



# FEDERAL HOUSING AUTHORITY

Uniting Nigeria through Housing

## ESTATE SERVICES DIRECTORATE

### PLANNING APPROVAL APPLICATION

A. DOCUMENTATION ESTATE \_\_\_\_\_

i. Name of Allottee \_\_\_\_\_

ii. Address: \_\_\_\_\_

iii. Contact Phone No.: \_\_\_\_\_

iv. Email address: \_\_\_\_\_

v. Property Address \_\_\_\_\_

vi Purpose of approval/permit (please tick applicable only):

- Wall fence/Gate development [ ]
- Building Development [ ] Re-Building Development [ ] Revalidation [ ]
- BQ [ ] Guest Charlet [ ]
- Alteration development [ ]
- Re-Development [ ] Vertical development [ ] Recreational Development [ ]
- Commercial Development [ ]
- Sub-Division [ ] Merger [ ]
- Re-Roofing [ ]
- Retaining Wall [ ]
- Setting out approval [ ]
- Utility Shop [ ]

B. Reports;

i. SARP/TOPREC SEAL & STAMP: [ ]

ii. EIAR/ TOPREC SEAL & STAMP: [ ]

iii. Fire Service Report: [ ]

iv. Police Report: [ ]

**C. Payment/Documents for Submission;**

- i. Allocation Letter/ Consent Letter: [ ]
- ii. TDP/Survey Sheet: [ ]
- iii. Payment Receipt of the Property: [ ]
- iv. Conveyance Letter [ ]
- v. Checking-in Letter [ ]

**D. Documents /Plans to be Submitted**

- i. Site Plan/TOPREC Seal & Stamp: [ ]
- ii. Landscape Plan: [ ]
- iii. Architectural Drawings with Current ARCON/NIA practice license [ ]
- iv. Structural Design with Structural Calculation Sheet: [ ]
- v. Soil Test Report: [ ] for two suspended floors and above,
- vi. Electrical Design : [ ]
- vii. Mechanical Design: [ ]
- viii. Two (2) Set of Drawings [ ]

***NB: All plans/documents are to be stamped and sealed by relevant registered professional after initial vetting prior to final submission.***

Signature: \_\_\_\_\_

Date \_\_\_\_\_/\_\_\_\_\_/20\_\_\_\_\_

Name \_\_\_\_\_

Federal Housing Authority



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### Check list for Building Plan Approval Processing

1. **Reports: Tick applicable**
  - v. SARP/TOPREC SEAL & STAMP: [ ]
  - vi. EIAR/ TOPREC SEAL & STAMP: [ ]
  - vii. Fire Service Report: [ ]
  - viii. Police Report: [ ]
2. **Payment/Documents for Submission;**
  - vi. Allocation Letter/Consent Letter: [ ]
  - vii. TDP/Survey Sheet: [ ]
  - viii. Receipt Payment for the Property: [ ]
  - ix. Conveyance Letter (previous approval) [ ]
  - x. Checking-in Letter [ ]
3. **Documents /Plans to be Submitted**
  - ix. Site Plan/TOPREC Seal & Stamp: [ ]
  - x. Landscape Plan: [ ]
  - xi. Architectural Drawings with Current ARCON/NIA practice license [ ]
  - xii. Structural Design with Structural Calculation Sheet: [ ]
  - xiii. Soil Test Report: [ ]
  - xiv. Electrical Design: [ ]
  - xv. Mechanical Design: [ ]
  - xvi. Two (2) Set of Drawings [ ]

NB: All plans/ documents are to be stamped /(and) sealed by relevant registered professional after initial vetting prior to final submission.