



MINISTRY OF PHYSICAL PLANNING AND URBAN AND REGIONAL DEVELOPMENT



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REQUIREMENTS FOR DEVELOPMENT PERMIT/BUILDING PLAN APPROVAL

- Completion of application form with 2 passport photographs and proof of ID
- Submission of building plans - 3 copies of building plan for residential and 4 copies for commercial plus a PDF copy for both. There should also be a Rep form duly signed with proof of ID and passports duly attached.
- Payment of planning fees as assessed.
- Submission of application documents including:
 - Current tax clearance certificate
 - Title document - C of O
 - Survey plan
- Original owners (certificate of occupancy, oba's approval e.t.c)
- Secondary owners (certificate of occupancy, registered deed of conveyance/ assignment, governor's consent e.t.c)
- Letter of undertaking from a registered structural engineer (signed, stamped and sealed) "multi-storey building and other single floor building with structural spans in excess Of 6 meters must have the engineering calculation sheet attached"
- Layout design by registered town planner for land sizes in excess of 10,000m²
- Site analysis report (SAR) to show percentage green areas
- Environment impact analysis report for large scale development on lands in excess Of 10,000m²
- Soil test report prepared by a qualified engineer for building in excess of 10meters height
- The appointment for site inspection will be done between 9:00am – 2:00am (Monday – Friday)
- Building plan approval would be done within two (2) weeks, subject to complete Documentation and site inspection.
- Fire Safety Certificate

Note:

- Payment of Planning Fees does not guarantee Approval.
- All plans must satisfy extant Town Planning and Building Codes Standards and Regulations.
- Rejected applications would be communicated in writing with reasons for rejection within 2 weeks.
- All payments must be made into Edo State Government IGR Accounts in any of the designated Banks.
- Commencement of any development prior to obtaining a development permit is illegal and attracts stiff PENALTIES. which may include Ten (10) times Assessment cost and/or outright Demolition of your Structure, and/or criminal prosecution.