



**ANAMBRA STATE PHYSICAL PLANNING BOARD**  
**APPLICATION PROCESS AND GUIDELINES FOR OBTAINING BUILDING PERMIT IN ANAMBRA STATE**

In pursuant of Anambra State Urban and Regional Planning Law 2018, all individuals and organizations seeking to develop their land in Anambra State can apply for a development (building) permit through the following process

**STEP1**

Start your application by using any of the channels below:

**New Building/Alteration/Renovation for Individual/Organization**

- Building Permit Individuals (BPI): <https://apply.ansppb.an.gov.ng/login>
- Building Permit Organization (BPO): <https://apply.ansppb.an.gov.ng/login>
- Building Permit Individuals (BPI): <https://apply.ansppb.an.gov.ng/login>
- Building Permit Organizations (BPO): <https://apply.ansppb.an.gov.ng/login>
- After clicking on the link, click on sign-up, fill the form (individual for individual, Corporate for Company or Community),
  
- In the boxes that will appear simply put the ASIN number (formally ANSSID) of the individual or Company or Community in the first box indicated "Anssid Number". This will pull up all the details the applicant used in registering for ASIN. Then simply choose a convenient password containing a combination of letters, numbers and special characters and then click on "Create Account"
  
- After this account creation, the login page will now show up, here you simply put the email address you used for ANSSID registration, followed by the newly created password, then click "Login"  
After a successful log in, you will see your dashboard as shown above. Then click on New Application as pointed by an arrow above. This will now bring out different types of services for you to choose which one you are applying for and you simply click on Building / Construction permit tab to apply.
- OR
- Physically obtain appropriate building permit application form for free at ANSPPB Headquarters located at Old Government Station Amawbia, Awka Capital Territory or call:
  
- Note that Applicant must have an ASIN number (originally ANSID) to be able to apply;
- if the applicant does not have ASIN number, He/She can log on to <https://enumeration.services.an.gov.ng/auth/signup> to enroll by filling the form (Individual/Organization) and within 10 minutes, the ASIN number is ready. The Applicant can also visit any of the State Internal Revenue Service Office; Headquarter is located at No 1 Esther Obiakor Avenue, Agu-Awka, Awka, or call 07066727750 09053234816 or email -<https://airs.an.gov.ng/contact-us/>.
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**STEP2**

**Prepare all relevant documents.**

**Copies of the following documents are required to process your application for a Building Permit.**

1. Evidence of land ownership {Certificate of Occupancy (CofO), other title documents, deed, or sworn affidavit as the case may apply. Visit <https://ansppb.an.gov.ng> for guidelines.  
Note: Applicants are to apply for and obtain CofO from Anambra State Ministry of Lands; Visit Ministry of Lands office at Ministry of Lands, Survey and Town Planning, Government House, Awka, Anambra State; Contact Director Lands, Ministry of Lands, Survey and Town Planning, Government House, Awka, Anambra State Tel: 08033898885. Where Anambra state ministry of lands CofO has not been issued, a clearance letter from the ministry may be submitted.
2. Five copies of A3 size architectural working drawings & details sealed stamp and endorsed by the architect (for all developments).  
Note: ARCON Project Registration Number (APRN) should be placed on each sheet of the drawings and a copy of the Architect's current professional practice license (for all developments).  
Visit [ARCON | Architects \(arconigeria.org.ng\)](http://ARCON | Architects (arconigeria.org.ng)) to verify architect.
3. Site analysis report prepared by consultants registered with TOPREC [ <https://toprecng.org> ] with a clear satellite image, sealed, stamped, and endorsed by a Town Planning Registration Council (TOPREC) registered town planner (for all developments).
4. One copy and softcopy (Compact Disk Five copies of A3 size mechanical/electrical working drawings & details, sealed, stamped, and endorsed by a Council for the Regulation of Engineering in Nigeria (COREN) registered mechanical and electrical engineer (for all developments).  
Visit /contact [COREN Portal | Engineer Search](#) to confirm engineering registration status.
5. Five copies of A3 sized structural working drawings & details, sealed, stamped, and endorsed by a COREN registered structural engineer (for storey buildings, warehouses, petrol/gas stations & others with special structural requirements).
6. Structural calculation sheets, letter of attestation of design, sealed, stamped, and endorsed by a COREN registered structural engineer (for developments listed in No.5 above).
7. Soil investigation report (for multi-storey developments that exceeds three floors). (The approved Consultants and Institutions is ANAMBRA STATE MATERIALS TESTING LABORATORY and the link is <http://www.asmtl.gov.ng/>) Anambra state Environmental protection agency (ASEPA), Environmental Impact Assessment (EIA) approval certificate (for agricultural, petrol/gas stations, commercial, industrial, mass housing and other multi-storey Residential developments).

For enquiries call 08033060660 for ASEPA

Feasibility/Visibility Report prepared by consultants registered with TOPREC (for mass housing agricultural, petrol/gas stations, commercial, industrial, mass housing) visit <https://toprecng.org/general-register/>

- Tax Clearance Certificate (TCC) and Anambra State Identification Number [ASIN] (all developments). Note that Applicant must have an ASIN number (originally ANSID) to be able to apply; if no ASIN number, Applicant can log on to <https://enumeration.services.an.gov.ng/auth/signup> to fill the form (Individual/Organization) for ASIN number or visit any of the State Internal Revenue Service Office; Headquarter is located at No 1 Esther Obiakor Avenue, Agu-Awka, Awka, or call 07066727750 09053234816 or email -<https://airs.an.gov.ng/contact-us/>.
8. Service approvals including Fire and Police Reports (for petrol/gas stations, hotels and multi-storey developments that exceed four floors).  
Visit/contact any fire service department/police station nearest to you in Anambra State for a fire report/police report.
  9. Most recent passport sized photograph for individual application (BPI); and company seal or stamp on application form for organization (BPO).
  10. District head or Director Lands Ministry of Lands, Survey and Town Planning, Government House, Awka, confirmation is required for unplanned layout. (Note that the list of District Heads is not available. Confirmation can however be gotten from the Director Lands, Ministry of Lands, Survey and Town Planning, Government House, Awka, Anambra State Tel: 08033898885.
  11. Photo identification document: Accepted IDs include International Passport, National ID Card, Driver's License; Voter Registration Card, or Tax Identification Card.
  12. Recent utility bill or bank statement (containing same address with contact address specified on form).  
Dully completed building permit application form.

### STEP3

#### Submit Application Form

##### Manual Submission

1. Pay the applicable processing fee (Individuals: ₦5,000 and Companies/Organizations: ₦10,000) using any of the available payment channels:
  - Any commercial bank in the State using the ANSPPB PAYDIRECT account for ANSPPB called PLANNING RATE revenue code 60055001/12040268.
  - ANSPPB Customer Service located at old government station Amawbia Awka capital territory by POS using a debit card or credit card. (For enquiries email: [info@ansppb.an.gov.ng](mailto:info@ansppb.an.gov.ng); Tel-08037835105; office hours: Mondays to Fridays except on public holidays)
2. Submit the duly completed Application Form directly to DEVELOPMENT CONTROL DEPARTMENT (Attention Head Development Control; Department) AT ANSPPB Headquarters, Old Government Station, Amawbia, Awka Capital Territory. Tel: 08033466224, Email: [info@ansppb.an.gov.ng](mailto:info@ansppb.an.gov.ng) together with the following documents:
  - Evidence/proof of payment of application processing fee
  - All applicable documents detailed in Step 2 above

##### Electronic Submission

1. Make payment using ANSPPB Online payment platform via <https://apply.ansppb.an.gov.ng/e-payment/>
2. Complete application form online and upload all relevant documents via <https://apply.ansppb.an.gov.ng/create-application/>
3. **Confirmation of Application:** \*\*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.

##### Processing Timeline

We aim to process submitted applications for building permits within 30 Working Days prior to the final stage for collection described above

### STEP4

#### Collection of Building Permit Certificate

1. Successful applicants are notified via text, call or email within 30 days to pay the assessed building plan processing fees  
Planning and development permit fees are assessed based on the size, and use of the property as stipulated in Part III of the annexed schedule of Anambra Tax Classification and Consolidation  
Payment can be made through any Commercial bank, into the ANAMBRA STATE PayDirect account or through designated point of Sale (POS) machines at ANSPPB PAY DIRECT account or through designated Point of Sale (POS) Machines at ANSPPB located at old government station Amawbia, Awka or online via ANSPPB portal: <https://apply.ansppb.an.gov.ng>
2. Within 30 days upon making all relevant payments the applicant will be notified of successful processing and can visit <https://ansppb.an.gov.ng> OR customer center to collect the building permit certificate in person or issue an authorization letter duly signed by the applicant attaching ANSPPB acknowledgement letter, passport of applicant and valid identity card of the representative authorized to collect permit.

Where an applicant has not been notified of a successful application within the 30 days, he/she should please contact ANSPPB Customer Service at the ANSPPB Headquarters located at old government station Amawbia , Awka Capital Territory.

For more information, enquiry, or complaints please contact ANSPPB Customer Service located old government station Amawbia, Awka capital territory between 8:00 AM and 4 PM (Monday – Thursday, excluding public holidays) or contact us at <https://ansppb.an.gov.ng> or 08062533672, 09037835105.

Signed:  
EXECUTIVE CHAIRMAN,  
ANAMBRA STATE PHYSICAL PLANINING BOARD (ANSPPB).  
12<sup>TH</sup> NOVEMBER 2022