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Office of the General Manager
BAUCHI STATE URBAN DEVELOPMENT BOARD

10, Muhammad Bello Kirfi Road,
P.M.B. 0086, BAUCHI STATE - NIGERIA

BUILDING PERMIT APPLICATION GUIDELINES FOR:

- 1. RESIDENTIAL**
- 2. COMMERCIAL**
- 3. INDUSTRIAL**
- 4. RECREATIONAL**
- 5. PUBLIC USES**
- 6. USE OF PANE SPACES**
- 7. PARK & GARDENS**

A. TEMPORARY PERMIT REQUIREMENT

1. Written application to the General Manager stating location and nature of business to be conducted.
2. Conducting site investigation by any officer authorized by the Board.
3. If the proposed site found to be suitable, the applicant made payment to the account section.
4. The Area Town Planning Officer will then communicate to the applicant conveying him/her a temporary planning permit.

B. FENCING PERMIT REQUIREMENTS

1. Written application to the General Manager
2. Submitting of evidence of Land Ownership Document
3. Conducting site investigation
4. If suitable to grant permit, then making a payment to the account section
5. Granting fencing permit by the Area Town Planning Officer.

GENERAL APPLICATION REQUIREMENTS

1. An application letter to the General Manager shall be submitted directly to the BSUPDB Building Plan Approval Desk Officer with the following documents:
 - a) A copy of the Certificate of Occupancy (CofO) or Grant of Right of Occupancy to the proposed land to be used for the building.
 - b) Evidence of Change of Ownership or Deed of Assignment as the case may be (if applicable) and duly endorsed by Deed Registrar of State Ministry of Land and Survey.
 - c) In case of Customary Land, evidence of ownership including any sales agreement and the area's District Head confirmation or his representative.
 - d) In case of Federal land, a copy of Federal Grant Offer fully endorsed by BAGIS
 - e) Site Inspection/Analysis Report Prepared by BSUPDB.
 - f) One soft copy and Three hard copies of A3 sized architectural working drawings & details sealed stamped and endorsed by professional architect (all developments).
 - g) One soft copy and Three hard copies of A3 sized Mechanical/Electrical (M&E) working drawings & details, sealed, stamped and endorsed by respective professional engineers (all developments).
 - h) One soft copy and Three copies of A3 sized structural working drawings with Structural Calculation Sheet and letter of attestation of design, sealed, stamped and endorsed by professional Structural Engineer (storey buildings).
 - i) Soil investigation report (multi-storey developments that exceeds three floors).
 - j) Environmental Impact Assessment (EIA) certified by the State Ministry of Environment and Housing (agricultural, petrol/gas stations, commercial, industrial, mass housing, residential building in excess of 2ha, Office Building in excess of 4 floors or 5000m², Major Recreational Areas, and other developments).
 - k) Feasibility/Visibility Report prepared by BSUPDB (mass housing and other developments).

- l) Service Approvals: Fire Service and Police Reports (petrol/gas stations, hotels and multi-storey developments that exceeds four floors, Educational Institutions, and other major public buildings).
- m) See attached charges/fees for building plan approval applicable in the state.

APPLICATION PROCESS

1. An applicant obtained a processing form and processing bank teller at the BSUPDB Building Plan Approval Desk, fill the form as soon as he can and submit back the form and make payment through <http://birs.bu.gov.ng> and click on "Pay your tax online" Alternatively, you can go to <https://paybauchi.revenue.ng>.
2. If you are paying for a company, click corporate, while if you are paying as an individual click on individual, fill in the form with your details Select the MDA's you wish to make a payment to Select the Revenue Item you are paying for Select the payment Method that you want to use.
3. Click submit and you will be redirected to the payment gateway, remember to print your e-receipt once you have completed payments.
4. Present your e-receipt to an Desk officer at the BSUPDB MDA for your TBS6A Receipt. Or Request for Bank teller of BASG paydirect platform, fill the teller and make your cash or cheque payment to the bank Collect your e-receipt/copy of the teller from the Bank as evidence of payment.
5. Present your e-receipt to Revenue Desk Officer at MDAs for your BS6A Receipt present your payment receipt to the relevant MDA's for the required services.
6. Granting approval by the Director Town-Planning after the General Manager's affirmation:
7. Once all these processes are over and permit is ready to be issued, the applicant will be informed through phone or email to collect it.

CHARGES FOR BUILDING PLAN APPROVAL

According to [Bauchi State Tax Collection Harmonization Law 2020](#), the following are the approved Fees and Charges for Building Plan/Permit application.

S/ N	TYPE OF DEVELOPMENT	A BAUCHI	B AZARE	C OTHERS
1. RESIDENTIAL				
a	LOW DENSITY			
i.	One Bed Room	₦6000.00	₦4000.00	₦3000.00
ii.	Two Bed Room	₦8000.00	₦6000.00	₦5000.00
iii.	Three Bedroom	₦10,000.00	₦8,000.00	₦7,000.00
iv.	Four Bedroom	₦12,000.00	₦10,000.00	₦9,000.00
b	<u>Medium Density</u>			
i.	One Bed Room	₦4,000.00	₦3,000.00	₦2,000.00
ii.	Two Bed Room	₦6,000.00	₦5,000.00	₦3,000.00
iii.	Three Bedroom	₦8,000.00	₦7,000.00	₦4,000.00
iv.	Four Bedroom	₦10,000.00	₦9,000.00	₦5,000.00
c	High Density			
i.	One Bed Room	₦3,000.00	₦2,000.00	₦1,000.00
ii.	Two Bed Room	₦5,000.00	₦4,000.00	₦2,000.00
iii.	Three Bedroom	₦7,000.00	₦6,000.00	₦3,000.00
iv.	Four Bedroom	₦9,000.00	₦8,000.00	₦5,000.00

v.	ROOMY TYPE	₦ 2,000.00 (Per Room)	₦ 2,000.00	₦ 2,000.00
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NOTE: PLOT HIERACHY;

Less than 500M² - High Density

501 – 1000M² - Medium Density

Above 1000M² - Low Density

2.	COMMERCIAL	BAUCHI	OTHERS
a.i	Shop Less than 10M ²	N5,000	N3,000
ii	Shop above 10M ²	N8,000	N5,000
b.	Warehouse	N300.00/M ²	N200.00/M ²
c.	Mechanical Workshops	N300.00/M ²	N200.00/M ²
d.	Offices	N300.00/M ²	N200.00/M ²
e.	Motels/Hotels of International Standard	N300.00/M ²	N300.00/M ²
f.	Local Hotels	N150.00/M ²	N100.00/M ²
g.	Banks/Financial Institutions	N250,000.00	N250,000.00
h.	Holiday Resort	N250,000.00	N250,000.00
i.	Community/Conferenc e Hall	N75,000.00	N50,000.00
j.	Restaurants	N50,000.00	N30,000.00
k.	Cinema House	N100,000.00	N50,000.00
l.	Petrol Filling Stations	N150,000.00	N100,000.00

m.	Mega Filling Stations	N500,000.00	N350,000.00
3. MEDICAL ESTABLISHMENT			
a.	Pharmaceutical Chemist	N50,000.00	N30,000.00
b.	Dispensary/Patent Medicine Store	N30,000.00	N20,000.00
c.	Health Center/Clinic Maximum of 10 Beds	N150,000.00	N100,000.00
d.	Hospitals	N250,000.00	N150,000.00
4. INDUSTRIAL		SAME RATE ALL OVER THE STATE	
a.	Light (eg Bakery, Corn Mill etc)	N40,000.00	
b.	Medium	N100,000.00	
c.	Heavy	N250,000.00	
5. INSTITUTIONS			
a.	Nursery/Primary & Nursery School	N80,000.00	
b.	Primary School	N60,000.00	
c.	Post Primary	N100,000.00	
d.	Tertiary	N200,000.00	
e.	Mosque and Churches	N30,000.00	
f.	Other Public Buildings	N100,000.00	
g.	G.S.M. Mast	N100,000.00	
h.	Annual Renewal at 50% per annum	Per One	

PAYMENT NOTES:

1. Defaulters shall be charged ½ the approved rate
2. Extra copies shall be charged at the rate of N1,000.00 per copy
3. Resubmission shall be charged 50% of the approved chargeable fees

NOTE THAT:

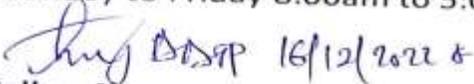
- a. If all requirements from the applicant are fulfilled, the minimum duration for approval is 10 working days except for mass housing development, high-rise storey building, recreational development, industrial development, etc. which has additional 5 days for feasibility study and report. While, the maximum approval period must not exceed 3 months.
- b. Additionally, all approved plans are valid for 3 years from the date of communication of the approval of a development permit to a developer.
- c. Where a developer failed to commenced development within three years, the development permit is subject to revalidation by the control department which issue the original permit.

Reference

[Amended copy of the Bauchi State Urban and Development Board edit 163 of 1989 Amended 2012.](#)

Opening Hours

Monday to Friday 8:00am to 5:00pm

 16/12/2022 &

Call us Now

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