

ONDO STATE GOVERNMENT

ONDO STATE SIGNAGE AND ADVERTISEMENT AGENCY

APPLICATION PROCESS AND GUIDELINES FOR OBTAINING SIGNAGE PERMIT

In pursuant of Ondo State Signage and Advertisement Agency Law, 2021 as amended, individuals and organizations seeking to construct and develop outdoor structures (used for signage, branding and advertisement) in Ondo State can apply for Signage permit through Ondo State Signage and Advertisement Agency head office, Quarters 54, Alagbaka G.R.A, Akure.

RELEVANT MDAs TO INTERACT WITH:

- I. Ondo State Signage and Advertisement Agency
- II. Ondo State Internal Revenue Service (ODIRS)
- III. Ministry of physical Planning and Urban Development

LISTED BELOW IS THE PROCESS FLOW FOR OBTAINING SIGNAGE PERMIT;

STAGE 1: APPLICATION FORM AND PAYMENT FOR APPLICATION FORM

Applicant can obtain an application form (at a cost of ₦5,000.00 and ₦10,000.00 for individual and Company respectively) at Ondo State Signage and Advertisement Agency head office, Quarters 54, Alagbaka G.R.A, Akure, or [download or print the application form here](#) and then make payment for the application form as follows:

- (i) the applicant to obtain payment advice for the application form at the Ondo State Signage and Advertisement Agency head office, Quarters 54, Alagbaka G.R.A, Akure. between 9:00 am to 4:00pm (Monday – Friday, excluding public holidays)
- (ii) The payment for the application form shall be paid into any of the Commercial Banks within 7 days using the payment advice obtained (The payment advice contains government Agency Code 012305600100 and Revenue Code 12020616 which serves as the government account details for payment in).
- (iii) The applicant will take the evidence of payment/teller obtained at the Commercial Bank to any ODIRS tax Station across the 18 Local Government Areas in the State ***click this link to see the addresses https://www.odirs.ng/tax_offices.php*** for issuance of Government e-receipt. The e-receipt will be issued within 24 hours.

STAGE 2: SUBMISSION OF APPLICATION FORM

- (i) Applicant will submit the application form with evidence of payment (Government e-receipt) to Ondo State Signage and Advertisement Agency head office, Quarters 54, Alagbaka G.R.A, Akure, between 8:00 am to 4:00pm (Monday – Friday, excluding public holidays).

- (ii) Current Tax Clearance Certificate is to be submitted with the application form
- (iii) The documents that are required to be submitted with the application form for heavy metal outdoor structures in Permit are;
 - a. Abridged version of the environment Impact Assessment report by an approved consultant by the State Government *list of approved Consultants for EIA*
 - b. Site location plan
 - c. A photocopy of an agreement document between applicant and property owner for a rooftop advertisement, if the building is not owned by the applicant

STAGE 3: PAYMENT FOR THE INSPECTION FEE AND SIGNAGE PERMIT

- (i) After submission of the application, the applicant can obtain payment advice for the inspection fee at the Ondo State Signage and Advertisement Agency head office, Quarters 54, Alagbaka G.R.A, Akure, between 8:00 am to 4:00pm (Monday – Friday, excluding public holidays)
- (ii) The inspection fee is ₦25,000.00 per site. However, for clients with multiple sites, after the payment of N25,000.00 for the 1st site, payment for the remaining sites will be at N10,000.00 per site. *see the approved list of fees here*
- (iii) The payment for inspection fee shall be paid into any of the Commercial Banks using the payment advice obtained from Ondo State Signage and Advertisement Agency head office, Quarters 54, Alagbaka G.R.A, Akure. The payment advice contains government Agency Code 012305600100 and Revenue Code 12020450 which serves as the government account details for payment.
- (iv) The applicant will take the evidence of payment/teller obtained at the Commercial Bank to any ODIRS tax Station across the 18 Local Government Areas in the State (click this link to see the addresses https://www.odirs.ng/tax_offices.php, for issuance of Government e-receipt. The issuance of the e-receipt is within 24hrs
- (v) The Agency copy of the Government e-receipt shall be submitted to Ondo State Signage and Advertisement Agency head office, Quarters 54, Alagbaka G.R.A, Akure between 8:00 am to 4:00pm (Monday – Friday, excluding public holidays)
- (vi) After payment of the inspection fee, Site inspection will be conducted by the officials of the Signage Agency to determine the suitability of the site/location for the signage structure. The time frame for site inspection after payment is within 48 hours.
- (vii) After the site inspection, Payment Advice will be raised within 24hrs for Signage permit to the applicant in accordance with applicable rates (*see the link on fees above*) and follow the processes as stated in STAGE 3 (iii) and (iv) above

STAGE 4: COLLECTION OF APPROVAL LETTER/PERMIT

Applicant are notified via call within 3 working days after payment, for the collection of their approval letter/permit at the Ondo State Signage and Advertisement Agency head office, Quarters 54, Alagbaka G.R.A, Akure, between 8:00 am to 4:00pm (Monday – Friday, excluding public holidays) or call 09037783603. **Kindly note that all licenses, renewals and permits shall be valid for a period of One (1) year.**

ENQUIRES

For more information, enquiry, or complaints please contact, Ondo State Signage and Advertisement Agency head office, Quarters 54, Alagbaka G.R.A. Akure between 8:00 am to 4:00pm (Monday – Friday, excluding public holidays) or call 09037783603 (Contact Line), 08033284710, 08035014164 or email ossaa@ondostate.gov.ng

Signed
The Administrative Secretary,
Ondo State Signage and Advertisement Agency
28th December, 2023