



JIGAWA STATE

MINISTRY OF LANDS, HOUSING, URBAN DEVELOPMENT, & REGIONAL PLANNING PROCEDURES FOR OBTAINING CERTIFICATE OF OCCUPANCY (CofO) IN JIGAWA STATE

| S/N | MDA | ITEM | FEES | PROCEDURE | DOCUMENTATION | TIMELINE |
|-----|---|--|--|---|---|-----------|
| 1 | MINISTRY OF LAND, HOUSING, URBAN DEVELOPMENT AND REGIONAL PLANING | OBTAINING 'R' OF 'O' FOR DIRECT ALLOCATION | <ol style="list-style-type: none"> 1. APPLICATION FEES OF N4000 FOR RESIDENTIAL 2. COMMERCIAL AND N5000 INDUSTRIAL. 3. BETTERMENT CHARGE DEPENDS ON SIZE AND LOCATION | <ol style="list-style-type: none"> 1. FILL IN THE APPROPRIATE FORMS (RESIDENTIAL, COMMERCIAL OR INDUSTRIAL) 2. MAKE PAYMENT THROUGH REMITA 3. SUBMIT COMPLETED FORMS WITH EVIDENCE OF PAYMENT 4. COLLECTION OF LETTER OF GRANT IF ALLOCATED 5. ACCEPTANCE OF GRANT BY SIGNING THE ORIGINAL LETTER OF GRANT AND RETURNING THREE DUPLICATE COPIES OF THE GRANT 6. PAYMENT OF PROCESSING DEPOSIT FEE 7. APPLICANT TO INDICATE PREFERENCE OF WHETHER A PRIVATE LICENSED SURVEYOR OR SURVEYOR GENERAL SHOULD MAKE THE SURVEY PLAN 8. COLLECTION OF C OF O AFTER PAYMENT OF OUTSTANDING C OF O BILL AND SURRENDERING ORIGINAL LETTER OF GRANT | <p>ALL APPLICATIONS ARE TO BE ACCOMPANIED WITH THE FOLLOWING.</p> <ol style="list-style-type: none"> 1. FOR RESIDENTIAL <ol style="list-style-type: none"> A) NON REFUNDABLE APPLICATION FEE OF N4,000 B) THREE COPIES OF MOST RECENT PASSPORT PHOTOGRAPH C) COPY OF BIRTH CERTIFICATE D) THREE YEARS TAX CLEARANCE 2. FOR COMMERCIAL AND INDUSTRIAL <ol style="list-style-type: none"> A) CERTIFICATE OF REGISTRATION B) ARTICLES/ MEMORANDUM OF ASSOCIATION | 1-2 WEEKS |

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| | | | | | <p>C)THREE(3) YEARS TAX CLEARANCE</p> <p>D) PROPOSED BUILDING PROGRAMME</p> <p>E) COVERING LETTER GIVING DETAILED ACTIVITIES OF THE COMPANPANY UNDERTAKING OR TO BE UNDERTAKEN.</p> | |
| 2 | | | <p>PROCESSING DEPOSIT FEE IS N10,000 FOR RESIDENTIAL N20,000 FOR COMMERCIAL AND N45,000 FOR COMMERCIAL PETROL STATION</p> | | | |

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|-----|---|---|--|--|---|-----------|
| 1 | MINISTRY OF LAND, HOUSING, URBAN DEVELOPMENT AND REGIONAL PLANING | OBTAINING 'R' OF 'O' FOR CONVERSION TO STATUTORY RIGHT OF OCCUPANCY | APPLICATION FEES OF N4,000 FOR RESIDENTIAL AND COMMERCIAL AND N5,000 FOR INDUSTRIAL LAND | <ol style="list-style-type: none"> 1. OBTAIN AND FILL RELEVANT FORMS FROM THE ACCOUNTS SECTION 2. MAKE PAYMENT INTO THE STATE TSA ACCOUNT WITH ZENITH BANK 3. OBTAIN LETTER A OF CONFIRMATION FROM RELEVANT LOCAL GOVERNMENT 4. IN CASE OF PETROL FILLING STATION OR LPG PLANT, OBTAIN A REPORT FROM THE STATE FIRE SERVICE, THE POLICE AND STATE MINISTRY OF COMMERCE. (IN CASE OF LPG PLANT, INCLUDING EIA REPORT) 5. COLLECTION OF LETTER OF GRANT IF ALLOCATED 6. ACCEPTANCE OF GRANT BY SIGNING THE | <ol style="list-style-type: none"> 1. EVIDENCE OF OWNERSHIP; 2. THREE(3) PASSPORT PHOTOGRAPHS INCASE OF INDIVIDUALS 3. FIVE COPIES OF SITE PLAN. | 1-2 WEEKS |

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| | | | | <p>ORIGINAL LETTER OF GRANT AND RETURNING THREE OTHER COPIES OF THE GRANT</p> <p>7. PAYMENT OF PROCESSING DEPOSIT FEE</p> <p>8. APPLICANT TO INDICATE PREFERENCE OF WHETHER A PRIVATE LICENSED SURVEYOR OR SURVEYOR GENERAL SHOULD MAKE THE SURVEY PLAN</p> | | |
| 2 | | | <p>PROCESSING DEPOSIT FEE IS N10,000 FOR RESIDENTIAL, N20,000 FOR COMMERCIAL AND N45,000 FOR COMMERCIAL PETROL STATION</p> | <p>9. PAYMENT OF PROCESSING DEPOSIT FEE</p> <p>10. APPLICANT TO INDICATE WHETHER A LICENSED SURVEYOR OR SURVEYOR GENERAL FOR SURVEY PLAN</p> <p>11. FINAL BILLING AND PRINTING OF CERTIFICATE OF OCCUPANCY FOR HIS EXCELLENCY THE GOVERNOR'S SIGNATURE</p> <p>12. COLLECTION OF C OF O AFTER PAYMENT OF OUTSTANDING C OF O BILL AND SURRENDERING ORIGINAL LETTER OF GRANT</p> | | |