



## **NASARAWA STATE URBAN DEVELOPMENT BOARD (NUDB)**

**Head office:** P.M.B 059 Jos Road Lafia, Nasarawa State.

**Email:** [nasarawanudb@gmail.com](mailto:nasarawanudb@gmail.com)

**Website:** [www.nudb.org.ng](http://www.nudb.org.ng)

**Tel:** 080-6939-1388, 09169888844

**Office Hours: 8:00am - 4:00pm (Mondays - Fridays)**

### **Procedure for Building Plan Approval**

In pursuant of Nasarawa State Urban Development Board Development Control Standards and Regulation for the state 4th Edition 2021 based on the Nigerian Urban and Regional Planning Law of 1992 (Decree No. 88), all individuals and organizations seeking to develop their land in Nasarawa State can apply for a development (building) permit through the following process:

Download [NUDB Handbook](#)

### **Application Procedure**

Start your application by using any physical or digital platform

**STEP 1** *(This is completed within 24 hours)*

#### **Online Application**

- Visit the official website and apply on the [application page](#)
- Create a new user account by clicking the [start application](#)
- Or [log in to an existing account to continue the application.](#)

**STEP 2** *(This is completed within 24 hours)*

#### **Submission of Documents**

All relevant documents required for the processing of building plan approval are submitted for verification by the Admin.

**Step 3** *(This is completed within 2 working days)*

#### **Site Inspection**

Upon the receipt of application, the MD/CEO shall direct officers from the Development Control Department to embark on the inspection of the site to ensure that it is suitable for the intended project.

The applicant is contacted via contact details submitted to schedule a physical inspection of the site.



#### **STEP 4** *(This is completed within 24 hours)*

##### **Payment of Fee (All payments for online and physical procedure are all made online)**

- Make payment using the NUDB [Billing System](#) to calculate total rates
- Pay at the payment stage on the website
- Download Payment Receipt.
- Pay the applicable processing fee (Individuals: According to the NUDB billing system attached [here](#) and Companies/Organizations: using any of the available [payment channels](#)).
- Payments are made via any commercial bank, Pos, shortcode or at NUDB Customer Service located at **Nasarawa Urban Development Board (NUDB) Headquarters, Lafia Nasarawa State** POS using a debit card or credit card.

#### **Physical Application**

##### **Step 1** *(This is completed within 24 hours)*

##### **Application**

Obtain the building plan approval application form for free at NUDB Headquarters located along Jos Road beside Yahaya Sabo Bus Terminal Lafia.

##### **Step 2** *(This is completed within 24 hours)*

##### **Confirmation of Application**

Upon Submission of the application form, applicants are issued a unique Application Reference Number and an acknowledgment letter that bears the file number for the application.

##### **STEP 3** *(completed within 2 working Days subject to the availability of the applicant)*

##### **Site Inspection**

Upon the receipt of application, the MD/CEO shall direct officers from the Development Control Department to embark on the inspection of the site to ensure that it is suitable for the intended project.

The applicant is contacted via contact details submitted to schedule a physical inspection of the site.

##### **Collection of Building Permit Certificate**

- Successful applicants are notified via SMS, call or email within 5 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 the NUDB [Billing System](#)

- Payment can be made through any commercial bank, into the NUDB or through designated Point of Sale (PoS) Machines at NUDB Headquarters or online via the payment prompt on the NUDB website
- Within 3 days of all relevant payments the applicant will be notified of successful processing and can visit NUDB customer center to collect the building permit certificate in person or issue an authorization letter fully signed by the applicant attaching NUDB acknowledgment letter, passport of the applicant, and valid identity card of the representative. Where an applicant has not been notified of a successful application within 3 days, he/she should please contact NUDB Customer Service located at NUDB Headquarters Jos Road Lafia, Nasarawa state.

### **Requirements/Documentation**

- a. One copy of Right of Occupancy (RofO)/Certificate of Occupancy (CofO)  
Contact [NAGIS](#)
- b. Survey plan of Plot/Land/Title Deed Plan (TDP)
- c. Where RofO is not ready, upload any of the following:
  - Letter of plot allocation
  - Clearance certificate from the Local Government Council where applicable
  - Deed of Assignment or Power of Attorney in case of transfer
- d. An online soft copy to be uploaded to the website application and 1 set of building plans in hard copy prepared in A3 size containing the following:
  - i. Site development plan/Layout
  - ii. Structural and Engineering drawings, and calculations where necessary
  - iii. Architectural drawings with scale and measurements table
  - iv. Detailed landscape plan (where applicable)
  - v. Electrical drawings
  - vi. Mechanical drawings
- e. Duly completed application form
- f. Evidence/proof of payment of application processing fee

### **Legal Backing**

Section 11(1)(K) of the [Nasarawa State Urban Development Law 2009](#), empowers the Nasarawa Urban Development Board (NUDB) to grant permission/approval for the erection of structures within the areas designated as Urban Centers.

### **Inquiries and Complaints**

All inquiries and complaints can be directed to James Akwe on 08069391388, 09169888844 or [nasawanudb@gmail.com](mailto:nasawanudb@gmail.com)



## **The Procedure for Signage and Advertisement Permit**

The Nasarawa State Urban Development Law 2008, empowers the Nasarawa Urban Development Board (NUDB) to grant permission and approval for the erection of structures within the areas designated as Urban Centers. The Board's mandate includes approval for signage and advertisement.

### **Application Procedure**

The application for approval for signage and advertisement is a physical exercise that requires physical contact with the Nasarawa State Urban Development Board.

#### **STEP 1**

##### **Application (this is completed within 1 day)**

Write an application for approval addressed to the Managing Director of Nasarawa State Urban Development Board stating the exact location and size of the billboard to be erected  
Download [NUDB Handbook](#)

#### **STEP 2**

##### **Physical Inspection (this is completed within 1 day)**

Officials of the Board will undertake a physical inspection of the area to ascertain its suitability to host a billboard

#### **STEP 3**

##### **Assessment and Issuance of bill (this is completed within 1 day)**

Officials from the Signage Department will then assess the volume of the project and issue a bill to the client

#### **STEP 4**

##### **Issuance of approval (this is completed within 1 day)**

Upon payment of the required fee, a written Approval with appropriate conditions will be issued by the Board

### **Requirements/Documentation**

The requirements/documentation for obtaining approval for signage and advertisement include:

- i. Physical application
- ii. Statement of purpose of the signage or advertisement

- iii. Verification of the compatibility of the billboard with the location
- iv. Payment of the required fee

### **Timeframe**

Approval is granted within 48 hours after payment of the processing fee and inspection is carried out.

### **Legal Backing**

Section 11(1)(K) of the [Nasarawa State Urban Development Law 2009](#), empowers the Nasarawa Urban Development Board (NUDB) to grant permission/approval for the erection of structures within the areas designated as Urban Centers.

### **Inquiries and Complaints**

All inquiries and complaints can be directed to James Akwe on 08069391388, 09169888844 or [nasarawanudb@gmail.com](mailto:nasarawanudb@gmail.com)



## Procedure for Obtaining Right of Way (ROW)

Pursuant to the Nasarawa State Urban Development Board Development control standards and regulations for the state 4<sup>th</sup> Edition 2021 based on the Nigerian Urban and Regional Planning Law of 1991 (Decree No. 88), all individuals and organizations seeking to develop their land in Nasarawa State shall apply for development (building) permit. For more information, download the NUDB Handbook ([www.naudb.ng](http://www.naudb.ng))

### Application Procedure

The application for Right of Way is a physical exercise that requires physical contact with the Nasarawa State Urban Development Board.

**Step 1** (*this is completed within 1 day*)

#### Forwarding of Application

A written application addressed to the Managing Director/CEO, Nasarawa State Urban Development Board Headquarters located along Jos Road, beside the Yahaya Sabo Bus Terminal Lafia. The request shall include the total linear meter required to be laid and the specific location of interest

**Step 2** (*This is completed within one (1) working day*)

#### Review of Application

The MD/CEO shall direct relevant professionals to review the application submitted to ensure the suitability of the location

**Step 3** (*This is completed within one (1) week*)

#### Inspection

Upon the completion of the review of the application, the MD/CEO appoints a team for physical inspection and joint measurements. NUDB shall collaborate with the Applicant and schedule a suitable date for the inspection.

**Step 4** (*This is completed within three (3) working days*)

#### Confirmation of Approval

The Board communicates with the applicant via phone call, SMS, or email to confirm the approval, and thereafter invites the applicant to collect the approval.

#### Requirements/Documentation

- Application letter
- Environmental Impact Assessment Report
- The route required
- The plan of the network showing the ways of passing and anchoring the installations

- Proper starting and end points of the installation
- In case of installation on or beside a road, the side of the road on which installation is intended (RHS or LHS)
- Exact length applied in meters or the surface in m<sup>2</sup> and, if applicable, the height of the equipment/installation
- Cross-sectional dimension of intended trench excavation
- Number of ducts to be laid
- Type and capacity of ducts and cable to be laid
- The technical data needed to assess the possibility of sharing existing facilities
- Detailed layout diagrams for engineering structures and junctions
- The general conditions for the organization of the site and the name and address of the project manager
- Excavation and backfill methods
- A schedule for the execution of the work, indicating the date of commencement and the foreseeable duration of the work.

#### **Approved Fee:**

Free of any charge

#### **Timeframe**

Approval for Right of Way (ROW) is issued within 3 working days upon the submission of the application and Environmental Impact Assessment Report

#### **Legal Backing**

The Nasarawa State Right of Way Regulation 2023 empowers the Nasarawa State Urban Development Board to enforce regulations on the deployment of fiber optic infrastructure in the state.

#### **Inquiries and Complaints**

All inquiries and complaints can be directed to James Akwe on 08069391388, 09169888844 or [nasarawanudb@gmail.com](mailto:nasarawanudb@gmail.com)

Signed:

The Managing Director/CEO  
Nasarawa State Urban Development Board  
18<sup>th</sup> December, 2023.