



**Taraba Geographic Information Systems - TAGIS**  
**TAGIS Headquarters located at TADP Complex, Off Wukari road, Jalingo,**  
**Taraba State, Nigeria. Tel No. +234 803 521 5032**

## Dealing with Building Permits in Taraba State – Procedure, Time and Cost

### Overview

Under degree 88 of 1992, urban and regional planning law, any person or organization wishing to develop land in Taraba State may apply for a development (building) permit by following the procedures listed below:

**Note:** All associated cost that involves government agencies must be paid to the Agency:  
 Government accredited bank account -Taraba State IGR Account, Access Bank Account, 0767571474

No	Procedures	Time to Complete	Associated Costs
1	<p><b>Obtain soil investigation report Agency:</b> Private Limited Company</p> <p>A specialist conducts a soil investigation report to ensure the foundation's stability. While Law No. 3 (enacted in August 2012) requires such a report for only three-story (or higher) residential or office structures, it is also required for a commercial warehouse.</p> <p>Furthermore, depending on the region, a soil analysis report may be required for a two-story construction.</p>	days	NGN 100,000
2	<p><b>Obtain a Physical Planning Technical Report Agency:</b> Town Planner Engineer Private Limited Company</p> <p>This study is required to determine the viability of the project as well as the impact it will have on the surrounding environment. This report is required for all projects, regardless of usage or height.</p>	days	NGN 150,000

3	<p><b>Obtain a certified true copy (CTC) of the survey plan and CTC of the land ownership title</b>  <b>Agency: Taraba State Land Registry</b></p> <p>The Land Registry must provide a verified genuine copy of the survey plan in order to display the plot and its coordinates. In order for the permit application to be approved, proof of ownership must also be produced. To acquire the documents, you must produce the sworn affidavit that you previously got. However, in the event that the land has not been surveyed, a private surveyor would need to survey the area and register the results with the Surveyor's General Office. The survey would then be checked against Taraba State's master plan. The Land Registry will receive the red copy, while Taraba Geographic Information Systems will receive the black copy and a third copy will be kept at the Surveyor General Office. The cost of survey by a private surveyor can range from NGN50,000 to NGN 120,000.</p>	3 days	NGN 7,500
---	--	--------	-----------

<p>4</p>	<p>Obtain development permit from the <b>Taraba State – Taraba Urban Development Agency (UDA)</b>.  <i>Agency: Taraba State - Taraba Urban Development Agency (UDA).</i>  Construction is permitted by the two-year-valid development permit. A professional need to draw up a building development plan detailing the planned uses of the development on the site and how it will affect nearby neighborhoods and developments in order to receive this permit. Following receipt of the development plan and other necessary paperwork, the survey plan is charted to ascertain whether the zoning requirements are satisfied. After that, an architect examines the architectural blueprints.</p> <p>According to the law, an inspection prior to approval is necessary to confirm that the land is where the owner claims it is and that construction has not yet begun. It is not necessary for BuildCo to be present during the visit. Following that visit, an evaluation of the amount owed will be prepared. This letter of assessment must include a list of all the bank accounts that are required to receive each tax payment.</p> <p>Engineers review the structural, mechanical, and electrical drawings following the site visit. After reviewing the technical report on physical planning, the Physical Development Intervention Department notifies the town planner. The relevant Recommending District Officer is then given the entire file; after reviewing all supporting documentation, the officer forwards the file to the Director of the Development Permits Department at headquarters.</p> <p>After that, the file is forwarded to the Taraba Internal Revenue Service to confirm the tax clearance certificate, and then to the Director of Accounts to confirm the payment.</p> <p>Finally, it is forwarded to the director of operations for ultimate clearance. The Governor of Taraba State must grant final approval for buildings taller than seven stories, the Honorable Commissioner for five to six stories, and the Permanent Secretary for four stories or less.</p>	<p>21 days</p>	<p>NGN 730,235</p>
----------	--	----------------	--------------------

	<p>When building a structure that is larger than two stories, the developer or owner must apply to start building work at the Building Control Agency and include a certificate of general contractors' all-risk insurance policy.</p> <p>A contribution levy, equivalent to 10% of the building permit cost, is levied by Taraba State Urban Development for the creation and maintenance of development plans, including local, district, subject, and action plans; development guides; office upkeep; purchasing and maintaining vehicles; office supplies; and other related matters.</p> <p>The following documents must be presented:</p> <ul style="list-style-type: none"> <li>• Proof of ownership</li> <li>• Survey plan – on sun print paper</li> <li>• 5 sets of architectural drawings</li> <li>• 5 sets of structural drawings (calculation sheets and supervision letter from a registered engineer)</li> <li>• 5 sets of mechanical and electrical drawings</li> <li>• 5 sets of sanitary and plumbing drawings</li> <li>• Current income tax clearance certificate (CIT) for 2 directors</li> <li>• Photocopy of payment of assessment fee</li> <li>• Certificate of incorporation of the company</li> <li>• Physical planning technical report.</li> </ul> <ul style="list-style-type: none"> <li>- The cost is as follows: - Total assessment fee: NGN 120 per volume of the building assessment + NGN 5,000 registration fee + NGN 5,000 layout fees for charting + NGN 10,000 for first 650 sqm + 4,000 for additional 1,000 sqm per land area for fencing fee</li> <li>- -10% of total assessment fees Local Planning Office levy - 5% of the total assessment fees for Taraba State Emergency Management Agency - NGN 20,000 for the 1st NGN 100,000 of total assessment; 10% of remaining total assessment + NGN 10,000 for Spatial Enhancement Fee - 35% of the total assessment fee for certificate of fitness for habitation</li> </ul>		
5	<p><b>Obtain certificate of structural stability (first pouring of concrete) Agency: Taraba Geographic Information Systems (TAGIS)</b> The concrete crushing test is done as follows:</p> <ol style="list-style-type: none"> <li>1. To be tested, a sample from a concrete block is removed and returned to the lab. BuildCo is currently covering the full cost of the testing. Testing is carried out in multiple phases.:</li> <li>2. 7 days after the sample is taken, the first result is obtained.</li> </ol>	7 days	NGN 20,000


	<p>3. 14 days after the sample is taken, the second result is obtained (7 days after the first result).</p> <p>4. 21 days after the sample is taken, the third result is obtained (7 days after the second result is delivered).</p> <p>The longer concrete is stored, the harder it usually gets and the more resistance it has to the crushing test. In this process, payment for concrete testing is made all at once.</p>		
7	<p><b>Obtain certificate of structural stability (second pouring of concrete)</b>  <b>Agency: Taraba Geographic Information Systems (TAGIS)</b></p>	7 days	No charge
8	<p>Obtain certificate of structural stability (third pouring of concrete)  <b>Agency: Taraba Geographic Information Systems (TAGIS)</b></p>	7 days	No charge
9	<p>Receive joint inspection during construction from the <b>Taraba Geographic Information Systems (TAGIS)</b> the Zonal Agency Agency: <b>Taraba Geographic Information Systems (TAGIS)</b> Agency and Zonal Agency</p>	7 days	No charge
10	<p>Receive inspections during construction from the Taraba State <b>Taraba Geographic Information Systems (TAGIS)</b>  Agency: <b>Taraba Geographic Information Systems (TAGIS)</b></p>	1 day	No charge
11	<p><b>Request and receive inspection by the Fire Department</b>  <b>Agency: Fire Department</b></p> <p>Before using the building, this certificate needs to be obtained from the local planning authority. The authority may decide to perform an on-site inspection prior to granting the certificate. But these inspections, which typically take forty-five minutes, are not often carried out.</p>	1 day	No charge
12	<p>Submit completed Form C and request and receive final inspection and Certificate of Habitation  Agency: <b>Taraba Geographic Information Systems (TAGIS)</b></p>	1 day	No charge
13	<p><b>Submit application for water connection to Taraba State Water Management Agency</b>  <b>Agency: Zonal Office to Taraba State Water Management Agency</b>  collects the LWC Water Connection Form ("WCF") from the nearest Zonal Office ("ZO") free of charge. There are 31 zones in Taraba State. The Completed WCF is submitted to ZO and ZO sends a Site Inspection Officer ("SIO") to the customer's property.</p> <ul style="list-style-type: none"> <li>- SIO confirms address and locational details of Taraba State Water Management Agency. SIO also establishes an optimal size and length of connection pipes, and optimal connection materials.</li> </ul>	1 day	No charge

	- SIO prepares comprehensive Site Report ("SR") including estimates of total connection costs, and submits SR to the		
	ZO.		
	- ZO prepares connection bill to customer.		
14	<b>Pay the connection bill and submit evidence of payment to Zonal Office of Taraba State Water Management Agency</b> <b>Agency: Zonal Office Taraba State Water Management Agency</b>	1 day	NGN 35,000
15	<b>Set up septic tank</b> <b>Agency: Taraba State Water Management Agency</b> There is no central sewage system in Taraba, therefore Taraba State Water Management Agency sets up a septic tank to establish sewerage.	14 days	NGN200,000
16	<b>Receive water connection</b> <b>Agency: Zonal Office Taraba State Water Management Agency</b> Once payment has been made, the Zonal Office (ZO) procures the connection materials and carries out the connection works.	13 days	No charge

For more information, enquiry, or complaints please contact TAGIS Customer Service located at

**TADP Complex, Off Wukari road, Jalingo, Taraba State, Nigeria.** Tel No. +234 8061765501 between 8:00 AM and 4 PM (Monday – Friday, excluding public holidays) or contact us at Tel No. +234 8061765501

Signed:



General Manager,  
Taraba Geographic Information Systems (TAGIS)  
14<sup>th</sup> November 2023