



## KANO STATE OF NIGERIA

**Kano Urban Planning Development Authority (KNUPDA)**

<https://knupda.kn.gov.ng>, Email: [info@knupda.kn.gov.ng](mailto:info@knupda.kn.gov.ng)

ADDRESS: 2 Durbin Katsina Road.PMB 3046, Kano-Nigeria, Kano State

### **BUILDING PERMIT APPLICATION GUIDELINES**

In accordance with the provisions of "The Kano State Land Use Decree of 1978). For any person to apply for a building permit, he/she shall apply for a development (building) permit which is within 14 days, and the process is as follows:

1. Obtain the Building Permit Forms (Residential, Commercial, Institutional, Educational and Industrial uses) at: The office of KNUDDPA 2 Durbin Katsina Road.PMB 3046, Kano-Nigeria, Kano State  
NOTE: All application forms are free. Fill the form completely and accurately. Leave NO section unanswered.
2. The completed application form shall be submitted together with the following documents:
  - A copy of Certificate of Occupancy, Letter of Grant or Customary Land Ownership. Which can be obtained via <https://land.kn.gov.ng/>
  - Three copies of A3 or A4-sized proposed architectural, mechanical, and electrical working drawings and details of the proposed building plan (especially for storey buildings, companies, and the like).
  - Detailed site plan (preferably on a downloaded Geo-referenced Google Earth Raster) of which should be produced, sealed, stamped and endorsed by a Certified/Registered Professional Town Planner.
  - Site Analysis Report prepared, sealed, stamped and endorsed by a Certified/Registered Town Planner (for all developments).
  - Soil investigation report for multi-story developments that exceed three floors. A certified professional should draft, seal, stamp, and endorse the report. For details of approved professionals, visit KNUPDA Office in the address provided.
  - Environmental Impact Assessment (EIA) approval certificate (commercial agricultural, petrol/gas stations, industrial, institutional, mass housing and other special developments). This report shall also be prepared, sealed, stamped and endorsed by a Certified/Registered Town Planner and the like (for all developments).
  - Service Approvals/Clearance: Fire and Police Reports for petrol/gas stations, hotels and multi-storey developments that exceed four floors. The Fire Report shall be obtained from the State Fire Service Office located at Zaria Road, Gusau, Kano State. While the Police Report shall be obtained from Headquarters of the Nigeria Police Force (NPF) at the State capital – Kano
  - Evidence of Personal Income Tax or Current Tax Clearance Certificate. Applicants can visit Kano State Internal Revenue Service at [2 Bank Road, Kano-Nigeria](https://kirs.gov.ng) or the office website at <https://kirs.gov.ng>
  - Recent passport-sized photograph for individual application and company seal or stamp on the application form for organization.



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- Photocopy of Means of identification such as International Passport, National Identity Card, Driver's License and Voters Registration Card. Original copy of such document shall be presented for verification.
- 3. **Official Fees: For charges of Payment for processing fees, please visit the web link for relevant fees at <https://knupda.kn.gov.ng/requirement-fees/>. All payments made into the account United Bank for Africa, Account Number: 1019716320 Account Name: Kano IGR Non-Tax Revenue.**
- 4. Submit the duly completed Application Form directly to the information desk of KNUPDA at 2 Durbin Katsina Road.PMB 3046, Kano-Nigeria, Kano State, together with the following documents:
  - Evidence/proof of payment of application processing fee.
  - All applicable documents detailed in item 2 of this guideline.
- 5. Upon Submission of your application form, applicants will be provided a unique Application Reference Number and an acknowledgement letter that contains the file number of the application immediately ( or within 24hrs via the phone number provided by the applicant)
- 6. Successful Applicants will be notified within three working days by phone and or through email address after their building permits have been processed in line with item 6 of this guidelines and are ready for collection. All collections shall be at the Office KNUPDA within the hours of 9 am and 4 p.m., Monday to Friday (excluding public holidays).
- 7. If an applicant have not received his notification after five working days, Contact KNUPDA in the office address provided. Our working hours are between 9am-5:00pm Mondays to Fridays or call 08060144873
- 8. For further information, contact **Kano Urban Planning Development Authority (KNUPDA)**<https://knupda.kn.gov.ng>, Email: [info@knupda.kn.gov.ng](mailto:info@knupda.kn.gov.ng)  
ADDRESS: 2 Durbin Katsina Road.PMB 3046, Kano-Nigeria, Kano State  
Phone Number: 08060144873
- 9. KNUPDA is committed a 30-day processing period for all applications after fees are paid.

**Signed:**  
**Managing Director,**  
**Kano Urban Planning Development Board**