



**Jos Metropolis Development Board (JMDB)  
No. 21 Ibrahim Dasuki Street, Jos, Plateau State**

**APPLICATION PROCESS AND GUIDELINES FOR OBTAINING DEVELOPMENT BUILDING PERMIT IN PLATEAU STATE**

In pursuant of Plateau State Urban and Regional Planning Law 2020, all individuals and organizations seeking to develop their land in Plateau State can apply for a development (building) permit through the following process:

**Note:** All associated cost that involve government agencies must be paid to Account name: Plateau State Internal Revenue Service's Account in any commercial bank in the Plateau State.

1. Prepare all required documents. Copies of the following documents are required to process the application for Development Permit application
  - a. Three sets of different drawings which include:
    - .Architectural drawings A3 size
    - Structural drawings (where applicable)
    - Sanitary and plumbing drawing (where applicable)
    - Electrical drawing (where applicable) duly signed by respective professional
  - b. Proof of land ownership viz: photocopy of title document such as certificate of ownership (C of O), Land agreement, letter of allocation if it is on government land.

c. 3-years current tax clearance certificate of applicant (for commercial buildings include certificate of incorporation of the company).

d. Environmental Impact Assessment Report in respect of all commercial, industrial, institutional development registered by town planner.

e. Letter of clearance from the relevant bodies (e.g) Architectural Engineering services

2. Application and supporting documentation are submitted at: Jos Metropolis Development Board (JMDB) office, No. 21 Ibrahim Dasuki Street, Jos, Plateau State

3. upon submission of application and complete documentation, a demand notice is issued for all government fees and various statutory payments. Applicants proceed to make payment to at any commercial Bank and receipt of payment issued with demand notice/Tax Identification Number (TIN), bank teller and Internal Revenue receipt. Applicant can also pay online via the Plateau State Internal Revenue Service website at <https://plateauigr.com/generateinvoice.html>. The schedule of applicable fees are contained in Table 6.45, page 60, of the Plateau State Approved Revised Revenue Code – 2020 via this link: [https://www.plateaustate.gov.ng/uploads/SCHEDULE\\_OF\\_FEES\\_AND\\_CHARGES\\_PLAN\\_PROCESSING\\_FEES.pdf](https://www.plateaustate.gov.ng/uploads/SCHEDULE_OF_FEES_AND_CHARGES_PLAN_PROCESSING_FEES.pdf)

4. Upon vetting of documents and verification of payment, the application is approved.

5. Applicants are notified via phone call or text messages on the Decision either by granting of approval or disapproval depending on available information on the processed architectural plan.

6. The applicant will then visit the Jos Metropolis Development Board (JMDB) to collect the Building Permit/approval.

It is important for all applicants to note the following:

- The approval is valid for 12 months upon which it is subject to revalidation.
- The applicant must sign the agreement column of the building plan (I agree to build according to plan and specification) to avoid change of design/use on site.

**Processing timeline:**

The entire process is completed within 21 working days

For more information, enquiry, or complaints please contact JMDB Customer Service located at No. 21 Ibrahim Dasuki Street, Jos between 8:00 AM and 4 PM (Monday – Friday, excluding public holidays) or contact us +2348037017639, +2347036111922

Signed:

A handwritten signature in black ink, appearing to read "Panny".

**General Manager,  
Jos Metropolis Development Board (JMDB)  
28/12/2023**