



OYO STATE OF NIGERIA

PHYSICAL DEVELOPMENT CONTROL DEPARTMENT

ADDRESS:- Ministry of Lands, Housing and Urban Development, Secretariat, Agodi, Ibadan.

BUILDING PERMIT APPLICATION GUIDELINES

In Accordance with the provision of “Oyo State Bureau of Physical Planning and Development Control Law, 2019”

1.4 Obtain Development Application Forms in respect of State land (for Residential, Commercial, Institutional, Educational and Industrial Uses) directly at Physical Development Control Department, Ministry of Lands, Housing and Urban Development, Secretariat, Agodi, Ibadan.

1.5 Application Forms could also be obtained at all Town Planning Offices in the Local Government Areas for development on freehold lands

1.6 All Development Application Forms are Free. Duly fill the form by not leaving any section empty or unanswered

2.0 The completed application form should be submitted together with the documents.

A. State Lands

- Application Letter addressed to the Honourable Commissioner, Ministry of Lands, Housing and Urban Development, submitted to the Commissioner’s Office, Ministry of Lands, Housing and Urban Development, Secretariat, Agodi, Ibadan.
- A copy of Title Document i.e. Certificate of Occupancy, Registered Deed of Assignment and/or Registered Deed of Lease. For more information contact Land Managements department of the Ministry where title document have not been issued.
- At least, four (4) sets of A3 sized of the proposed architectural, structural, mechanical, electrical working drawings & details of schedules (storey buildings, companies, filling stations, projects, etc).
- Detailed site plan, locational plan, which should be produced, sealed, stamped and endorsed by a Certified/Registered Professional Town Planner registered by a Town Planning Registration Council (TOPREC) for all developments.
- Site Analysis report prepared, sealed, stamped and endorsed by a Certified/Registered Town Planner registered by Town Planning registration Council (TOPREC) for all development.
- Physical Planning Environmental Impact Analysis Report (EIAR) for 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 Town Planning Registration Council (TOPREC)

- Insurance Certificate (for petrol/stations and gas station). This document is to be prepared by a reputable insurance company.
- Fire Service Clearance (for petrol station, gas plant and building above 4 floor). This report should be obtained from the State Fire Service Office located at the 2nd gate, Oyo State Secretariat, Agodi, Ibadan.
- Police Report (for petrol station and gas plant). This report should be obtained from Headquarters of the Nigeria Police, Force (NPF) at Eleyele, Ibadan or any Police Station near the proposed site.
- Applicants are expected to bring their tax clearance or approach Oyo State Internal revenue service (Revenue House, Secretariat, Ibadan) <https://bir.oyostate.gov.ng/>
- Recent passport photographs of the applicant to be affix to the application form.

B. Free Hold Land

- At least four (4) sets of a3 sized of the proposed architectural working details (for all development)
- Survey Plan of the site, prepared, signed and sealed by a registered surveyor.
- Detailed site plan, locational plan, which should be produced, sealed, stamped and endorsed by a Certified/Registered Professional Town Planner registered by a Town Planning Registration Council (TOPREC) for all developments.
- Site Analysis report prepared, sealed, stamped and endorsed by a Certified/Registered Town Planner registered by Town Planning registration Council (TOPREC) for all development.
- Physical Planning Environmental Impact Analysis Report (EIAR) for 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 Town Planning Registration Council (TOPREC).
- Evidence of payment of Income Tax Clearance (see the list of amount to be paid by applicant according to the L.G. Areas).

3 CHARGES FOR PAYMENT OF PROCESSING FEES

S/N	ITEM	RATE FOR FREE HOLD	RATE FOR STATELAND
1.	Residential Building	₦35/m ³	₦200/m ³
2.	Commercial Building	₦80/m ³	₦400/m ³
3.	Fence Permit	$\frac{\text{Plot Area} \times \text{₦3000}}{540\text{m}^2}$	$\frac{\text{Plot Area} \times \text{₦1000}}{540\text{m}^2}$
4.	Development Fee	$\frac{\text{Plot Area} \times \text{₦3000}}{540\text{m}^2}$	₦50,000 (Res) ₦100,000 (Com)
5.	Certificate of Approval	₦5,000 (Res) ₦10,000 (Com)	-
6.	Layout Fee	$\frac{\text{Plot Area} \times \text{₦3000}}{540\text{m}^2}$	-
7.	Registration Fee	₦2500	₦10,000

8.	Submission Fee	-	₦2500 (Res) ₦5000 (Com)
----	----------------	---	----------------------------

4. The payment should be paid into the State Government Account at the designated bank or through online platform

- ❖ Each applicant will be issued demand notice with unique Payment code.
- ❖ Go to any Bank within and outside the State for payment through pay direct or Online web channel

5. Submit the duly completed Application directly to the office of Honourable Commissioner at The Ministry of Lands, Housing and Urban Development, secretariat, Agodi, Ibadan for developments on State Lands, while duly completed application should be submitted directly to the Town Planning Office in Local Government Areas. The application form should be submitted together with all applicable documents details in step 2 above.

6. Upon submission of your application form and documents, applicants will be provided a unique Application Reference Number (File Number) and an acknowledgement letter.

7. Time Frames

The whole process is estimated to be completed between 3 to 4 weeks as long as the site is approvable and all relevant documents are submitted with the application form.

8. Successful Applicants will be notified within three (3) working days by phone after their building permits have been process in line with step 7 above and ready for collection. All collections shall be at the Office of the Director, Physical Development Control, Ministry of Lands, Housing and Urban Development, Secretariat, Agodi, Ibadan within the hours of 9.am and 4.pm, Monday to Friday (excluding public Holidays).

9. Contact the Office of the Director, Physical Development Control, located at Ministry of Lands, Housing and Urban Development, Secretariat, Agodi, Ibadan if you have not received your collection notification after 5 working days or call 0700 696 52637(0700 OYO LANDS), you can also email lands@oyostate.gov.ng

10. For further information, contact Physical Development Control Department, Oyo State Ministry of Lands, Housing and Urban Development within the hours of 9.am and 4.pm, Monday to Friday (excluding public Holidays).

Signed:
Permanent Secretary,
Oyo State Ministry of Lands, Housing and Urban Development.
Copyright reserved.
November, 2022.

THE APPROVED REVISED RATES ARE IN THE FOLLOWING CATEGORIES

I. CATEGORY A

Ibadan North Local Government
Ibadan North East Local Government
Ibadan North West Local Government
Ibadan South West Local Government
Ibadan South East Local Government
Akinyele Local Government
Ona-Ara Local Government
Egbeda Local Government
Ido Local Government
Oluyole Local Government
Lagelu Local Government

Tax = ₦50,000.00

Development Fees = ₦600.00

II. CATEGORY B

Oyo East Local Government
Oyo West Local Government
Atiba Local Government
Ogbomoso North Local Government
Ogbomoso South Local Government
Iseyin Local Government
Saki West Local Government
Surulere Local Government
Afijio Local Government
Ibarapa Central Local Government
Ibarapa East Local Government

Tax = ₦30,000.00

Development Fees = ₦600.00

III. CATEGORY C

Oriire Local Government

Ogooluwa Local Government

Itesiwaju Local Government

Iwajowa North Local Government

Ibarapa North Local Government

Orelope Local Government

Kajola Local Government

Atisbo Local Government

Olorunsogo Local Government

Irepo Local Government

Saki East Local Government

Tax = ~~₦~~20,000.00

Development Fees = ~~₦~~600.00

NOTE:- The above is for application within Freehold Lands, while the applicant within State Lands are to forward their Tax Clearance Certificate.