



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/Renewal Permit

- New Advert/Signage Permit (NSP):
<https://www.kebbistate.gov.ng/sites/default/files/SIGNAGE%20APPLICATION%20FORM.pdf>
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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.
- Make payment using TSA Online payment platform via [Pay a biller \(remita.net\)](https://www.paya-biller.com/remita.net)

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 2nd Floor Kebbi State Secretariat Complex, Gwadangaji, Birnin Kebbi or contact 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 or +234-8039100295; 07069117651

Signed:

General Manager,

Kebbi State Urban Development Authority

25th October 2022