GOVERNMENT OF CROSS RIVER STATE
CROSS RIVER STATE SIGNAGE AND ADVERTISEMENT AGENCY (CRISSAA)

APPLICATION PROCESS AND GUIDELINES FOR OBTAINING APPROVAL FOR SIGNAGE AND ADVERTISEMENT

In accordance with the provisions of the "Cross River State Signage and Advertisement Agency (CRISSAA) Law No. 8 of 2011" to regulate outdoor structures for the display of signage, hoarding and advertisement in Cross River State, all individuals and organizations seeking to display signage and advertisement in the State can apply through the following process:

Step 1: Submit application

Applicant will submit letter of application addressed to:

DIRECTOR - GENERAL
CROSS RIVER STATE SIGNAGE AND ADVERTISEMENT AGENCY
Plot 245 Bishop Moynagh Avenue
State Housing Estate, C alabar
Cross River State
Nigeria

In the address above

The following information should be on your letter of application:

1. Proof of Tax Identification Number (TIN)
2. Address of where you want to erect the signage
3. Design of the Signage and dimension

Step 2: Site Inspection, Payment and approval of application

Upon the Director – General approval, Site inspection will be conducted by a Commercial officer from CRISSAA to ascertain the standard dimension and location of outdoor structures for assessment in accordance with the approved rate. The rates are contained in the attachment below or through revenue code 103000, page 08, of the Cross River Approved Revised Revenue Code – 2020 via this link:
https://www.crirs.ng/2020/01/03/crs-approved-revised-feeschargesregulations2020/

Timeline for assessment: 1 day

Upon approval by the Director – General, applicant will be given an assessment form for due process at CRISSAA office, Plot 245 Bishop Moynagh Avenue, State Housing Estate, Calabar

Applicant can proceed to make payment into the Cross River Consolidated Revenue account using the code provided in the demand notice. The payment can be made via online banking or at any commercial bank.

Note: relevant fee schedule are as follows:

1. Cost of application form for outdoor operators – Ten Thousand Naira (N10,000)
2. Registration of Certificate:
    - Cost of registration of Certificate for any billboard owner – Fifty Thousand Naira (N50,000)
    - Fee for renewal of Certificate – Forty Thousand Naira (N40,000)

Applicant can make payment in day, simultaneously with step 2

Step 3: Collection of approval

Successful applicants are notified via phone call or text messages to visit the office of CRISSAA for collection of approval to display advertisement structure.

Notification of approval takes less than 2 days after step 2

Please note the following:

1. The approval is valid for 12 months upon which it is subject to revalidation.
2. For renewal, applicants must obtain a renewal form from CRISSAA office
3. Present evidence of previous payment
4. Process for a demand notice
5. Make payment to banks with designated government approved account number (as obtained from CRISSAA office)

For more information, enquiry or complaints please visit Director – General, Cross River State Signage and Advertisement Agency, Plot 245 Bishop Moynagh Avenue, State Housing, Calabar, Cross River State or call: +234 8122893228



Mr. UBONG SAM
Director - General
Cross River State Signage and Advertisement Agency (CRISSAA)
Published 15th December 2023

APENDIX I
RATE CHART



Annual Permit Fees and Outdoor Advertising Rates

APPLICATION FORM:

Cost of an application form per outdoor operator- Ten Thousand Naira (#10,000)

REGISTRATION CERTIFICATE:

I. Cost of registration certificate for any billboard owner Fifty Thousand Naira (#50,000)

II. Fee for annual renewal of certificate- Forty Thousand Naira (# 40,000)

(A)FREE STANDING SIGNS:

S/No	MAXIMUM AREA IN SQUARE METERS	NORMAL ZONE		RESTRICTED ZONE	
		Processing Fee =N	Site=N	Processing Fee=N	Site=N
1.	Up to 1.0	5000	40,000	5000	80,000
2	Up to 5.0	10,000	120,000	10,000	160,000
3	Up to 10.0	10,000	180,000	10,000	220,000
4	Up to 15.0	50,000	220,000	50,000	260,000
5	Up to 20.0	50,000	260,000	50,000	300,000
6	Up to 30.0	50,000	300,000	50,000	350,000
7	Above 30.0	50,000	450,000	50,000	550,000

(B)Projecting Signs:

S/No	MAXIMUM AREA IN SQUARE METERS	NORMAL ZONE		RESTRICTED ZONE	
		Processing Fee=N	Site=N	Processing Fee=N	Site=N
1	Up to 1.0	5000	25,000	5000	60,000
2	Up to 5.0	10,000	60,000	10,000	80,000
3	Up to 10.0	10,000	80,000	10,000	100,000
4	Up to 15.0	10,000	100,000	10,000	150,000
5	Up to 20.0	20,000	200,000	20,000	250,000
6	Up to 30.0	20,000	300,000	20,000	400,000
7	Above 30.0	20,000	450,000	20,000	600,000

(C)Wall Drapes, walls, Painted Building

S/No	Maximum area in square meters	Normal zone		Restricted Zone	
		Processing Fee=N	Site=N	Processing Fee=N	Site=N
1.	Up to 5.0	10,000	30,000	10,000	60,000
2	Up to 10.0	10,000	60,000	10,000	120,000
3	Up to 15.0	10,000	120,000	10,000	150,000
4	Up to 20.0	10,000	150,000	10,000	220,000
5	Up to 30.0	10,000	300,000	10,000	480,000
6	Up to 30.0	10,000	480,000	10,000	600,000

Posters

COST PER SIDE	PROCESSING FEE	SITE FEES
16 sheet	#10,000	#160,000
48 sheet	#20,000	#250,000
48 sheet double sided	#20,000	#300,000
96 sheet	#100,000	#1,000,000
Roof top	#100,000	#1,000,000
Back lit	#100,000	#1,000,000
Ultra wave	#100,000	#1,000,000
Mini Unipole (7x5)	#100,000	#1,000,000
Unipole (2 sides)	#100,000	#2,500,000
Unipole(3 sides)	#100,000	#3,500,000
Wall drapes	#50,000	#1,000/sqm/Month
Mini Gantries	#100,000	#1,700,000
Over head Gantries	#100,000	#5,000,000
LED Screens	#600,000	#2,600,000
Bridge Panel	#100,000	#800,000
Pedestrian Bridge	#100,000	#700,000

ALL OTHER STRUCTURES ON APPLICATION

(D)SPECIAL ADVERTISEMENT/BRANDING

S/No	DESCRIPTION	Processing Fees	Site
		=N	=N
1	Wall Drapes	N.A	500,000
2	Bus/Shelter	10,000	150,000
3	Kiosk Branding	10,000	50,000
4	Mobile Advert(Commercial)	10,000	250,000/Month
5	Mobile Advert (Corporate)	N.A	50,000/Month
6	Street Lamp Poles	10,000 (up to 20)	50,000 each
7	Banners (Flex materials only)- sizes larger than 5x8 shall attract higher rates	10,000	15,000 P.W

(E)Special Advertising/Branding

Special Advertisements/Branding	Process Fee	Sit/Each
Parasols	1000 each	5000
Flags	1000 each	5000(Nigerian Flag Free)
Feather Banners	2000each	5000
T-shirts (Promoters)	5000 (up to 10)	1000 Per day
Road Show Vehicles	5000 each	20,000 per day

MOBILE BRANDING-NON PROMOTIONAL

Fully branded trailer or truck	5000 each	40,000 per year
Fully branded bus or pick up	5000 each	40,000 per year
Fully branded cars	5000 each	30,000 per year
Tricycles	3000 each	10,000 per year

All semi branded vehicles as above- full process fees and 70% of fully branded vehicle cost.