



## 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:

#### **COMPLETE BUILDING PERMIT APPLICATION FORM AND MAKE ALL APPROVED PAYMENTS**

#### **STEP 1**

1. Visit the Development Control Department at ANSPPB Headquarters located at Old Government Station Amawbia, Awka Capital Territory, Anambra State to obtain and complete all application forms at no cost. Call: 07032428625; 08037835105.
2. Pay the applicable non-refundable processing fee (Individuals: ₦5,000 and Companies/Organizations: ₦10,000) using any of the available payment channels:
  - Cash deposit at any commercial bank in the State using the Anambra State Government PAYDIRECT account for ANSPPB called PLANNING RATE with the revenue code: 60055001/12040268.
  - By POS using a debit card or credit card at ANSPPB Accounts Department, located at old government station Amawbia, Awka capital territory. (For enquiries email: [info@ansppb.an.gov.ng](mailto:info@ansppb.an.gov.ng) or [ansppb@anambrastate.gov.ng](mailto:ansppb@anambrastate.gov.ng); Tel-08037835105; office hours: Mondays to Fridays except on public holidays).
  - Online payment through REMITA or QUICKTELLER. Guideline for online payment is contained here: <https://anambrastate.gov.ng/ease-of-doing-business/>
  - Please note that Applicants must have an ASIN number (formally known as ANSSID) to be able to make payment through any of the approved payment channels. If the applicant does not have ASIN number, He / She can call the AiRS Desk Officer at ANSPPB via +2348130156027 to be enrolled within 10 minutes and the person's ASIN number will now be available. The Applicant can also visit any of the State Internal Revenue Service Office located in every local government area or visit their Headquarters located at No. 1 Esther Obiakor Avenue, Agu-Awka, Awka, or call 07066727750 or 09053234816 or email: [support@airs.an.gov.ng](mailto:support@airs.an.gov.ng) or [info@airs.an.gov.ng](mailto:info@airs.an.gov.ng) to be assisted by AiRS Officials to obtain ASIN free of charge.
3. Visit the receipt officer to have your e-receipt printed out for you at ANSPPB Headquarters located at Old Government Station Amawbia, Awka Capital Territory, Anambra State or call: 08067293766; 07032428625.
4. Submit the duly completed Application Form directly to DEVELOPMENT CONTROL DEPARTMENT (Attention: Head, Development Control Department, ANSPPB Headquarters, Old Government Station, Amawbia, Awka Capital Territory, Anambra State Tel: 07032428625, Email: [info@ansppb.an.gov.ng](mailto:info@ansppb.an.gov.ng) or [ansppb@anambrastate.gov.ng](mailto:ansppb@anambrastate.gov.ng)) together with the following documents:
  - Evidence / proof of payment of application processing fee.
  - All applicable documents detailed in Step 2 below:

#### **PREPARE ALL RELEVANT DOCUMENTS**

#### **STEP 2**

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

1. Evidence of land ownership such as Certificate of Occupancy (CofO), other title documents, deed, or sworn affidavit as the case may apply. Visit <https://anambrastate.gov.ng/ease-of-doing-business/> 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 of Lands, Ministry of Lands, Survey and Town Planning, Government House, Awka, Anambra State via Tel: 08033898885. Where Anambra state ministry of lands CofO has not been issued, a clearance letter from the Ministry of Lands may be submitted in the interim.
2. Five copies of A3 size architectural working drawings & details sealed, stamped and endorsed by ARCON registered 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 also attached (for all developments).  
Visit [ARCON | Architects \(arconigeria.org.ng\)](http://ARCON | Architects (arconigeria.org.ng)) to verify the registration status of the Architect you hired.
3. Site analysis report prepared by a Consultant Town Planner who is registered with TOPREC [ <https://toprecng.org> ] with a clear satellite image of the proposed building site. This Site analysis report should be sealed, stamped, and endorsed by the qualified Town Planner registered with Town Planning Registration Council (TOPREC). This is required for all types of building developments.
4. One soft copy (Compact Disk) plus Five hard copies of A3 size mechanical/electrical working drawings & details, sealed, stamped, and endorsed by a qualified mechanical and electrical engineer duly registered with Council for the Regulation of Engineering in Nigeria (COREN). This is required for all types of building developments.  
Visit /contact [COREN Portal | Engineer Search](#) to confirm the registration status of the Engineer you hired.
5. One soft copy (Compact Disk) plus Five hard copies of A3 sized structural working drawings & details. It should be sealed, stamped, and endorsed by a COREN registered structural engineer (for storied buildings, warehouses, petrol/gas stations & others with special structural requirements).
6. It should also be accompanied with 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-storied developments that exceeds three floors). The approved Consultant / Institution for this is the ANAMBRA STATE MATERIALS TESTING LABORATORY and their link is <http://www.asmtl.gov.ng/>
8. Environmental Impact Assessment (EIA) approval certificate from Anambra state Environmental protection agency (ASEPA). This is required for agricultural, petrol/gas stations, commercial, industrial, mass housing and other multi-storied residential developments. For enquiries call 08033060660 for ASEPA.
9. Feasibility/Visibility Report prepared by consultants registered with TOPREC (for mass housing, agricultural, petrol/gas stations, commercial, industrial projects, etc.). Visit <https://toprecng.org/general-register/> to verify the registration status of your consultant.
10. Tax Clearance Certificate (TCC) and Anambra State Identification Number [ASIN]. This is required for all types of building developments. Note that Applicant must have an ASIN number (originally ANSSID) to be able to apply. To obtain your Tax Clearance Certificate or ASIN Number, visit the AiRS Desk Officer at ANSPPB Headquarters or Call: +2348130156027 to be enrolled within 10 minutes and get your ASIN number or visit any of the State Internal Revenue Service Offices all over the State. Headquarter is located at No 1 Esther Obiakor Avenue, Agu-Awka, Awka, or call 07066727750 09053234816 or email - [support@airs.an.gov.ng](mailto:support@airs.an.gov.ng) or [info@airs.an.gov.ng](mailto:info@airs.an.gov.ng)
11. Service approvals including Fire and Police Reports (for petrol/gas stations, hotels and multi-storied 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.
12. Most recent passport sized photograph of the owner of the development for individual application (BPI); and company seal or stamp on application form for organization (BPO).
13. Confirmation from the District head, Ministry of Lands, Survey and Town Planning, Government House, Awka, is required for processing building permit in all developments located inside an unplanned layout. Confirmation can however be gotten from the Director of Lands, Ministry of Lands, Survey and Town Planning, Government House, Awka, Anambra State Tel: 08033898885.
14. A copy of the identification document of the owner of the development. Accepted means of Identification include International Passport, National ID Card, Driver's License, Voter Registration Card, or Tax Identification Card.
15. Recent utility bill or bank statement (containing same address with contact address specified on form).
16. Duly completed building permit application form.

### STEP3

#### CONFIRMATION OF APPLICATION

1. 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

2. We aim to process submitted applications for building permits within 30 Working Days prior to the final stage for collection described below:

### 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 and development permit 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. Approved Schedule of Planning Fees containing minimum rates for all types of building developments can be found here: <https://anambrastate.gov.ng/documents/schedule-of-planning-fees-of-anambra-state-physical-planning-board-ansppb/>  
Payment can be made through any Commercial bank, into the ANAMBRA STATE PayDirect account using the Anambra State Government PAYDIRECT account for ANSPPB called PLANNING RATE with the revenue code: 60055001/12040268 or through designated Point of Sale (POS) Machines at ANSPPB located at Old Government Station Amawbia, Awka Capital Territory or online via REMITA or QUICKTELLER.
2. Within 30 days upon making all relevant payments the applicant will be notified of successful processing and can visit Development Control Department at ANSPPB 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 the Building Permit.
3. Where an applicant has not been notified of a successful application within 30 days, he / she should please contact ANSPPB Customer Service at the ANSPPB Headquarters located at old government station Amawbia, Awka Capital Territory. Call: 08062533672, 08033561344 or 07032428625.