

**APPLICATION PROCESS AND GUIDELINES FOR OBTAINING CONSTRUCTION
PERMITS ACROSS OSUN STATE AND BUILDING PLAN APPROVAL WITHIN
GOVERNMENT RESERVATION AREAS IN THE STATE.**

The procedure for processing Construction Permit in Osun State and Building plan Approval within GRAs is in line with the Urban and Regional Planning Act LFN 2004. The procedure would change and improve when Mr. Governor assents to the STATE OF OSUN LANDS, PHYSICAL PLANNING, URBAN REGENERATION, BUILDING AND DEVELOPMENT BILL, 2019 which had been passed by State House of Assembly.

A. CONSTRUCTION PERMIT

STEP 1: Submission of application letter with documents listed below and filling of application form to be obtained at State Ministry of Lands and Physical Planning, State Secretariat, Osogbo.

STEP 2: LIST OF DOCUMENTS REQUIRED FOR OBTAINING THE CONSTRUCTION PERMIT.

The following documents are required for obtaining Construction Permit:

1. Seven (7) set of Building/Development Plans which must include the following:
 - i. Location Details prepared by Registered Town Planner.
 - ii. Architectural Drawings i.e. Floor Plan, Site Plan, Roof Plan, Section Details, View Details and others prepared by Registered Architect.
 - iii. Survey Plan prepared by Licensed Surveyor.
 - iv. Engineering Details (Structural, Electrical and Mechanical Details) prepared by COREN Registered Engineer.
2. Environmental Impact Analysis Report (E.I.A.R.).
3. Site Location Plan and Site Analysis Report Form (duly filled, completed and signed by Consultant Town Planner).
4. Tax Clearance Certificate.
5. Certificate of Incorporation/Registration (Applicable to application from Companies, Association & other Corporate Bodies).

STEP 3: i) Initial Payment of Application form fee, Registration Fee and Site Inspection Fee.



- ii) Joint Site Inspection involving the applicant and officials of the Ministry.
- iii) Consideration of site inspection report alongside development proposals.

STEP 4: PAYMENT AND COLLECTION OF CONSTRUCTION PERMIT APPROVAL

- i. Successful applicants are notified via text, call or email within 5-10 days to pay the permit fees.
- ii. State Planning and Infrastructural Development Permit Fees are fixed based on the use and magnitude of the property.
- iii. Payment can be made through any Commercial bank into the State Government Account quoting relevant revenue code.
- iv. Successful applicants are also required to submit the current Tax Clearance Certificate (TCC).
- v. Within Seven (7) days upon making all relevant payments, the applicant will be notified of successful processing and can visit the State Ministry of Lands and Physical Planning to collect the Construction Permit Letter in person or issue an authorization letter duly signed by the applicant attaching the Ministry's acknowledgement letter, passport of applicant and valid identity card of the representative.

STEP 5: Land-use Clearance from Osun State Capital Territory Development Authority for the development that falls within area designated as Capital Territory.

STEP 6: Building Plan Approval from concerned Local Government Area (Town Planning and Land Service Department).

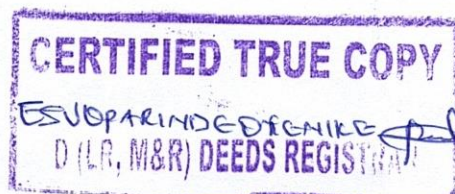
B. BUILDING PLAN APPROVAL WITHIN GRAs

STEP 1: As in step 1 above

STEP 2: LIST OF DOCUMENTS REQUIRED FOR OBTAINING BUILDING PLAN APPROVAL.

The following documents are required for building plan approval within GRAs in the State:

- 1. Six (6) set of Building/Development Plans which comprise the followings:



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- i. Location Details prepared by Registered Town Planner.
 - ii. Architectural Drawings i.e. Floor Plan, Site Plan, Roof Plan, Section Details, View Details and others prepared by Registered Architect.
 - iii. Survey Plan prepared by Licensed Surveyor.
 - iv. Engineering Details (Structural, Electrical and Mechanical Details) prepared by COREN Registered Engineer.
2. Two (2) copies of Environmental Impact Analysis Report (E.I.A.R.). (For commercial use only)
 3. Site Location Plan and Site Analysis Report Form (duly filled, completed and signed by Consultant Town Planner).
 4. Tax Clearance Certificate.
 5. Certificate of Incorporation/Registration (Applicable to application from Companies, Association & other Corporate Bodies).

STEP 3: i) Initial Payment of Application form fee, Registration Fee and Site Inspection Fee.

ii) Joint Site Inspection involving the applicant and officials of the Ministry.

iii) Consideration of the development proposals by the Building Plan Approval Committee. Members of the committee are drawn from the following Directorates: Directorate of Land Use and Allocation, Directorate of Urban Design and Management, Office of Surveyor General, Directorate of Housing Development, Directorate of Engineering services and Directorate of Development Matters.

STEP 4: PAYMENT AND COLLECTION of APPROVED BUILDING PLAN
As in step 4 above.

