



ENUGU STATE GOVERNMENT  
ENUGU STATE STRUCTURES FOR SIGNAGE AND ADVERTISEMENT AGENCY (ENSSAA)

**APPLICATION PROCESS AND GUIDELINES FOR OBTAINING SIGNAGE PERMIT (NON-BILLBOARDS) IN ENUGU STATE**

Pursuant to the provisions of “Enugu State Structures for Signage And Advertisement Agency (ENSSAA) Law 2016”

**Step 1**

**Purchase and completion of application form**

According to Schedule 6, Section 22, No.1 of the ENSSAA Law 2016, Every person who wishes to put up an outdoor structure for signage and advertisement shall collect and complete an application form for Five Thousand Naira (N5,000). The application form is paid for at ENSSAA office through POS or at the designated banks:

- Keystone Bank for application fees (ENSSAA Operations)
- Fidelity Bank for Rates payment (ENSSAA State and LGA Fund Account)

The form is purchased at ENSSAA’s office at: Blk A3 Basement, New State Secretariat, Enugu

Please note that signage below the size range of 4”x3” and below are not classified as Billboards (non-billboards).

**Step 2**

**Submission of completed application form and supporting documents**

After filling out the Form, a client is required to submit the completed form along with:

- Photograph of the location/site and
- Picture /type of signage.

**Step 3**

**Payment of approval fee /rate**

The approval fee can only be paid after the application is approved by the General Manager of the Agency. The amount to be paid shall be determined by the type and size of the signage.

The payment is made at designated bank (Fidelity Bank) or via POS at ENSSAA’s office



<b>Step 4</b>
<b>Issuance and collection of Signage Permit</b>
Permit shall be issued upon payment of the prescribed fees and shall be renewed annually at the same rate.
The applicant picks up the permit at the office of ENSSAA
<b>Timeframe:</b> The timeframe for the entire process is 48 hours (2 days)

For more information, enquiry or complaints please visit the ENSSAA office, Block A3 Basement, New State Secretariat, Enugu or call: +234 9057983030 from 8:00PM – 4:00PM Monday to Friday.

**Signed**  
General Manager  
Enugu State Structures for Signage and Advertisement Agency (ENSSAA)