



**MINISTRY OF TOURISM AND HOTELS MANAGEMENT,
NEW GOVERNMENT ANNEX II SECRETARIAT BEHIND UBE GUSAU, ZAMFARA STATE**

Procedure of Establishing Hotel in Zamfara State

1. Purchase of application form at the cost of N5,000.
Application forms can be obtained at the Ministry of Tourism and Hotels Management, New Government Annex II, Secretariat Behind UBE, Gusau, Zamfara State.
2. Return the completed form with the following documents to the Ministry:
 - Certificate of Occupancy from ZAGIS.
Visit ZAGIS at Olusegun Obasanjo Drive Adjacent JB Yakubu Secretariat, Gusau or <http://zagis.zm.gov.ng> for further details.
 - Building permits from ZUREPB.
Visit Zamfara State Urban and Regional Planning Board, Canteen Area Opposite CSC Office, JB Yakubu Road Gusau, Zamfara State for further details.
 - Architectural design of the building by registered Architecture.
Check www.nia.com for list of registered Architects.
3. Upon the submission of the application form alongside all accompanying documents, a site inspection within fourteen (14) working days by the Ministry of Tourism and Hotels Management in conjunction with Ministry of Works officials before the commencement of the building.
4. After the site inspection is completed, the Ministry issues within seven (7) working days, approval letter for commencement to the investor.
5. Supervision of the building by the officials of Ministry of Tourism and Hotels Management in conjunction with Ministry of Works from beginning to the end of the construction to ensure the building plan is strictly followed.
6. After the completion of the building but before commencement, the Investor pays commencement fees based on the Hotel Classification.
 - Category A – ₦500,000.00

- Category B – ~~₦~~250,000.00
7. Payment of Annual Hotels Registration is an on-going requirement as shown below:
- 5 Star Hotels – ~~₦~~250,000.00
 - 4 Star Hotels – ~~₦~~180,000.00
 - 3 Star Hotels – ~~₦~~130,000.00
 - 2 Star Hotels – ~~₦~~80,000.00
8. Remittance on a monthly basis, 3% Tourism levy in respect of all room lodgments per day.
9. All payments should be made into the following Accounts
- Visit Remita (www.remita.net) and generate RRR for payment due to Zamfara State Internal Revenue Service.
 - Go to any Bank for payment through pay direct or e-bills within and outside Zamfara State.
10. For any Inquiry, contact
Email: zamfaramthm@gmail.com
Phone No: 08133933313, 08036573237

Signed:
Director, Hotels & Tourism Department
Ministry of Tourism and Hotels Management
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