



GOVERNMENT OF CROSS RIVER STATE
MINISTRY OF URBAN RENEWAL AND DEVELOPMENT (MURD)

APPLICATION PROCESS AND GUIDELINES FOR OBTAINING DEVELOPMENT (BUILDING) PERMIT IN CROSS RIVER STATE

In Accordance with the provisions of “Cross River State Building Regulations of 1984 as Amended in 1987, all individuals and organization seeking to develop their land in Cross River State can apply for Development Permit through the following process:

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) dully 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
 - f. Lodgment certificate on survey, Structural calculation sheet, letter of attestation of design, sealed and endorse by COREN registered engineer (for storey buildings, warehouses, petrol and gas station).
 - g. Soil Investigation Report (for more than two floor).
 - h. Service approval including fire and police report (for petrol and gas station, complex development that exceed three floors).
 - i. Layout plan for development that falls within an approved layout.
2. Application and supporting documentation are submitted at: DEPARTMENT OF TOWN PLANNING, Cross River State Ministry of Urban Renewal and Development, Leopard Town Road, by Murtala Mohammad Way, Calabar, Cross River State

Or

To the DESK OFFICER, Ministry of Urban Renewal and Development, Cross River State Investment Promotion Bureau One Stop Investment Centre, 3rd Floor, Professor Eyo Ita House, 48 Ndidem Usang Iso Road, Calabar, Cross River State

3. upon submission of application and complete documentation, a demand notice is issued for all government fees and various statutory payment.

Applicant proceeds to make payment the 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 CRIRS website at: <https://www.quickteller.com/crossrivermsa>. The schedule of applicable fees are contained in Table 6.45, page 60, of the Cross River Approved Revised Revenue Code – 2020 via this link: <https://www.crirs.ng/2020/01/03/crs-approved-revised-feescharges-regulations2020/>

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 Department of Town Planning, Ministry of Urban Renewal and Development 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 has to 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 visit Director, Town Planning Department, Ministry of Urban Renewal and Development, Leopard Road by Murtala Muhammad Highway, Calabar, Cross River State or call: **+2348037364718**.

Akiba Ayi
Director Town Planning
for: Hon. Commissioner
Ministry of Urban Renewal and Development, Cross River State

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