

# ONDO STATE GOVERNMENT

## ONDO STATE SIGNAGE AND ADVERTISEMENT AGENCY

### APPLICATION PROCESS AND GUIDELINES FOR ERECTING OF BILLBOARD

In pursuant of Ondo State Signage and Advertisement Agency Law, 2021 as amended, individuals and organizations seeking to construct billboards (used for signage, branding and advertisement) in Ondo State can apply for billboard 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
- IV. Ministry of Environment
- V. State Information Technology Agency (SITA)

### LISTED BELOW IS THE PROCESS FLOW FOR ERECTING A BILLBOARD

#### **STAGE 1: APPLICATION LETTER**

Applicant can write an application letter to the chairman of OSSAA at no cost. The application letter must be submitted at Ondo State Signage and Advertisement Agency head office, Quarters 54, Alagbaka G.R.A, Akure.

- (i) The application letter on the letter head of the organization must contain the following information: site location, address, size, purpose and materials to be used for erecting the billboard.
- (ii) Upon receipt of the letter, a site inspection will be carried out within 48 hours to validate the content of the applicant's application letter.
- (iii) Applicant will be notified via call for the payment advice within 24 hours after the site visit.
- (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](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 RELEVANT DOCUMENT**

- (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 1<sup>st</sup> 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](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 on the link [here](#)

**STAGE 4:    COLLECTION OF APPROVAL LETTER**

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 080 3563 9529 (Contact Line), 080 3563 9529 or email [ossaa@ondostate.gov.ng](mailto:ossaa@ondostate.gov.ng)

**Signed**  
**The Administrative Secretary,**  
**Ondo State Signage and Advertisement Agency**  
**12<sup>th</sup> February, 2025**