



## ZAMFARA STATE OF NIGERIA

### ZAMFARA URBAN AND REGIONAL PLANNING BOARD (ZUREPB)

ADDRESS: Canteen Area, opposite CSC, J.B. Yakubu Road Gusau, Zamfara State

## BUILDING PERMIT APPLICATION GUIDELINES

In Accordance with the provisions of 'Zamfara State Consolidated Revenue Law No 7, 2020 (as amended). For any person to apply for a building permit, he shall:

1. Obtain the Building Permit Forms (Residential, Commercial, Institutional, Educational and Industrial uses) at:

The office of the Executive Secretary, Zamfara Urban Regional Planning Board Canteen Area, Opposite Civil Service Commission, J.B. Yakubu Road, Gusau, Zamfara State.

+2348068063306; +2348065677075; Email:

[zurepinfo@gmail.com](mailto:zurepinfo@gmail.com)

**Or**

Obtain various application forms at: [www.zagis.zm.gov.ng](http://www.zagis.zm.gov.ng), [www.zamfara.gov.ng](http://www.zamfara.gov.ng)

All application forms are free. Fill the form completely and accurately. Leave NO section unanswered.

2. The completed application form shall be submitted together with the following documents:
  - i. A copy of Certificate of Occupancy, Letter of Grant or Customary Land Ownership. For more details, visit [www.zagis.zm.gov.ng](http://www.zagis.zm.gov.ng).  
Note: Where Certificate of Occupancy has not been issued, acknowledgement letter from Zamfara Geographical Information System may be submitted. This may cause a delay in the processing of your application, pending when a copy of the Certificate of Occupancy will be made available.
  - ii. Three copies of A3 or A4 sized proposed architectural, mechanical, electrical working drawings and details of proposed building plan (especially for storey buildings, companies, and the like).
  - iii. Detailed site plan (preferably on a downloaded Geo-referenced Google Earth Raster) of which should be produced, sealed, stamped and endorsed by a Certified/Registered Professional Town Planner.

- iv. Site Analysis Report prepared, sealed, stamped and endorsed by a Certified/Registered Town Planner (for all developments).
  - v. Soil investigation report for multi-story developments that exceeds three floors. The report should be drafted, sealed, stamped and endorsed by a certified professional. For details of approved professionals visit the Office of the Executive Chairman, Zamfara Environmental Protection Agency at JB Yakubu Secretariat Complex Gusau, Zamfara State.
  - vi. Environmental Impact Assessment (EIA) approval certificate (commercial agricultural, petrol/gas stations, industrial, institutional, mass housing and other special developments). This report shall also be prepared, sealed, stamped and endorsed by a Certified/Registered Town Planner and the like (for all developments).
  - vii. Service Approvals/Clearance: Fire and Police Reports for petrol/gas stations, hotels and multi-storey developments that exceed four floors. The Fire Report shall be obtained from the State Fire Service Office located at Zaria Road, Gusau, Zamfara State. While the Police Report shall be obtained from Headquarters of the Nigeria Police Force (NPF) at the State capital – Gusau.
  - viii. Evidence of Personal Income Tax or Current Tax Clearance Certificate. Applicants can visit Zamfara State Internal Revenue Service or using this link to register <http://zirs.zm.gov.ng>;
  - ix. Recent passport sized photograph for individual application and company seal or stamp on application form for organization.
  - x. Photocopy of Means of identification such as International Passport, National Identity Card, Driver's License and Voters Registration Card. Original copy of such document shall be presented for verification.
2. For charges of Payment for processing fees, please visit web link for relevant fees at [www.zirs.zm.gov.ng](http://www.zirs.zm.gov.ng) All payments made in favour of Zamfara Urban and Regional Planning Board (ZUREPB) shall be in accordance with the approved charges.
  3. The payments shall be remitted to the account of the Zamfara Board of Internal Revenue Service (ZIBRS).
    - Visit [www.zirs.zm.gov.ng](http://www.zirs.zm.gov.ng) for payment due for Zamfara State Internal Revenue Service.
  4. Submit the duly completed Application Form directly to the Office of the Executive Secretary located at Canteen Area, Opposite CSC, J.B. Yakubu Road, Gusau, Zamfara State together with the following documents:
    - Evidence/proof of payment of application processing fee.
    - All applicable documents detailed in item 2 of this guideline.

5. Upon Submission of your application form, applicants will be provided a unique Application Reference Number and an Acknowledgement Letter that contained the file number of the application.
6. Zamfara Urban and Regional Planning Board (ZUREPB) is committed to 30 working days processing period for all applications after Fees and Charges are paid.
7. Successful Applicants will be notified within three working days by phone and or through email address after their building permits have been processed in line with item 6 of this guidelines and are ready for collection. All collections shall be at the Office of the Executive Secretary, ZUREPB, within the hours of 9 am and 4 p.m., Monday to Friday (excluding public holidays).
8. if an applicant have not received his notification after five working days, Contact the Office of the Executive Secretary, ZUREPB located at Canteen Area, Opposite Civil Service Commission, J.B. Yakubu Road, Gusau, Zamfara State.
9. For further information, contact Zamfara Urban and Regional Planning Board, Phone: +2348068063306; +2348065677075 within the hours of 9am and 4pm, Monday to Friday (excluding public holidays); Email: [zurepbinfo@gmail.com](mailto:zurepbinfo@gmail.com) or visit our office at Canteen Area, Opposite CSC, J.B. Yakubu Road, Gusau, Zamfara State.

**Signed:**  
**Executive Secretary,**  
**Zamfara Urban and Regional Planning Board**  
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**November 2022**

## COSTING

S/No	Land use	Amount	Remarks
1.	<b>Residential</b>		<b>For both Statutory and Customay titles</b>
	All High Density	₦ 2,500:00	
	All Medium Density	₦ 5,000:00	
	All Low Density	₦10,000:00	
2.	<b>Commercial</b>		
	a. <b>Commercial Normal:</b> (Shops, Model Shops, etc)	₦ 5,000:00	
	b. <b>Commercial Special:</b> (Plazas, Department Stores/Superstores, Warehouses, Poultry Farms, Housing Estates, Restaurants, Kebab/Shawarma Spots, Laboratories, Bakeries, etc	₦ 10,000:00	
	c. <b>Multi Commercial:</b> (Hotels/Guest Inns/Motel, Private Hospitals, Private Schools, Petrol and Gas filling Stations, etc	₦ 15,000:00	
3.	<b>Institutional</b>		
	Business Offices, Contracted Projects, etc		
4.	<b>Industrial</b>		
	Light Scale	₦ 10,000:00	
	Medium Scale	₦ 15,000:00	
	Heavy Scale	₦ 30,000:00	
5.	<b>Recreational</b>		
	Theater Houses, Indoor Games	₦ 15,000:00	
6.	<b>Others</b>	<b>Charged as per the proposed land use</b>	

**Signed and date:**  
**Executive Secretary**  
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**December, 2023**