



**MINISTRY OF HOUSING AND URBAN DEVELOPMENT  
PHASE V, STATE SECRETARIAT, ADO-EKITI, EKITI STATE**

**APPLICATION PROCESS AND GUIDELINES FOR OBTAINING BUILDING PERMIT IN EKITI STATE**

In pursuant of Ekiti State Urban and Regional and Development Law No. 3 of 2011, section 28, subsection 1-6 and Ekiti State Building Regulations, 2017, Section 2, Subsection 1-4 all individuals and organizations seeking to develop their land in Ekiti State can apply for a development (building) permit through the following process:

**STEP 1**

PROCEDURE	CONCERNED MDAs	PROCESSING TIMELINE	REMARK
<p><b>Start your application by using the channels below</b></p> <p>Obtain appropriate construction permit application form (individual and organization) for free at</p> <p>(i) The Nearest Zonal/Area Offices of Ekiti State Ministry of Housing and Urban Development, located at all the Local Government Headquarters in Ekiti State.</p> <p>(ii) The applicant for constructions within Government Reserved Areas (GRA) should obtain the application form at Ministry of Housing and Urban Development, Phase V, State Secretariat Complex, Ado-Ekiti.</p>	<p>Ministry of Housing and Urban Development Phase V, State Secretariat Complex, Ado-Ekiti. Contact details:  mhud@ekitistate.gov.ng 08034470020.</p>		<p>The application form is free for categories of constructions</p>

## STEP 2

PROCEDURE	CONCERNED MDAS	PROCESSING TIMELINE	REMARK
<p><b>Prepare all relevant documents</b></p> <ol style="list-style-type: none"> <li>a. Duly completed construction permit application form</li> <li>b. Photocopy of VALID means of identification</li> <li>c. Most recent passport sized photograph of applicant</li> <li>d. Copies of the following documents are required to process application for construction permit.</li> <li>i. A copy of Certificate of Occupancy (C of O) from <b>Bureau of Lands Office</b>, if available.</li> <li>ii. A copy of Surveyor General Approved Survey Plan from <b>Surveyor-General's Office</b> at Phase IV, State Secretariat Complex, New Iyin Road Ado-Ekiti Call Mr John on 08032339448 or johnrufinah@gmail.com</li> <li>iii. Four copies of A3 sized Architectural Working Drawings and details sealed and endorsed by a registered Architect.</li> <li>iv. Site Analysis Report (TOPREC Form) prepared by a Consultant (Town Planner) registered with Ekiti State Ministry of Housing and Urban Development.</li> <li>v. Four (4) copies of A3 sized Structural working drawings and details sealed and endorsed by a COREN registered Structural Engineer (for storey buildings, hotel, warehouse, church, Petrol and Gas Station and other special structural requirements)</li> <li>vi. Structural Calculation sheets, letter of undertaking sealed and endorsed by a COREN registered Structural engineer (for storey buildings, warehouse, church, Petrol and Gas Station and other special structural requirements).</li> </ol>	<p><b>Ekiti State Bureau of Lands Service, Revenue House, Fajuyi, Ado-Ekiti</b> Contact Details: Mr Bode (08036435335) or email: <a href="mailto:bogunyemi@ekitistate.gov.ng">bogunyemi@ekitistate.gov.ng</a></p> <p><b>Surveyor General Office</b> Contact Details: <a href="mailto:Surv.gen@ekitistate.gov.ng">Surv.gen@ekitistate.gov.ng</a></p>		<p>Please note that refusal to attach a copy of C of O may cause a delay in the processing of your application pending when a copy of the C of O and Surveyor General approved survey will be made available.</p>

<p>vii. If the building is above two (2) storey, it requires Four (4) Copies of A3 sized Mechanical, Structural and Electrical working drawings and details sealed and endorsed by COREN registered Mechanical, Surveyor General officer and Electrical Engineer (for warehouse, church, Petrol and Gas Station and other special structural requirements).</p> <p>viii. Soil Investigation Report (for multi-storey developments that exceeds three floors) from the Ministry of Works and Transportation, Opposite NEPA Office, Ajilosun Road, Ado-Ekiti. Contact Mrs Kolawole on 07033451384 or or <a href="mailto:olufunkekolawole22@gmail.com">olufunkekolawole22@gmail.com</a>, or <a href="mailto:mwt@ekitistate.gov.ng">mwt@ekitistate.gov.ng</a></p> <p>ix. <b>EKSEPA</b> Environmental Impact Assessment (EIA) approval certificate (for Agricultural, Commercial, Industrial, Warehouse, Church, Hotel, Bank, Petrol and Gas Station, Mass housing and other multi-storey Residential developments) from <b>Ekiti State Environmental Protection Agency, Phase IV State Secretariat Complex, New Iyin Road, Ado-Ekiti. Contact Call: Mr Adunmo on 08147919586 or 08038851149 or <a href="mailto:sepa@ekitistate.gov.ng">sepa@ekitistate.gov.ng</a>;</b></p> <p>x. Physical Planning Technical Report duly prepared by a Town Planner (for Church, Block of Shops)</p> <p>i. Land Use Clearance (for all development)</p> <p>ii. Service approvals including Fire and Police Reports (for Petrol and Gas Station) from <b>Ekiti State Fire Services (Fajuyi, Ado-Ekiti) and any Nigeria Police Stations</b> nearest to you.</p>			<p>There are Land use charges of ₦1000 and ₦5000 for residential and commercial uses respectively.</p>
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### STEP 3

PROCEDURE	CONCERNED MDAS	PROCESSING TIMELINE	REMARK
<p><b>Submission of all required documents and evidence of payment of all fees by applicant.</b></p> <ol style="list-style-type: none"> <li>1. Pay the applicable assessment fee using any of the available payment channels:               <ul style="list-style-type: none"> <li>Any commercial bank in the State using registered Ekiti State Internal Revenue Agents outlets (a) designated Banks (b) Remita (c) ERAS</li> </ul> </li> </ol> <p><b>Note:</b> <i>Kindly note the assessment fee varies and is determined by the volume and the use of the building. For details on charges/fees click on <a href="https://ekitistate.gov.ng/wp-content/uploads/2022/BuildingApprovalRequirement.pdf">https://ekitistate.gov.ng/wp-content/uploads/2022/BuildingApprovalRequirement.pdf</a></i></p> <ol style="list-style-type: none"> <li>2. Submit the duly completed Application Form and evidence of payment (teller/e-receipt)) directly to Ekiti State Ministry of Housing and Urban Development or its Area/Zonal officers together with the following documents               <ol style="list-style-type: none"> <li>i. Evidence/proof of payment of all assessment fee.</li> <li>ii. All applicable documents detailed in step 2 above</li> </ol> </li> </ol> <p><b>Confirmation of Application:</b></p> <ol style="list-style-type: none"> <li>i. Upon submission of your application form, applicants will be provided a unique Application Reference Number and an Acknowledgement Letter that carries the file number for the application.</li> </ol>	<p>Ekiti State Internal Revenue Services, Revenue House, Ado-Ekiti. Contact Mr Kehinde <a href="mailto:kehinde.oluwadare@ekitistaterevenue.com">kehinde.oluwadare@ekitistaterevenue.com</a> 0806-037-5573</p>	<p>We aim to process submitted applications for building permits within 5 days (for individual) and 14 working days (for organizations) prior to the final stage for collection described in step 4 below</p>	<p>TYPICAL EXAMPLE; A propose residential development with volume of 285m<sup>3</sup> is to be built on an area of area of 648m<sup>2</sup> of land in Ado-Ekiti. If the perimeter of the proposed land is 108m, the total amount to be paid by the proponent is</p> <p><b>LUC</b> = ₦1000</p> <p><b>Fence permit</b> = Perimeter of the land x 50 =108m x 50 = ₦5400</p> <p><b>Ratification</b> = Area of plot x 10 = ₦6480</p> <p><b>Assessment</b> = LxBxHxR = Volume x Rate =1,710m<sup>2</sup> x 25 = ₦42,750</p> <p><b>TOTAL</b> = ₦55,630</p>

## STEP 4

PROCEDURE	CONCERNED MDAS	PROCESSING TIMELINE	REMARK
<p><b>Collection of Building Permit Certificate</b></p> <p>i. Successful applicants are notified via text or call within 5-10 days to pay the assessed building plan assessment fees (see <a href="https://ekitistate.gov.ng/wp-content/uploads/2022/BuildingApprovalRequirement.pdf">https://ekitistate.gov.ng/wp-content/uploads/2022/BuildingApprovalRequirement.pdf</a> for details)</p> <p>ii. Planning and development permit fees are assessed based on the size, and use of the property as stipulated in part II of the annexed schedule of the Ministry of Housing and Urban Development fees order</p> <p>iii. Payment can be made through any Commercial bank in the State using the following channels (a) registered Ekiti State Internal Revenue Agents outlet (b) Banks (c) Remita (d) ERAS</p> <p>iv. <b>Within 3 days</b> upon making all relevant payments the applicant will be notified of successful processing and can visit the Ministry of Housing and Urban Development office where the building plan is submitted.</p> <p>v. Where an applicant has not been notified of a successful application within the 3 days, he/she should please contact the Headquarters of the Ministry of Housing and Urban Development located at Phase V, State Secretariat Complex, Ado-Ekiti, Ekiti State or contact us at <a href="mailto:mhud@ekitistate.gov.ng">mhud@ekitistate.gov.ng</a> or call Mr Bamisaye on 08034470020; e-mail: <a href="mailto:femibamisaye78@gmail.com">femibamisaye78@gmail.com</a> or visit <a href="http://www.ekitistate.gov.ng">www.ekitistate.gov.ng</a>.</p>	<p>Ministry of Housing and Urban Development, Phase V, State Secretariat Complex, Ado-Ekiti. Contact details:</p> <p>Mr Femi: <a href="mailto:femibamisaye78@gmail.com">femibamisaye78@gmail.com</a> <a href="mailto:mhud@ekitistate.gov.ng">mhud@ekitistate.gov.ng</a> 08034470020</p>		

**For more information, enquiry or complaints please contact Ekiti State Ministry of Housing and Urban Development located at Phase V, State Secretariat Complex, Ado-Ekiti, between 8:00 am. and 4:00 pm. (Monday - Friday, excluding public holidays) or contact us at [mhud@ekitistate.gov.ng](mailto:mhud@ekitistate.gov.ng) or call Femi Bamisaye on 08034470020 (email: [femibamisaye78@gmail.com](mailto:femibamisaye78@gmail.com)) or visit [www.ekitistate.gov.ng](http://www.ekitistate.gov.ng)**

**Signed:**

Permanent Secretary,  
Ministry of Housing and Urban Development  
11th November 2022