



ENUGU STATE GOVERNMENT  
**ENUGU CAPITAL TERRITORY DEVELOPMENT AUTHORITY (ECTDA)**

**APPLICATION PROCESS AND GUIDELINES FOR OBTAINING BUILDING PERMIT IN ENUGU STATE**

Pursuant to the provisions of “Enugu Capital Territory Development Authority Law Revised Laws of Enugu State 2014”

**Step 1: Submission of application**

Applications for developments to be situated in the Enugu capital territory should be submitted at:

- Enugu North Town Planning Authority & Enugu Central Development Center for every proposed development located within the boundaries of Enugu North Local Government Area
- Enugu East Town Planning Authority & Enugu East Central Town Planning Authority for all proposed developments located within the boundaries of Enugu East Local Government Area
- Enugu South Town Planning Authority and Enugu West Town Planning Authority for all proposed developments within the boundaries of Enugu South Local Government

Applications for buildings to be situated in the other 14 local government areas should be submitted at the local Town Planning Authority located in each LGA.

The requirements for all applications includes:

- One copy of a Certificate of Occupancy (CofO) issued by the Enugu Ministry of Lands and Urban Development Note: Where a CofO has not been issued, a duly registered Deed of Lease or Power of Attorney may be submitted. However, a verification process for this might cause a delay in the vetting of your application.
- Three copies of A3 sized architectural working drawings & details sealed, stamped and endorsed by an ARCON registered architect (for all developments)
- Site analysis report done, signed and sealed by a Town Planning Registration Council (TOPREC) registered town planner (for all developments)
- Three copies of A3 sized structural working drawings & details sealed, stamped and endorsed by a COREN registered structural engineer (for for multi-storey developments that exceed two floors, warehouses, petrol/gas stations & others with special structures)
- Structural calculation sheets, letter of attestation of design, sealed, stamped and

endorsed by a COREN registered structural engineer (for developments listed in No. 4 above)

- Soil investigation report (for multi-storey developments that exceed three floors)
- Enugu Ministry of Environment approved Environmental Impact Assessment (for agricultural, petrol/gas stations, commercial, industrial, mass housing and other multi-storey residential developments)
- Tax Clearance Certificate of the most recent three years (for all developments)
- Service approvals including Fire and police reports (for petrol/gas stations and multi-storey developments exceeding four floors)
- District head/rural leader confirmation for unplanned layout
- Duly completed building permit application form

**Step 2: Payment and processing of Building Permit application**

Upon submission of the application and supporting documents, planning and development fees are assessed based on the size and use of property. All payments can be made through any commercial bank into the Enugu State Government Internally Generated Revenue (IGR) account under the requisite revenue title/code:

The costs and timeframe for processing of building permit for various categories of building developments are as follow:

<b>Building Type</b>	<b>Cost</b>	<b>Timeframe</b>
<b>Residential Developments</b>		
Bungalow	₦250,000	7 days
Duplex	₦350,000	
Two (2) Storey Building	₦400,000	
Three (3) Storey Building	₦500,000	
Four (4) Storey Building	₦750,000	
<b>Commercial Developments</b>	₦2,000,000	14 days
<b>Industrial Developments</b>	₦3,000,000	21 days
<b>Institutional Developments</b>	₦1,500,000	30 days

The applications are then forwarded to the Enugu Capital Territory Development Authority from all the individual town planning authorities for final vetting and



subsequent approval and issuance of building permit certificate after payment of assessed vetting fees (assessed based on the size and use of property). Please see schedule of fees via this link:

[https://drive.google.com/file/d/1Y4lcnjR0d48SQTBG\\_0VT6kWdTmIEy7Ls/view?usp=drive\\_sdk](https://drive.google.com/file/d/1Y4lcnjR0d48SQTBG_0VT6kWdTmIEy7Ls/view?usp=drive_sdk)

### **Step 3: Collection of Building Permit**

On completion of all the above steps, within 5 working days the applicant is notified by either text or phone call to visit the office of Enugu Capital Territory Development Authority for collection of Building Permit Certificate and one Original copy of a stamped and approved building plan.

#### **Timeframe:**

We aim to process submitted applications for building permits within 30 working days prior to the final stage of collection described in the step 3 above

For more information, enquiry or complaints please visit the ESVIO office at First floor, Second Wing, New Secretariat Complex, GRA, Enugu or call: +234 7068720323

**Signed**

Executive Chairman,  
Enugu Capital Territory Development Authority (ECTDA)