



## APPLICATION PROCESS AND GUIDELINES FOR OBTAINING BUILDING PERMIT IN KWARA STATE.

In accordance with the Land use act, Government Administrative Policies, and Kwara State Consolidated Revenue Codes and Rates Regulation 2021, Section 16.

1. Obtain the application form for the building permit form at the:

The plan processing unit,  
Directorate of Physical Planning and Development Authority,  
Kwara State Geographic Information Service (KW-GIS),  
Commissioner's Lodge Way,  
G.R.A Ilorin,  
Kwara State.

Application fees vary based on the type of building and what action needs to be taken. [Building Permit Fees.pdf](#)

2. Prepare all relevant documents.

Copies of the following documents are required to be submitted to process your application for a Building permit.

- One copy of KW-GIS Right of Occupancy/Certificate of Occupancy for government layout and deed of agreement for private land.
- Four copies of A3-sized architectural drawings and details, sealed stamped, and endorsed by the architect (for all developments). Note ARCON Certified Architect.
- Site Analysis Report prepared by a TOPREC-certified Town Planner for Residential development only.
- Environmental Impact Statement prepared by a TOPREC-certified Town Planner for all Commercial, Agricultural and Recreational developments.
- Four copies of A3-sized structural drawings prepared by a COREN-certified structural engineer must accompany all developments more than a floor sealed, stamped, and endorsed.
- Building/ developments for more than one floor must be accompanied by a structural calculation sheet, Letter of Authorization from the client, letter of undertaken, soil test Analysis Report, COREN Mandate form, and current practicing license of the supervising engineer all sealed, stamped and endorsed by COREN Certified electrical/structural and Mechanical engineers.
- All buildings/ developments seeking development permits must be accompanied by a detailed locational plan, sealed, stamped, and endorsed by a TORREC Certified Town Planner.
- Petrol filling stations and agricultural and commercial developments must be accompanied by Tax Clearance Certificate (TCC), Right of Occupancy (R of O), or Certificate of Occupancy (C of O)
- Valid means of identification

3. Submit the application at the Plan Processing Unit (PPU) (**Manual submission**)

- Applicants are to submit all the required documents listed in (2) above to the plan and processing unit at the Directorate of Physical Planning and Development Control of KW-GIS.

- A Site inspection is done to assess the site if the proposed development is in conformity/compatible with the existing land use of the neighborhood.

#### 4. Collection Of Building Permits

Successful applicants will be notified and asked to pay the applicable assessment fees into designated (Kwara State IGR) accounts which will be verified at the Kwara State Internal Revenue Service KW-IRS.

- Planning and development permit fees are assessed based on the size, and use of the building.
- Collections shall be made at the Directorate of Physical Planning and Development Control, KW-GIS Headquarters, Ilorin. We are committed to 21 Working days after all fees have been paid and all conditions certified.

For further information, please refer to Kwara State Geographic Information Services (KW-GIS) or call 09035551892, or email [kwgis@kwarastate.gov.ng](mailto:kwgis@kwarastate.gov.ng).

Opening hours are Monday to Friday from 9.00 am to 3.00 pm except on public holidays.

SIGNED:

Acting Executive Chairman,

Kwara State Geographic Information Service (KW-GIS),

October 2022.