

PROPERTY REGISTRATION GUIDELINE - PROCESS FOR OBTAINING

CONSTRUCTION PERMIT

In accordance with the Delta State Urban and Regional Planning Law of 2021, Delta state have established user a friendly property registration process for the purpose of Issuance of Construction Permit through the ministry of Urban Renewal.

Construction Permit is a legal document that gives you the authority to construct a construction or any physical development in the State. In delta state the issuing authority for construction permit is domiciled with the Ministry of Urban Renewal through the department of Town Planning (for private lands) and Urban and Regional Planning Board for state lands respectively.

Step By Step Process Guild for obtaining Construction Permit Step 1

i. Application for construction permit begins with the submission of construction working drawings which must comprise of the Architectural drawings showing the plans for the proposed construction.

Applications for residential construction are expected to include four (4) sets of drawings of A3 paper size to the Area Planning officer (APO) in charge of the Area planning office nearest to the location of the subject site (See Appendix ...locations of Planning office....)

While commercial application are expected to submit 5 sets of drawings of A3 paper size to the Area Planning officer (APO) in charge of the Area planning office nearest to the location of the subject site (See Appendix one (1)).

For all application types the location and site plan in the structural drawings must be sealed stamped and endorsed by a registered town planning consultant with TOPREC. See www.toprecng.org. For further enquiries. Applications for high rise buildings/storey buildings, a structural drawing must be sealed stamped and endorsed by a registered Engineer with COREN see <https://www.coren.gov.ng/> for further enquiries

ii. Details from the submitted documents would be used as criteria for creating an assessment letter by the area planning officer (APO) (for private land) or the zonal planning officer (ZPO) for state lands). Assessments are done At the various planning offices (see appendix 1) The assessment by the APO or ZPO will be uploaded onto an electronic platform for the generation of an electronic assessment letter.

At this point, applicant is expected to make full payment of the assessment fee charged to the designated banks as stated in the assessment letter

Assessments are not flat fixed, they vary from land to land depending on the size, location and purpose. For the State Gazetted rates, see Annexure XXIII, pages 46 to 53: <https://www.deltastate.gov.ng/downloads/dtgrr.docx>.

iii. After payment, applicant is required to submit the original electronic bank tellers to the area planning officer in charge of the Area planning office concerned.

All payments must be made to the Delta State Spatial Decision Support System (SDSS) Account as listed on the assessment letter. Applicants can also make web payment vide <https://payment.deltabir.com/production/payment>.

Step 2

Applicant would then be required at this point to pick up an Application Form from the desk of the Area planning officer at the concerned planning office. All completed forms are expected to be returned with the following compulsory documents.

The required documents include:

- i. Soil investigation report for multi Storey Construction.
- ii. Environmental Impact Assessment Report from a TOPREC registered town planning consultant. These applies to commercial and industrial applications. See www.toprecng.org for information.

iii. Title Documents (Certificate of Occupancy / Deed of Conveyance) iv. Survey Plan.

This can be obtained from the office of the Surveyor General at the Ministry of Lands and Surveys, Professor Chike Edozien Secretariat along Maryam Babangida Way, Asaba, Delta State Nigeria. Email: surveyor.general@deltastate.gov.ng.

v. Current tax clearance certificate.

For individual – personal tax clearance, see <https://www.deltabir.com>.

For company – company tax clearance, see <https://www.firs.gov.ng>.

vi. Fire service certificate, see <https://fedfire.gov.ng/> vii. Police Report (security). For enquiries, visit the nearest police station. vii. Land Allocation paper (Only applicable to state land).

Step 3:

Applicants with complete documentations will receive a phone call within forty-eight (48) hours informing them of their Successful application while applicants whose documentations are incomplete will also receive a phone call within forty-eight (48) hours informing them of the issues and how corrections can be made where applicable.

Successful applications are hereafter listed for inspection

Step 4:

All successful applicants will receive a phone call after 3 days for a site inspection to be carried out by the area planning officer. The applicants will be required to join the APO and his team for the inspection visit to the proposed site.

The APO (within three days) or ZPO (within five days) will generate their inspection reports as applicable and further to the General Manager, Urban and regional Planning Board (state Land) or the Director of Town Planning (Private land) for approval or disapproval.

Applicants whose site inspections are successful will be contacted via phone call informing them of the success of their site inspection. While applicants whose site inspections are unsuccessful will also be contacted by phone call informing them of the issues and corrections to be made where necessary.

Step 5:

Applicants who have successfully completed the above steps will be contacted by a phone call informing them of the readiness of their construction permit which can be picked up at the area planning office where application was made (See Appendix one (1)) between the hours of 9am and 3pm from Monday through Friday. For follow up contact the director of town Planning dir.townplanning@deltastate.gov.ng or call:

For further enquiries contact the Director of Town Planning, Ministry of Urban Renewal between the hours of 9am and 3pm from Monday through Friday at Professor Chike Edozien Secretariat, the Ministry of Lands and Surveys along Maryam Babangida Way, Asaba, Delta State Nigeria or email: dir.townplanning@deltastate.gov.ng or the following area planning office (See Appendix one (1)). You can also call the help desk on 09075779080

Signed:

Honourable Commissioner of Ministry of Urban Renewal