visit them at their website: <a href="http://www.ekitistaterevenue.com">http://www.ekitistaterevenue.com</a></p>		

For more information, enquiry or complaints please contact Ekiti State **Ministry of Physical Planning and Urban Development** located at Phase V, State Secretariat Complex, Ado-Ekiti, between 8:00 am and 4:00 pm. (Monday - Friday, excluding public holidays) or contact us at [mhud@ekitistate.gov.ng](mailto:mhud@ekitistate.gov.ng) or call Femi Bamisaye on 08034470020 (email: [femibamisaye78@gmail.com](mailto:femibamisaye78@gmail.com)) or visit [www.ekitistate.gov.ng](http://www.ekitistate.gov.ng)



Signed:

Permanent Secretary,

**Ministry of Physical Planning and Urban Development**

22nd December 2023