



APPLICATION PROCESS AND GUIDELINES FOR OBTAINING BUILDING PERMIT IN EBONYI STATE BY ABAKALIKI CAPITAL TERRITORY DEVELOPMENT BOARD

In pursuant of Abakaliki Capital Territory Development Board Law No.005 of 2007 and amended by law No. 010 of 2015 Ebonyi State all individuals and organizations seeking to develop their land in Ebonyi State can apply for a development (building) permit through the following process:

STEP 1

Start your application by using the Process below

Obtain appropriate building permit application form for a fee of ₦10, 000 at Abakaliki Capital Territory Development Board (ACTDB)/Ministry of capital City Development located at No. 7 Ezza Road, Ebonyi State.

The cost of the form is for both New Building and Renovation which comprises of individual and organization.

STEP 2A

Prepare all relevant documents

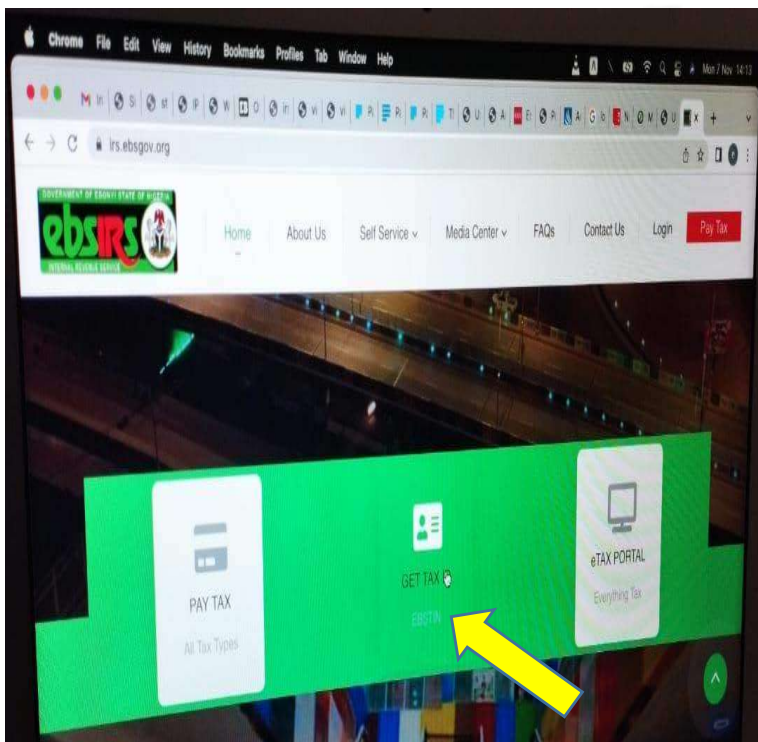
Items to be submitted to the board by the prospective developer for building approval include the following:

1. Four (4) sets of building plans dully certified by relevant professional which include
 - a. Architectural plan dully sealed by an Architects registration council of Nigeria (ARCON) registered architect.
 - b. Structural, Electrical and Mechanical plan dully sealed by a Council for the Regulation of Engineering in Nigeria (COREN) registered engineer.
 - c. A survey plan dully sealed and Prepared by a registered member of Surveyors Council of Nigeria (SURCON).
 - d. A site analysis and appraisal report dully prepared and sealed by a Town Planning Registration Council (TOPREC).
 - e. An environmental impact assessment/statement (EIA) dully prepared by National Environmental Standard and Regulation Agency (NESRA) certified Consultant. EIA is required for commercial building like Gas plant, filling station, hotels, school, hospital etc.
2. Evidence of ownership of property which include:
 - a. Certificate of occupancy
 - b. Power of Attorney

- c. Deed of Assignment
- d. Deed of Lease

NOTE:

- a. This evidence of ownership must be dully registered by the Land registry of the state at the Ministry of Land and survey Ebonyi State.
 - b. The building plans must be prepared with the planning schemes of the area to ensure compliance with setback requirement, Building coverage, height restriction etc.
 - c. The plan is subject to scrutiny of town planning department of the board in relation to the provision of the planning scheme of the area. In the absence of the planning scheme of the area, general/ standard requirement are applied.
 - d. In the course of the approval process, if any error or discrepancy is discovered in the requirement for approval the plan, the plan is returned to the owner for correction/amendment.
3. Structural calculation sheets, letter of attestation of design, sealed, stamped, and endorsed by a COREN registered structural engineer.
 4. Soil investigation report (for multi-storey developments that exceeds three floors).
 5. Generate Tax Identification Number [TIN] and payment invoice from Ebonyi State Internal Revenue Service through www.irs.ebsgov.org/get-tin



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Personal Info
 TIN Detail
 Other Info

Step 1 - 3

Personal Information:

Title*

Surname*

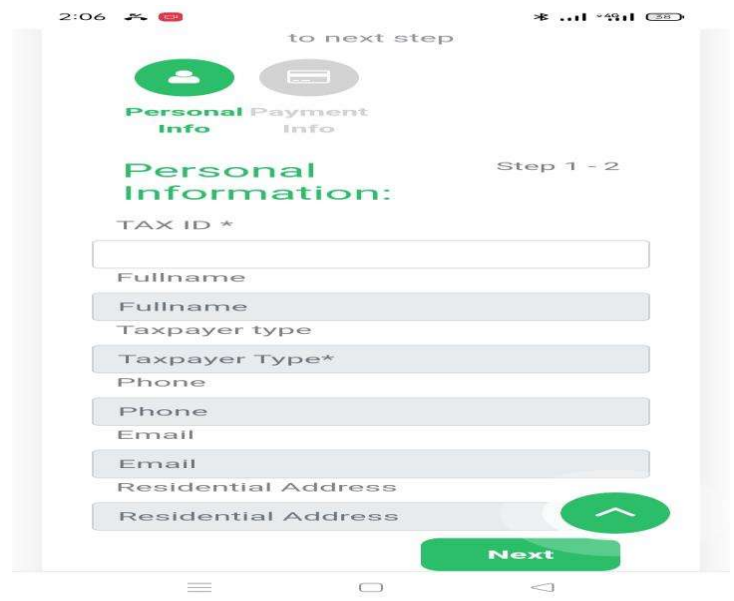
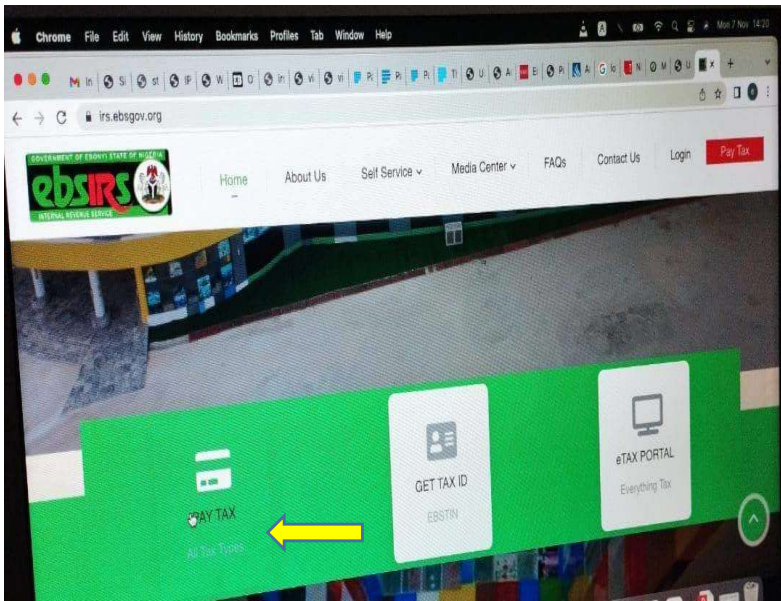
First Name*

Middle Name

Birth Day*

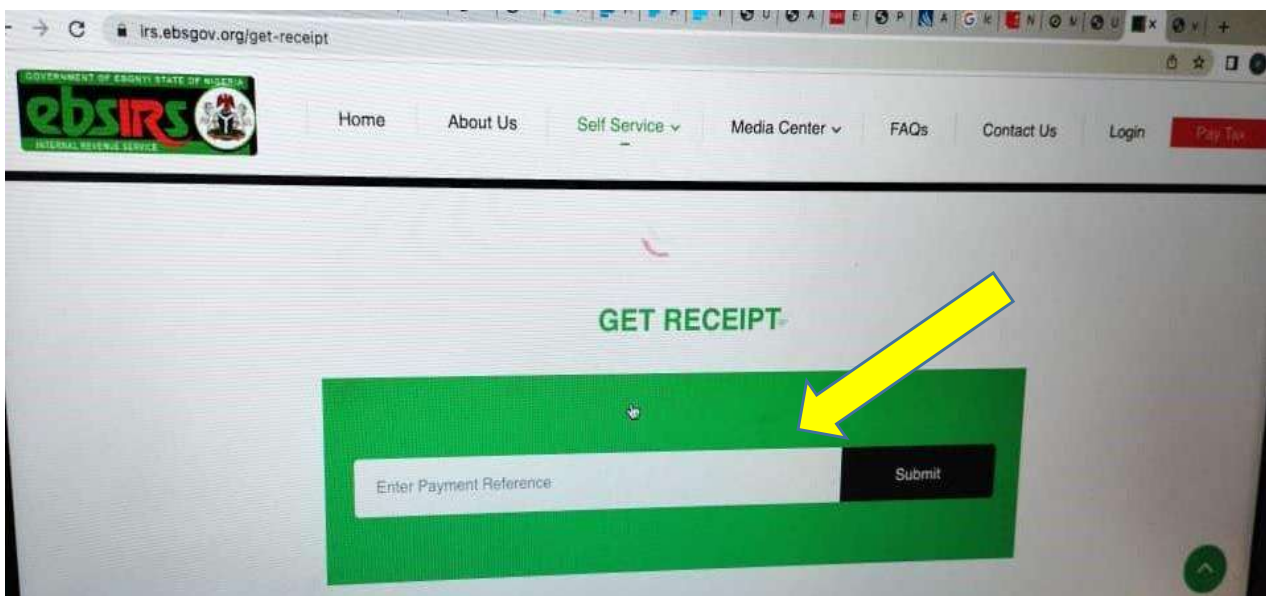
Gender Male Female

And: www.irs.ebsgov.org/pay-tax



This payment can be made by:

- i. Visiting the official website of Ebonyi State Internal Revenue Service www.irs.ebsgov.org
- ii. Click on Pay Tax (www.irs.ebsgov.org/pay-tax)
- iii. Fill the form as contained on the platform
- iv. Include the site location in the form
- v. Follow the next Button on the pay-tax platform till it gets to the Paystack (Payment gateway) Platform where the designated account number will pop up.
- vi. Generate receipts that serves as evidence of payment by visiting www.irs.ebsgov.org/get-receipt and type in your payment reference



The necessary fees payable can be seen at www.irs.eb.gov.org/revenue-rate or as shown in the table below:

**SCHEDULE OF FEES FOR DEVELOPMENT PERMIT IN THE
ABAKALIKI CAPITAL TERRITORY OF EBONYI STATE
EFFECTIVE DATE: 1ST JUNE, 2017**

S/N	DESCRIPTION	₦ FEES PAYABLE
1.	FILE AND APPLICATION FORM	10,000
2.	REGISTRATION FEES	10,000 for bungalow and 10,000 for any subsequent floor.
(a)	Registration of Application for Residential Building	
(b)	Registration of Application for Residential/Commercial Building Plan	15,000 for bungalow and 10,000 for any other additional floor.
(c)	Registration of Petrol/Gas Station	40,000 for bungalow and 20,000 for any subsequent additional floor.
(d)	Registration of Building	Small Scale – 30,000 Medium-Scale – 40,000 Large Scale – 50,000
(e)	Registration of Building Renovation/Repair	10,000 for bungalow and 10,000 for any subsequent floor
(f)	Re-registration of elapsed Approved Building Plan	10,000 and 20,000 for more than one floor
(g)	Registration of Temporary Building or Structure	10,000
(h)	Lock-Up Shops/Stores	20,000 per Store/Shop
(i)	Schools and other public uses	30,000
3.	DEVELOPMENT RATE	
(a)	Residential	40/m ²
(b)	Residential/Commercial	50/m ²
(c)	Commercial/Hotels	55/m ²

(d)	Schools/Public Use	55/m ²
(e)	Industrial	60/m ²
(f)	Petrol Station	500/m ²
4.	INSPECTION FEES	
(a)	Residential	10/cubic metre
(b)	Commercial/Hotels	20 /cubic metre
(c)	Residential/Commercial	15/cubic metre
(d)	Industrial	25/cubic metre
(e)	Petrol Station	30/cubic metre
(f)	<i>Alteration/Repairs/Extension</i>	
	Residential	10/cubic metre
	Commercial	20 /cubic metre
	Residential/Commercial	25/cubic metre
	Industrial	30/cubic metre
	Petrol Station	40/cubic metre
(g)	Schools and other Public Uses	30/cubic metre
5.	FENCING PERMIT	
	Residential	30,000.00 for Land of 465m ² or less; ₦15,000.00 for any additional plot;
	Petrol Station/School/Public Uses	50,000.00 and ₦25,000.00 for any additional plot
6.	LAYOUT PLAN APPROVAL	20,000.00 per plot realized in the Layout
7.	INTERIM DEVELOPMENT PERMIT	
(a)	Residential	30,000.00
(b)	Commercial/Hotels	40,000.00
(c)	Industrial	45,000.00
(d)	Petrol/Gas Station	50,000.00
8.	STATES OF WORK (PEGGING)	
(a)	Residential	10,000.00
(b)	Residential/Commercial	20,000.00
(c)	Petrol/Gas Station	30,000.00

9.	BUILDING COMPLETION CERTIFICATE	
(a)	Residential	20,000.00
(b)	Commercial/Hotels	40,000.00
(c)	Schools/Public Uses	40,000.00
(d)	Petrol/Gas Station	50,000.00

6. 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 Ebonyi State for a fire report/police report.

7. Most recent passport sized photograph for individual application and company seal or stamp on application form for organization.

8. Photo identification document: Accepted IDs include International Passport, National ID Card, Driver's License; Voter Registration Card, or Tax Identification Card.

9. Duly completed building permit application form.

STEP 2B

Requirements for approval of Layout Plan/Planning Scheme

- a. The community or a corporate entity identifies an area or buy a large expanse of large for which they wish to frame a planning scheme.
- b. The area is surveyed and perimeter survey of the land is produced.
- c. The community or corporate body seeks the services of registered Town Planner (consultant) for preparation of the layout plans and the planning scheme. The plan is then prepared in accordance with briefing from the community or corporate body and provisions of any relevant master plan relating to the area, if any.

Note: Consultants fees for preparation and approval of scheme are based on approved scale of fees for Town planners.

- d. The layout plan with the approval order is submitted to the Board for scrutiny of the scheme and plan in line with the approval standard.

Note: the approval Standards include:

1. Confirmation of evidence of ownership of Land by the said community or corporate entity.
2. Payment of relevant fees.
3. Publication in national daily for comments and objections, if any.

4. Disposal of objections which involves a meeting of the board and stakeholders during which all objections are given a hearing.

STEP 3

Submit Application Form

1. Pay the applicable approval fee as contain in the schedule of fees in the Ebonyi State Internal Revenue Law No. 010 of 2020, page 180(74) or visit www.irs.ebsgov.org/revenue-rate
2. You are to pay with the already generated payment invoice from Ebonyi State Internal Revenue Service payment platform or visit www.irs.ebsgov.org/pay-tax
3. After payment, you will be issued an automated receipt from Ebonyi State Internal Revenue.

Service. www.irs.ebsgov.org/get-receipt

4. Submit the duly completed Application Form directly to Ministry of Capital City Development/ of Abakaliki Capital Territory Development located at No. 7 Ezza together with the following documents:
 - Evidence/proof of payment of application approval fee.
 - All applicable documents detailed in Step 2 above.

Confirmation of Application:

Once the application form is submitted, applicant will be provided with Application Reference Number which is clearly written on the applicants file.

Processing Timeline

The application is processed within 30 working days if the applicant meets up with all the approval requirement as stated in step 1, 2, 3 above.

STEP 4

Issuance of Building Approval Letters

1. Applicants who are successful are notify through text/ calls to collect the approval letter at Ministry of Capital City Development/ of Abakaliki Capital Territory Development.
2. Attached to the approval letter is the Board work progress chart which is to be signed stage by stage by dully authorized Officers of the Board.

3. At the end of construction, Buildings completed according to the provisions of the approved plan are issued with Building Completion Certificate.

Contact Details:

For more information, enquiry, or complaints please contact Abakaliki Capital Territory Development located at No. 7 Ezza Road, between 8:00 AM and 4:00 PM (Monday – Friday, excluding public holidays) or contact: +2348030991352, +2348138699896, actdb2022@gmail.com

Signed:



Mr. Celestine Nwali

Hon. Commissioner/Board Chairman
Abakaliki Capital Territory Development Board.
2nd November, 2022