



## APPLICATION PROCESS AND GUIDELINES FOR OBTAINING CONSTRUCTION PERMIT IN PLATEAU STATE

In pursuant of Plateau State Urban and Regional Planning Law 2020, all individuals and organizations seeking to develop their land in Plateau State can apply for a development (building) permit through the following process:

### Step 1

**Start your application by using any of the channels below**

Obtain the appropriate construction permit by submitting to JMDB Headquarters located at No. 21 Ibrahim Dasuki Street, Jos City

Kindly visit our office or call customer care service:

**New Building** ○ **Building Permit Individuals** ○ **Building Permit Organization: Alteration/Renovation**

○ **Building Permit Individuals** ○ **Building Permit Organisations**

[https://www.plateaustate.gov.ng/uploads/SCHEDULE\\_OF\\_FEES\\_AND\\_CHARGES\\_PLAN\\_PROCESSING\\_FEES.pdf](https://www.plateaustate.gov.ng/uploads/SCHEDULE_OF_FEES_AND_CHARGES_PLAN_PROCESSING_FEES.pdf)

### Step 2

**Prepare all relevant documents.**

Copies of the following documents are required to process your application for a Building Permit.

1. One copy of Certificate of Occupancy (CofO) /Right of Occupancy (RofO). Visit <https://www.plateaustate.gov.ng/> for guidelines. **Note:** Where a CofO/RofO has not been issued, a copy of Ministry of Lands Survey & Town Planning demand/payment receipt may be submitted. Please note that this may cause a delay in the processing of your application pending when a copy of the CofO/RofO will be made available.
2. Five copies of A3 sized architectural working drawings & details sealed stamped and endorsed by the architect (for all developments). **Note:** ARCON Project Registration Number (APRN) should be placed on each sheet of the drawings and a copy of the Architect's current professional practice license (for all developments).
3. Site analysis report prepared by consultants registered with JMDB, sealed, stamped, and endorsed by a Town Planning Registration Council (TOPREC) registered town planner (for all developments).
4. Five copies of A3 sized mechanical/electrical, structural working drawings & details, sealed, stamped, and endorsed by a COREN registered mechanical, electrical and structural engineer (for storey buildings, warehouses, petrol/gas stations & others with special requirements).
5. Structural calculation sheets, letter of attestation of design, sealed, stamped, and endorsed by a COREN registered structural engineer (for developments listed in No. 5 above).
6. Soil investigation report (for multi-storey developments that exceeds three floors).
7. Environmental Impact Assessment (EIA) approval certificate (for agricultural, petrol/gas stations, commercial, industrial, mass housing and other multi-storey Residential developments. Visit/contact JMDB/07036111922.
8. Feasibility/Visibility Report prepared by consultants registered with JMDB (for mass housing agricultural, petrol/gas stations, commercial, industrial, mass housing)
9. Tax Clearance Certificate (TCC) and Tax Identification Number [TIN] (all developments). Visit/contact <https://psirs.gov.ng/> for TCC and TIN.
10. 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 Plateau State for a fire report/police report.**
11. Photo identification document: Accepted IDs include International Passport, National ID Card, Driver's License; Voter Registration Card, or Tax Identification Card.
12. Duly completed building permit application form.

## Step 3

### Submission

**Manual Submission** ○ Pay the applicable processing fee using any of the available payment channels:

- Any commercial bank in the State using the JMDB account.
- JMDB Customer Service located at No. 21 Ibrahim Dasuki, Plateau.
- Submit to JMDB located at No. 21 Ibrahim Dasuki, Plateau together with the following documents
  - Evidence/proof of payment of application processing fee
  - All applicable documents detailed in Step 2 above

**Processing Timeline** ○ We aim to process submitted applications for building permits **within 15 Working Days** prior to the final stage for collection described in step 4 below

## Step 4

### Collection of Building Permit Certificate

- Successful applicants are notified via text, call or email within 5-10 days to pay the assessed building plan processing fees
- planning and development permit fees are assessed based on the size, and use of the property as stipulated in Part III of the annexed schedule of Plateau State Revenue Consolidation Law 2020 (Pages 47 – 48) - <http://plateaustate.gov.ng/uploads/plateau-state-revenue-consolidation-law-2020.pdf>
- Payment can be made through any Commercial bank, into the JMDB account
- **Within 3 days** upon making all relevant payments the applicant will be notified of successful processing and can visit JMDB customer center to collect the building permit certificate in person or issue an authorization letter duly signed by the applicant attaching JMDB's acknowledgement letter, passport of applicant and valid identity card of the representative.  
Where an applicant has not been notified of a successful application within the **3 days**, he/she should please contact JMDB Customer Service located at No. 21 Ibrahim Dasuki, Plateau or contact us **+2347036111922**

**For more information, enquiry, or complaints please contact JMDB Customer Service located at No. 21 Ibrahim Dasuki Street, Jos between 8:00 AM and 4 PM (Monday – Friday, excluding public holidays) or contact us +2348037017639, +2347036111922**

**Signed:**

Director General,

Jos Metropolis Development Board (JMDB)