



TARABA STATE DEVELOPMENT PERMIT GUIDELINES & PROCEDURES

DOCUMENT CONTROL INFORMATION

Field	Information
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1. Introduction

These Guidelines and Procedures establish the framework for the administration, processing, review, approval, issuance, and monitoring of Development Permits within Taraba State.

The purpose of this document is to:

- promote transparency and efficiency in development permit administration;
- provide clear procedures and timelines for applicants;
- ensure orderly physical development within Taraba State;
- strengthen coordination among relevant government agencies;
- establish predictable service standards for permit processing; and
- improve public access to development permit information and services.

For the purpose of these Guidelines, the terms “Development Permit” and “Construction Permit” may be used interchangeably where applicable.

These Guidelines shall apply to all developments requiring approval within Taraba State.

2. Institutional Framework

Taraba Geographic Information Systems (TAGIS) shall serve as the lead agency responsible for the administration, coordination, processing, digitization, monitoring, and management of Development Permit applications within Taraba State.

TAGIS shall collaborate with relevant Ministries, Departments and Agencies (MDAs) where necessary.

Supporting MDAs may include:

MDA

Responsibility

<i>Taraba Geographic Information Systems (TAGIS)</i>	Lead coordination, application processing, records management, permit issuance, digitization, compliance monitoring, and applicant support
<i>Ministry of Environment & Climate Change</i>	Environmental compliance review
<i>Taraba State Fire Service</i>	Fire and safety review
<i>Ministry of Works & Infrastructure</i>	Structural and infrastructure compliance review
<i>Survey & GIS Unit</i>	Site verification and geospatial compliance
<i>Relevant Local Government Area Planning Office</i>	Local area compliance verification

TAGIS may engage additional technical agencies depending on the nature, scale, location, and risk classification of the proposed development.

3. Developments Requiring Permit Approval

Development Permit approval shall be required for the following categories of development:

3.1 Residential Developments

Including:

- bungalows;
- duplexes;
- residential apartments;
- housing estates;

- residential extensions;
- residential renovations.

3.2 Commercial Developments

Including:

- office buildings;
- shopping complexes;
- hotels;
- restaurants;
- banks;
- fuel stations;
- event centres.

3.3 Industrial Developments

Including:

- factories;
- warehouses;
- industrial workshops;
- storage facilities;
- processing plants.

3.4 Institutional Developments

Including:

- schools;
- hospitals;

- religious centres;
- government facilities;
- public buildings.

3.5 Renovation, Alteration and Extension Works

Including:

- structural modifications;
- building alterations;
- building expansion;
- change of building use.

3.6 Temporary Structures

Including:

- temporary event structures;
- kiosks;
- temporary site offices;
- temporary commercial installations.

3.7 Demolition Works

Demolition of existing structures shall require approval from TAGIS and other relevant authorities where applicable.

4. Permit Categories and Approval Thresholds

<i>Permit Category</i>	<i>Approving Authority</i>
<i>Small Residential Development</i>	Director, Development Control

<i>Standard Residential Development</i>	Director, Development Control
<i>Commercial Development</i>	Technical Review Committee
<i>Industrial Development</i>	Inter-Agency Technical Committee
<i>Institutional Development</i>	Technical Review Committee
<i>High-Risk Development</i>	Director General, TAGIS
<i>Demolition Permit</i>	Director, Development Control
<i>Temporary Structure Permit</i>	Director, Development Control

The Director General, TAGIS shall retain final oversight authority over all Development Permit approvals within Taraba State.

5. General Development Permit Application Procedure

The Development Permit approval process shall generally follow the sequence below:

Step 1: Application Submission

Applicants shall submit completed application forms and required supporting documents through approved physical and/or digital channels administered by TAGIS.

All applications shall be assigned a unique Application Reference Number for tracking and administrative purposes.

Step 2: Document Verification

Submitted documents shall be reviewed for completeness, accuracy, and compliance with application requirements.

Applicants may be contacted where additional clarification or documentation is required.

Step 3: Site Inspection

Relevant technical officers may conduct physical inspection of the proposed development site where applicable.

Step 4: Technical Review

Relevant technical officers and collaborating MDAs shall review submitted plans and supporting documentation for compliance with:

- planning requirements;
- structural standards;
- environmental regulations;
- safety standards; and
- applicable development control requirements.

Step 5: Inter-Agency Clearance

Applications requiring specialized review shall be forwarded to relevant MDAs for technical clearance and comments.

Step 6: Approval Decision

Following satisfactory review and compliance confirmation, approval recommendation shall be issued by the appropriate approving authority.

Step 7: Payment of Fees

Applicants shall pay all approved fees and statutory charges through designated government payment channels.

Step 8: Permit Issuance

Development Permit approval shall be issued upon successful completion of all approval requirements.

6. Required Application Documents

Applicants may be required to submit the following documents depending on the nature of the proposed development:

- completed application form;
- architectural drawings;
- structural drawings;
- survey plan;
- proof of land ownership or Right of Occupancy;
- site analysis report where applicable;
- environmental compliance documentation where applicable;
- fire and safety compliance documentation where applicable;
- evidence of payment of required fees;
- tax identification details where applicable; and
- any other supporting document required by TAGIS.

Additional requirements may apply depending on the type, scale, location, and risk profile of the proposed development.

7. Processing Timelines

The following service timelines shall apply under normal operating conditions:

Activity	Timeline
<i>Application acknowledgment</i>	2 Working Days
<i>Document verification</i>	5 Working Days

<i>Site inspection scheduling</i>	5 Working Days
<i>Technical review</i>	10 Working Days
<i>Inter-agency clearance</i>	7 Working Days
<i>Approval decision</i>	5 Working Days
<i>Permit issuance</i>	3 Working Days

Applications requiring additional technical review or applicant clarification may require extended processing periods.

8. Development Permit Fees and Charges

8.1 Residential Development Fees

<i>Development Type</i>	<i>Fees (NGN)</i>
<i>Small Residential Development (1–2 Bedroom Bungalow)</i>	25,000
<i>Standard Residential Building (3–5 Bedroom Residential Building)</i>	50,000
<i>Duplex Residential Development</i>	75,000
<i>Multi-Unit Residential Apartment</i>	120,000
<i>Residential Estate Development</i>	250,000

8.2 Commercial Development Fees

Development Type	Fees (NGN)
<i>Small Commercial Shop/Office</i>	50,000
<i>Medium Commercial Development</i>	100,000
<i>Large Commercial Complex</i>	250,000
<i>Hotel/Event Centre Development</i>	300,000
<i>Fuel Station Development</i>	500,000

8.3 Industrial Development Fees

Development Type	Fees (NGN)
<i>Small Industrial Facility</i>	150,000
<i>Medium Industrial Facility</i>	300,000
<i>Large Industrial Facility</i>	750,000
<i>Warehouse/Storage Facility</i>	200,000
<i>Processing Plant/Factory</i>	500,000

8.4 Institutional Development Fees

Development Type	Fees (NGN)
<i>School Development</i>	150,000
<i>Hospital/Medical Facility</i>	250,000
<i>Religious Centre</i>	100,000
<i>Government/Public Facility</i>	Administrative Determination

8.5 Renovation, Alteration and Extension Fees

Development Type	Fees (NGN)
Minor Renovation	20,000
Major Structural Alteration	75,000
Building Extension	50,000
Change of Use Application	50,000

8.6 Temporary Structures and Demolition Fees

Development Type	Fees (NGN)
Temporary Structure Permit	20,000
Event Structure Permit	30,000
Demolition Permit	50,000

8.7 Additional Technical Fees

Service	Fees (NGN)
Site Inspection Fee	25,000
Environmental Review Fee	50,000
Fire & Safety Clearance Fee	30,000
Structural Integrity Assessment Fee	50,000
Revalidation/Reprocessing Fee	25,000

8.8 Fast-Track Permit Processing

Applicants may request accelerated processing subject to payment of an expedited review fee.

Service	Fees
<i>Fast-Track Processing Fee</i>	50% of applicable permit fee

8.9 Fee Review

TAGIS may periodically review and update applicable fees and charges subject to approval by the Taraba State Government.

9. Site Inspection and Compliance Monitoring

Approved developments may be subject to periodic inspection during various stages of construction to ensure compliance with:

- approved development plans;
- planning regulations;
- environmental standards;
- safety requirements; and
- applicable development control regulations.

Failure to comply with approved conditions may result in:

- suspension of construction activities;
- issuance of compliance notices;
- revocation of approval; or
- other enforcement actions as determined by TAGIS.

10. Complaints, Enquiries and Grievance Resolution

Applicants and members of the public may submit complaints, enquiries, or service-related grievances through designated complaint channels established by TAGIS.

Complaints may relate to:

- delays in permit processing;
- requests for clarification;
- conduct of officials;
- technical disputes;
- inspection-related concerns; or
- other permit administration matters.

All complaints shall be acknowledged, documented, reviewed, and resolved within established service timelines.

11. Digital Application and Records Management

TAGIS may maintain digital records relating to:

- submitted applications;
- permit approvals;
- inspection records;
- payment confirmations;
- technical reviews; and
- related administrative documentation.

Applicants may track the status of submitted applications through approved channels established by TAGIS.

12. Service Commitment

TAGIS is committed to:

- transparent permit administration;
- timely processing of applications;
- professionalism and accountability;
- fair and consistent treatment of applicants;
- accessible public information; and
- continuous improvement in service delivery.

Applicants are expected to:

- provide accurate documentation;
- comply with applicable regulations;
- respond promptly to requests for clarification; and
- adhere to approved development conditions.

13. Contact Information

All enquiries relating to Development Permit applications may be directed to:

Official GRM: [ResolveNG](#)

Taraba State Government

Applicants may also visit designated TAGIS offices during official working hours for further assistance.