



## **OYO STATE SIGNAGE AND ADVERTISEMENT AGENCY (OYSAA)**

### **Signage Structures.**

- Signage Tax is backed by Oyo State Signage and Advertisement Agency Laws, 2012.
- Every outdoor Structure owned by a corporate entity or individual shall be registered by its owner who shall provide its registration number as a reference with the application for a permit.

The following Structures shall require registration and annual payment.

- a) Structure for Free-standing, portable Sign, including any sign on a standard column or A-frame boards fixed to its own self-contained base which may be moved manually or temporarily attached to a permanent freestanding sign.
- b) Structures for roof sign including any sign which is entirely upon and above the roofline or parapet of a building.
- c) Structure for temporary signs including any permitted design or intended to be displayed for a short period of time.

### **FIRST PART ADVERTISEMENT**

Signage is by nature a communication medium that is unavoidable in the public realm it is a form of advertisement that is erected 5 metres within the business premises where products are manufactured and Service rendered.

### **TYPE OF FIRST PARTY SIGN**

- ❖ Freestanding Structure
- ❖ Composite Freestanding
- ❖ Single Freestanding
- ❖ Flat Sign
- ❖ Projecting Sign
- ❖ Roof Sign
- ❖ Sky Sign
- ❖ Wall Sign
- ❖ Building Wall Sign
- ❖ Boundary Wall Sign

1. **FREESTANDING STRUCTURE:** It is usually referred to as the stand –alone Structure, which could be double or single face Structure. Most Pylon can also be referred to as a free standing sign.

Composite freestanding comprises of different business ads on a single freestanding sign and multi-tenanted building are advised to use such.

2. **FLAT SIGN:** it is a single face sign attached to the entrance of a business premises.
3. **BUILDING WALL SIGN:** It is usually inscribed on a building wall through painting or any other form of artwork.
4. **PROJECTING SIGN:** It is a form of advertisement Structure attached to the building that can be viewed from the two sides of the road.
5. **SKY SIGN:** It is the type of sign but mostly erected on the building where the business is operation for better view ship.

### **FREESTANDING**

Maximum Area in Square Metre	Rural (Outside Ibadan)	Less City	Urban
Up to 1.0	3,000.00	5,000.00	7,000.00
Up to 3.0	3,900.00	6,500.00	9,100.00
Up to 5.0	4,800.00	8,000.00	11,200.00
Up to 7.0	7,200.00	12,000.00	16,800.00
Up to 10.0	10,200.00	17,000.00	23,800.00
Up to 13.0	12,600.00	21,000.00	29,400.00
Up to 15.0	16,800.00	28,000.00	39,200.00
Above 30.0	Any Structure above 155gm should be considered as 48 sheets and refer to third party rate.		

### **WALL/ CANOPY/ ROOF/PROJECTING SIGN**

Maximum Area in Square Metre	Rural (Outside Ibadan)	Less City	Urban
Up to 1.0	3,600.00	6,000.00	10,000.00
Up to 3.0	5,322.24	8,870.40	14,784.00
Up to 5.0	5,875.20	9,792.00	16,320.00
Up to 7.0	8,812.80	14,688.00	24,480.00
Up to 10.0	9,676.80	16,128.00	26,880.00
Up to 13.0	14,515.20	24,192.00	40,320.00
Up to 15.0	15,206.40	25,344.00	42,240.00
Up to 20.0	18,000.00	30,000.00	50,000.00
Up to 25.0	43,200.00	72,000.00	120,000.00
Up to 30.0	50,400.00	84,000.00	140,000.00
Up to 30.0	72,000.00	120,000.00	200,000.00

## **TIMELINE:**

A minimum of five (5) working days is required for the process of approval for erecting a Signage structure.

## **APPROVAL PROCEDURE:**

1. Visit the OYSAA notice board for information on Approval procedure.
2. Write an application letter to the Director General(OYSAA) for approval to erect a Signage structure with attached E-payment receipt.
3. Proceed to Room 55 (Client Service Unit) of Oyo State Signage and Advertisement Agency with the above document to obtain an application form.
4. Fill the application form and attach the following documents:
  - APCON Certificate
  - Corporate Affairs Commission Certificate
  - Companies Profile/Technical Competence
  - Reference letter from Bank
5. Submit one copy each of both hard and soft copy of '3' above to Room 55(Client Service Unit) for further processing.
6. If the approved application is for 1<sup>st</sup>Party, proceed to the bank to pay the appropriate fees in reference to the type and size of your Signage Structure into the Oyo State Government Account with Revenue Code **4039745**tagged (Annual Renewal)
7. If the approved application is for Third Party, the now practitioner will make a request of the desired number of site(s).
8. An inspection will be carried out on the requested site to confirm if it meets the standard of erection which will include but not limited to spacing to avoid clustering.
  - Inspection of the structure even after approval is necessary before erection to avoid accidental fall in order to protect lives and properties of the citizen.
  - Inspection will also allow OYSAA to take decision on environmental hazards and the need to meet the beautification of the areas where the structures will be erected.
9. A letter of approval will be communicated to the practitioner to proceed to any of the commercial banks within the State for payment.

## **PAYMENT PROCEDURES**

**For clients within the State.**

- Visit the agency's notice board for information on the prescribed fees to be paid.
- Proceed to any commercial bank within Oyo State.
- Pay the appropriate amount into the Oyo State Government Account with Revenue Codes **4030054** tagged "Registration Fees" or Revenue code **4039745** tagged "Annual Renewal"
- Obtain the electronic revenue receipt of the amount paid from the Bank.
- Produce two (2) photocopies of the revenue receipt.
- Proceed to Treasury Office (Room 22) of the Office of the Accountant General for confirmation of the electronic receipts.
  - Take the confirmed revenue receipt to Room 55 (Clients Service Unit) of Oyo State Signage and Advertisement Agency for further processing.
  - For further enquiries: Call Seun on 08052520174, [oysaa@oyostate.gov.ng](mailto:oysaa@oyostate.gov.ng) or visit Client Service Unit, Room 55, 3<sup>rd</sup> floor, Water Corporation Building, Oyo State Government Secretariat, Ibadan from Monday – Friday between the hours of 8am-4pm.

## 2. For client intending to use online payments:

- Proceed to **payment.oyostatebir.com**
- Click on proceed to payment
- Select Oyo State Signage and Advertisement Agency on the Agency drop-down.
- Select a revenue type on the drop-down.
- Enter the amount to be paid, payment period and fill in your personal information
- Click on review entries
- Click on proceed to payment, you will be redirected to **myxpresspay** where you will make your payment
- Print out the electronic receipt generated; produce two (2) photocopies of the receipt.
- Proceed to Treasury Office (Room 22) of the Office of the Accountant General for confirmation of the electronic receipts.
- Take the confirmed revenue receipt to Room 55 (Clients Service Unit) of Oyo State Signage and Advertisement Agency for further processing.
- For further enquiries: Call Seun on 08052520174, [oysaa@oyostate.gov.ng](mailto:oysaa@oyostate.gov.ng) or visit Client Service Unit, Room 55, 3<sup>rd</sup> floor, Water Corporation Building, Oyo State Government Secretariat, Ibadan from Monday – Friday between the hours of 8am-4pm.