

REQUIREMENT FOR DEVELOPMENT PERMIT/BUILDING PLAN APPROVAL

- A. Purchase and Completion of Application Forms.
- B. Payment of Planning Fees.
- C. Submission of Application Documents including:
 - i. 3 Sets of Drawings.
 - ii. Architectural Drawings.
 - iii. Engineering Drawings.
 - iv. Current Tax Clearance Certificate.
 - v. Title Documents:
 - Original Owners (Certificate of Occupancy, Oba's Approval etc.)
 - Secondary owners' (Certificate of Occupancy, Registered deed of Conveyance, Governor's Consent etc.)
 - vi. Letter of undertaking from a registered Structural Engineer (signed, stamped and sealed) in case of multi-story building and other single floor buildings with structural spans in excess of 6 metres.
 - vii. Layout Design by registered Town Planner for Land sizes in excess of 10,000m.
 - viii. Site Analysis Report (All plans) to show percentage green areas.
 - ix. Environment Impact Analysis Report/Environment Impact Assessment for all Commercial, Industrial, Institutional and other large scale development Residential, Non-residential and Mixed use development on lands in excess of 10,000m.
 - x. Soil Test Deposit Prepared by a qualified Engineer for buildings in excess of 10metres height.
- D. Joint inspection of your site with the officer in charge of area (between the hours of 9.00am and 2pm on any working day)
- E. Kindly Note that payment of planning fees does not guarantee approval. All plans must satisfy Town Planning and Building Codes Standards and regulations. Rejected application would be communicated in writing with reasons for rejection within 2 weeks.
- F. Please note that commencement of any development prior to obtaining a development permit is illegal and attracts stiff penalties to include ten (10) times assessment cost or outright demolition of your structure, and/or criminal prosecution.