



## 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, 2020 and Zamfara State Revenue Law Amendment 2021”.

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

Office of the Honorable Special Adviser, ZUREPB

Canteen Area Opposite CSC, J.B. Yakubu Road,  
Gusau, Zamfara State.

+2348068063306; +2348065677075;

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

**Or**

Obtain various application forms at:

- Residential:  
<https://accountantgeneral.zm.gov.ng/images/documents/zurepbbuildingpermitapplicationformresidential.pdf>
- Industrial:  
<https://accountantgeneral.zm.gov.ng/images/documents/zurepbbuildingpermitapplicationformindustrial.pdf>
- Commercial:  
<https://accountantgeneral.zm.gov.ng/images/documents/zurepbbuildingpermitapplicationformcommercial.pdf>

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

2. The completed application form should be submitted together with the following documents:

- 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 a ZAGIS CofO has not been issued, a ZAGIS acknowledgement letter may be submitted. Please note that this may cause a delay in the processing of your application pending when a copy of the CofO will be made available;
- Three (3) copies of A3 or A4 sized proposed architectural, mechanical, electrical working drawings & details of schedules (especially for story buildings, companies, filling stations projects, e.t.c.)

- 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 registered by a Town Planning Registration Council (TOPREC) registered town planner (for all developments).
  - Site Analysis Report prepared, sealed, stamped and endorsed by a Certified/Registered Town Planner registered by a Town Planning Registration Council (TOPREC) registered town planner (for all developments).
  - Soil investigation report for multi-story developments that exceeds three floors. The report should be drafted, sealed, stamped and endorsed by a certified professional. Visit the Office of Honorable Special Adviser, Zamfara Environmental Sanitation Agency along Zaria Road, Gusau, Zamfara State for details of approved professionals.
  - Environmental Impact Assessment (EIA) approval certificate (commercial agricultural, petrol/gas stations, industrial, institutional, mass housing and other special developments). This report should also be prepared, sealed, stamped and endorsed by a Certified/Registered Town Planner registered by a Town Planning Registration Council (TOPREC) registered town planner (for all developments).
  - Service Approvals/Clearance: Fire and Police Reports for petrol/gas stations, hotels and multi-story developments that exceed four floors. The Fire Report should be obtained from the State Fire Service Office located at Sani Abachi Road, Gusau, Zamfara while the Police Report should be obtained from Headquarters of the Nigeria Police Force (NPF) at the State capital – Gusau.
  - 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>;
  - Most recent passport sized photograph for individual application and company seal or stamp on application form for organization.
  - Photocopy of valid identification document. Accepted IDs include International Passport, National ID Card, Driver’s License and Voter Registration Card.
2. Charges for Payment of processing fees (visit web link for relevant fees at <https://accountantgeneral.zm.gov.ng/images/documents/zamfaraurbanandregionalplanningboardscheduleofpayment.pdf>) depend on the ownership document status, size of the land and proposed land. All payments made in favor of ZUREPB should tally with the approved charges schedule (see appendix).
3. The payments should also be remitted to the account of the Zamfara Board of Internal Revenue Service (ZIBRS).
- Visit Remita ([www.remita.net](http://www.remita.net)) and generate RRR for payment due to Zamfara State Internal Revenue Service.
  - Go to any Bank within and outside the State for payment through pay direct or e-bills.
  - Pay through your Naira Mastercard, VISA card, etc.

4. Submit the duly completed Application Form directly to the Office of the Honorable Special Adviser 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 Step 2 above
5. 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.
6. We are committed to a thirty working days (30 working days) processing period after all Fees and Charges are paid.
7. Successful Applicants will be notified within three (3) working days by phone and or by email after their building permits have been processed in line with step 6 above and are ready for collection. All collections shall be at the Office of the Honorable Special Adviser, ZUREPB within the hours of 9 am and 4 p.m., Monday to Friday (excluding public holidays).
8. Contact the Office of the Honorable Special Adviser, ZUREPB located at Canteen Area, Opposite CSC, J.B. Yakubu Road, Gusau, Zamfara if you have not received your collection notification after 5 working days.
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: [zurepinfo@gmail.com](mailto:zurepinfo@gmail.com) or visit our office at Canteen Area, Opposite CSC, J.B. Yakubu Road, Gusau, Zamfara State.

**Signed:**  
**Honorable Special Adviser, ZUREPB.**  
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**November 2022**

**ZAMFARA URBAN AND REGIONAL PLANNING BOARD (ZUREPB) PAYMENT SCHEDULE**

<b>S/No</b>	<b>DESCRIPTION OF TAX DEVELOPMENT (LAND FEES)</b>	<b>RATE/CHARGES</b>
<b>RESIDENTIAL DEVELOPMENT</b>		
<b>1.</b>	Residential with Customary ownership (15meters by 15meters)	₦ 5,000
<b>2.</b>	<ul style="list-style-type: none"> <li>i. Residential with Statutory ownership (High Density)</li> <li>ii. Residential with Statutory ownership (Medium Density)</li> <li>iii. Residential with Statutory ownership (Low Density)</li> </ul>	<ul style="list-style-type: none"> <li>₦ 10,000</li> <li>₦ 15,000</li> <li>₦ 25,000</li> </ul>
<b>3.</b>	Residential Housing Estate Development	₦ 1,000/Unit
<b>4.</b>	Defaulting Changes	50% of the actual changes
<b>COMMERCIAL DEVELOPMENT</b>		
<b>1.</b>	Commercial Shop	₦ 5,000/Shop
<b>2.</b>	Model Shop	₦ 10,000/Shop
<b>3.</b>	Restaurant	₦ 15,000
<b>4.</b>	Department Stores	₦ 30,000/Store
<b>5.</b>	Guest Inn	₦ 2,000/Room
<b>6.</b>	Hotels	₦ 3,000/Suite
<b>7.</b>	Motel	₦ 3,000/Apartments
<b>8.</b>	Residential Hotel	₦ 25,000
<b>9.</b>	Shopping Plaza	₦ 100,000
<b>10</b>	Private Hospital/Clinic	₦ 100,000
<b>11</b>	Laboratories	₦ 20,000
<b>12</b>	Theater House	₦ 50,000
<b>13</b>	Bakeries	₦ 25,000
<b>14</b>	Petrol Filling Station	₦ 10,000/Pump
<b>15</b>	Ware House	₦ 50,000
<b>16</b>	Poultry Farm	₦ 20,000/Unit
<b>17</b>	Temporary Shop	₦ 7,000/Shop
<b>18</b>	Kiosk	₦ 1,000
<b>19</b>	Mobile Kiosk/Van	₦ 15000
<b>20</b>	GSM-Mast/Tower	₦ 500,000/Mast/Tower
<b>21</b>	Fibre Cable	₦ 1,000/linear meter
<b>EDUCATIONAL</b>		
<b>22</b>	Nursery School	₦ 20,000
<b>23</b>	Primary School	₦ 40,000

<b>24</b>	Secondary School	₦ 60,000
<b>25</b>	Tertiary Institution	₦ 150,000
<b>26</b>	Islamic Schools (Private)	₦ 20,000
<b>INDUSTRIAL</b>		
<b>27</b>	Light Industry Eg: i. Furniture Making ii. Welding iii. Cottage	₦ 30,000 ₦ 20,000 ₦ 20,000
<b>28</b>	Medium Industry. Eg: i. Block Making ii. Ceramics	₦ 20,000 ₦ 30,000
<b>29</b>	Heavy Industry (must be accompanied with approved EIA Report/Annual Review Attraction)  i. Textile ii. Ginnery iii. Etc	₦ 150,000 ₦ 150,000 To be defined by scrutiny
<b>CIVIC/INSTITUTIONAL</b>		
<b>30</b>	<b>Both Federal, State and Local Governments should be made to obtain planning permission before they embark on any type of construction. As per as sections 28 and 29 of NURP Decree No. 88 of 1992</b>  <b>This should be applicable to our contractors on all levels of government's prospect, i.e. FGPC</b>	
<b>COMMERTIAL ADVERTS</b>		
<b>31</b>	<b>Gantries/Bill Boards</b>  i. 3x4 Double Face ii. 2x4 iii. Sign Board	₦ 100,000 ₦ 70,000 ₦ 20,000

Signed:  
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November 2022