



## KEBBI STATE URBAN DEVELOPMENT AUTHORITY (KUDA)

### PROCEDURE FOR OBTAINING ADVERTISEMENT AND SIGNAGE PERMIT

*In pursuant of the provisions of the Kebbi State Urban Development Authority Edict No. 2, 1991 and;*

*The Kebbi State Administration, Collection of Revenue Due to the State and local Government Councils and to Establish the Relevant Administrative Structures Law No. 008, 2020. (Pages 105 – 108)*

*All individuals and organizations seeking to obtain an Advertisement or Signage Permit in Kebbi State can apply through the following process;*

#### Step 1

##### **Start your application by using any of the channels below**

Obtain the Signage Permit Application form from:

KUDA Head Office  
Haliru Abdu Road  
Near Kofa Sabuwa  
Birnin Kebbi  
+234-8039100295; 07069117651

OR download the application form(s) via the links below

##### **New Advertisement/Signage Permit**

- New Advert/Signage Permit (NSP): <https://kebbistate.gov.ng/kebbi-state-e-channels> or <https://kuda.kebbistate.gov.ng/documents-and-downloads/>

##### **Signage Permit Renewal**

- Signage Permit Renewal (SPR): <https://kebbistate.gov.ng/kebbi-state-e-channels> or <https://kuda.kebbistate.gov.ng/documents-and-downloads/>

#### Step 2

##### **Prepare all relevant documents.**

To process your application the following documents are required:

- Evidence of Corporate Affairs Registration CAC (for formal enterprises) OR Evidence of registration with the Ministry of Commerce, Industry, Cooperatives & Tourism (micro enterprises)
- Recent utility bill or bank statement (containing same address with business address specified on Registration in Step 1 above)
- Evidence of Business Premises Registration
- Duly completed Advert or Signage Permit application form (for manual submission)

**Step 3****Submission of Advert/Signage Permit Application****Manual Submission**

Pay the applicable Advertisement or Signage Permission fee using any of the available payment channels;

**Advertisement**

s/n	Category	Advertisement (N)	KUDA Development Charge (N)	Total (N)
1	Service Shops	3,000	3,000	6,000
2	Commercial	10,000	3,000	13,000
3	Industrial	50,000	30,000	80,000

**Signage**

s/n	Signage Size	Rate (N)	KUDA Signage Development Charges	Total	Renewal
1	40ft/sheet	100,000	30,000	130,000 (N)	100% processing fee
2	96ft/sheet	200,000	30,000	230,000	100% processing fee
3	Street Lights/PHCN Pole	5,000	1,000	6,000	100% processing fee
4	Banners	30,000	3,000	33,000	100% processing fee
5	Service Shops	N/A	3,000	3,000	100% processing fee

- Any Commercial Bank in the State using the TSA KEBBI PAYDIRECT account.

- Via PoS using a debit/credit card at the SBIR Customer Service Centre located at KUDA Head Office (located at Haliru Abdu Road Near Kofa Sabuwa Roundabout, Birnin Kebbi).

- Submit the duly completed Application Form directly to; KUDA Head Office located at Haliru Abdu Road Near Kofa Sabuwa Roundabout, Birnin Kebbi together with the following documents;
  - Evidence/proof of payment of permission fees and development charges
  - All applicable documents detailed in Step 2 above.

**Electronic Submission**

- Complete application online and upload all relevant documents via <https://kuda.kebbistate.gov.ng/online-application/>
- Make payment using TSA Online payment platform via <tsa/paydirect/e-billings/remita>

**Confirmation of Application:**

\*\*Upon Submission of your application, applicants will be provided a unique Application Reference Number representing the file number for the application by KUDA

**Processing Timeline**

- Submitted applications will be processed **within 24 hours** prior to the final stage described in step 4 below.

**Step 4****Collection of Advert/Signage Permit**

- Successful applicants will be notified via text, call or email within 48 hours to pay applicable charges & fees.
- Upon making all relevant payments applicant will be notified of successful processing and can visit Kebbi State Urban Development Authority KUDA located at; Haliru Abdu Road, Birnin-Kebbi to collect the Advert/signage approval in person or issue an authorization letter duly signed by the applicant attaching KUDA's receipt/acknowledgement letter, passport of applicant and valid identity card of the representative.
- Where an applicant has not been notified of a successful application within the 48 hours, he/she should please contact the Kebbi State Urban Development Authority KUDA located at; Haliru Abdu Road, Birnin-Kebbi OR the Ministry of Land Housing & Urban Development 2<sup>nd</sup> Floor Kebbi State Secretariat Complex, Gwadangaji, Birnin Kebbi or contact [info@kebbistate.gov.ng](mailto:info@kebbistate.gov.ng) or +234-80-39100295

**For more information, enquiry, or complaints please contact KUDA Customer Service located at Haliru Abdu Road, Near Kofa Sabuwa Roundabout, Birnin Kebbi between 8:00 AM and 4 PM (Monday–Friday, excluding public holidays) or contact us at [info@kebbistate.gov.ng](mailto:info@kebbistate.gov.ng) or +234-8039100295; 07069117651**

**Signed:**

General Manager,

**Kebbi State Urban Development Authority**

25th October 2022