



PETROLEUM RETAIL STATION

a) Requirements for a construction permit for the construction of petroleum retail station

1. Certificate of Incorporation / Business Registration Certificate (for the firm developing the land);
2. CR12 from the Registrar of companies (should not be older than 1 year at the time of submission of the application. Further, if a Limited company appears as part of the shareholders, provide the company's CR12 plus all the Directors' IDs);
3. Legible Copies of Identification Documents (IDs/Passports for all the directors);
4. Valid Work Permits Class "G" for all foreign directors working in Kenya (Foreign directors not resident in Kenya should provide a notarized declaration. Further, any employee given Powers of Attorney by a foreign director should provide a copy of their identification document);
5. Valid EIA license from NEMA specifically authorizing development of Petrol Service Station;
6. Proof of land ownership (copy of title deed in the name of company/director(s)). In the case of long term land lease, copy of duly executed lease agreement in the name of the Applicant company;
7. Approval to construct acceleration/deceleration lanes from the relevant roads authority (KENHA/ KURA/ KeRRA whichever is applicable);
8. Development permission from the respective County Government (including County Physical Planning Office)
9. Mechanical engineer's drawings specifying materials and design/ operational limitations (Site layout design, Underground petroleum tank(s) designs & pipe-work layout)
10. Civil engineer's drawings showing details of Underground tank cradle & backfill designs; Forecourt layout & surface designs; General drainage & OWS layout/ designs

Note: All drawings are to be done by respective class of professional engineers or firm(s) registered as such (attach proof). These shall, at minimum, take into

consideration the Kenya Standards for Petroleum Retail Stations namely and in particular KS 1969:2013 & KS 2506:2014

b) Online application procedure:

To apply, visit the Online Services Portal on the EPRA website and follow the following steps:

1. Click "Create Account";
2. Click on "License Management" then select "New Licence Application";
3. Select the preferred Category in this case – petroleum retail station;
4. Read and accept the permit conditions provided and click on "Proceed with registration icon";
5. Follow the application process step by step by filling in the required information and click "Save";
6. Attach the required documents as per the permit category; and
7. Submit the application.

c) Licence processing period, duration and charges:

1. Applications for construction permits are evaluated within 45 calendar days from date of receipt.
2. No fees are charged for Petroleum Construction Permits issued by EPRA.