

# STEPS FOR NEW BUILDING PERMIT FOR ALL LAND USE

S/N	PROCESSES	REQUIRED DOCUMENT	SDAs	OFFICES	ADDRESS	CONTACTS	EMAIL	TIMELINE	WORKING HOURS	BILL	FORMULA FOR VARIABLE COST	COST/FEES	PAYMENT TYPE (All Payment)	EXPECTED OUTCOME	REMARK		
1	APPLICATION																
2	Obtain application form(individual)		Development control	REVENUE OFFICE	2 Juba Street Wuse zone 6	234-8147757197	devconfcta@gmail.com	2 working days	9AM - 4PM(Mon-Fri)	Form fee		N10,000	Zenith acct(FCTA AMMC REVENUE ACCOUNT)	All requirement must be met before submsmion and filling of form			
3	Submission	Sealed Architectual drawings with stamps , APRN, and practice licence	Development control	FRONT OFFICE	2 Juba Street Wuse zone 6	234-8147757197	devconfcta@gmail.com	1 working day	9AM - 4PM(Mon-Fri)					submission to front office			
		Sealed Mechanical, Electrical and Structural drawings with their respective COREN LICENCE															
		All the drawings listed above should be to scale(Conventional scale)															
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		AGIS/Lands registration power of attorney ( if change in ownership)															
		Authority letter signed by Allotee															
		Tax Clearance Certificate of Allotee															
		I D Card of Allotee															
		Court Affidavit sworn by Allotee															
		SAR (Site Analysis Reports) with registered TOPREC certificate															
		CAC Documents (if Allotted to a company)															NOTE: This applies for Commercial, Company or Organisation
		EIAR (Environmental Impact Assessment Report) with NITP Certificate, if commercial or mass housing															
		Soil Test Reports															

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		Structural Calculation Sheets																	
		AGIS/Lands Statutory Payments																	
		Evidence of payment																	
		Filled application form																	
4	Front office		Development control	Front desk	2 Juba Street Wuse zone 6	234-8147757197	devconfcta@gmail.com	1 working day	9AM - 4PM(Mon-Fri)								Checking of all submitted document, open building and profile file and forward to site officer of that particular cadastral zone		
5	Site inspection		Development control	regional office base on cadastral zone	New waterBorrd Asokoro Development Control Plot 1713 Mabushi, Abuja 900108, Federal Capital Territory				9AM - 4PM(Mon-Fri)								Go for site Assessment report and return back to head office and forward to vetting room		
6	Vetting Room		Development control	vetting room	2 Juba Street Wuse zone 6	234-8147757197	devconfcta@gmail.com	5 working days									All the drawings will be vetted by different professionals and forward to vetting summary office		
7	Vetting summary		Development control	computer room	2 Juba Street Wuse zone 6	234-8147757197	devconfcta@gmail.com	1 working day	9AM - 4PM(Mon-Fri)								All the comment will be summarise for applicant to effect corrections		
8	Billing Unit		Development control	Billing unit room	2 Juba Street Wuse zone 6	234-8147757197	devconfcta@gmail.com	2 working days	9AM - 4PM(Mon-Fri)	Registration	the bill depends on land use and location, applicable to government sold properties	N150,000-N200,000				Calculation of the bill to be paid for the processing of building approval	Part of the process (Government sold properties)		
			Development control	Billing unit room						Site inspection fee		N5,000					Part of building permit process		
										Processing	The bill depends on the size, type of building and location	minimum of N200,000 and above					Part of building permit process		
										Alteration	Depends on the building alteration	minimum of N500,00 and above					Base on applicant request		
										Setting out fee	Depends on size of the building	mimimum of N30,000 and above					Part of building permit process		

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*Robini*  
*Assistant Director*



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11	Technical Task Assistant (TTA) Landuse		Development control	TTA Office	2 Juba Street Wuse zone 6	234-8147757197	devconfcta@gmail.com	5 working days	9AM - 4PM(Mon-Fri)					Confirmation of the title document from AGIS, Land and Area councils depending on the document submitted			
12	Deputy Director Development Permit		Development control	Development permit Office	2 Juba Street Wuse zone 6	234-8147757197	devconfcta@gmail.com	1 working day	9AM - 4PM(Mon-Fri)					Cross checking of all the document, drawings and recommend for endorsement of the bill			
13	Director's Office		Development control	Director's Office	2 Juba Street Wuse zone 6	234-8147757197	devconfcta@gmail.com	2 Working days	9AM - 4PM(Mon-Fri)					Cross checking of all the document, drawings and endorsement of the bill			
14	Head of Registry		Development control	Registrar Office	2 Juba Street Wuse zone 6	234-8147757197	devconfcta@gmail.com	1 working day	9AM - 4PM(Mon-Fri)					dispatching of the bill and vetting summary to the applicant			
15	Applicant response	Corrected drawing with the proof of payment	Development control	Registrar Office	2 Juba Street Wuse zone 6	234-8147757197	devconfcta@gmail.com	1 working day	9AM - 4PM(Mon-Fri)				Zenith Acct (FCTA AMMC REVENUE ACCOUNT)	payment of bill and corrected vetted summary			
16	Vetting Room		Development control	vetting room	2 Juba Street Wuse zone 6	234-8147757197	devconfcta@gmail.com	1 working day	9AM - 4PM(Mon-Fri)					Cross checking of the corrected drawings			
17	Computer Room		Development control	computer room	2 Juba Street Wuse zone 6	234-8147757197	devconfcta@gmail.com	1 working day	9AM - 4PM(Mon-Fri)					Printing of the Conveyance letter			
18	Deputy Director Development Permit		Development control	Development permit Office	2 Juba Street Wuse zone 6	234-8147757197	devconfcta@gmail.com	1 working day	9AM - 4PM(Mon-Fri)					Cross checking of all the document, drawings and recommend for endorsement of conveyance letter			
19	Director's Office		Development control	Director's Office	2 Juba Street Wuse zone 6	234-8147757197	devconfcta@gmail.com	2 Working days	9AM - 4PM(Mon-Fri)					Cross checking of all the document, drawings and final endorsement			
20	Building Inspectorate		Development control	Building Inspectorate Office	2 Juba Street Wuse zone 6	234-8147757197	devconfcta@gmail.com	1 working day	9AM - 4PM(Mon-Fri)					Dispatch of the approval and supervising of the project			

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