



**Jigawa State Ministry of Lands, Housing, Urban & Regional Planning Development
Procedures for Obtaining Certificate of Occupancy (C of O) and Right of Occupancy
(R of O) in Jigawa State Under the Land Use Act**

Certificate of Occupancy (C of O) Procedures						
S/N	MDA	ITEM	FEES	PROCEDURE	DOCUMENTATION	TIMELINE
1	Ministry of Land, Housing, Urban Development and Regional Planning	Obtaining 'C' OF 'O' for Direct Land Allocation	<ol style="list-style-type: none"> 1. APPLICATION FEES OF N4000 FOR RESIDENTIAL 2. COMMERCIAL AND N5000 INDUSTRIAL. 3. BETTERMENT CHARGE DEPENDS ON TYPE: Agriculture- N 10,000; Fencing Permit: N30/square meter; Residential: N5,000; Filling Station N25,000 	<ol style="list-style-type: none"> 1. OBTAIN APPLICATION FORM FOR FREE FROM THE ACCOUNTS DEPARTMENT AT THE SECOND FLOOR OF THE MINISTRY OF LANDS, GLASS HOUSE KIYAWA ROAD DUTSE; 2. FILL THE APPROPRIATE FORMS (RESIDENTIAL, COMMERCIAL OR INDUSTRIAL); 1. MAKE PAYMENT THROUGH STATE TSA ACCOUNT WITH ZENITH BANK. THE TELLER IS CUSTOMISED AND AVAILABLE ON REQUEST AT THE DUTSE BRANCH OF THE BANK. THE ACCOUNT NUMBER:1011289787 3. SUBMIT COMPLETED FORMS WITH EVIDENCE OF PAYMENT TO THE OFFICE OF THE DIRECTOR LANDS AT SECOND FLOOR, MINISTRY OF LANDS; 4. CHECK WITH OFFICE OF DIRECTOR LANDS AFTER A WEEK FOR COLLECTION OF LETTER OF GRANT IF ALLOCATED OR KNOW THE REASON IF NOT ALLOCATED 5. ACCEPTANCE OF GRANT BY SIGNING 	<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 OF APPLICANT C) COPY OF APPLICANT'S BIRTH CERTIFICATE D) THREE YEARS TAX CLEARANCE FROM JIGAWA INTERNAL REVENUE SERVICE (http://irs.jg.gov.ng/) OR FROM FIRS IF APPLICANT IS A CORPORATE BODY 2. FOR COMMERCIAL AND INDUSTRIAL <ol style="list-style-type: none"> A) CERTIFICATE OF INCORPORATION (CAC) B) ARTICLES/MEMORANDUM OF ASSOCIATION C)THREE(3) YEARS TAX CLEARANCE FROM FIRS D) PROPOSED BUILDING PROGRAMME (A BUILDING SITE PLAN SPECIFYING THE INTENDED PURPOSE FOR WHICH THE LAND IS SOUGHT FOR AND THE SIZE THAT WILL FIT THE PURPOSE) E) COVERING LETTER GIVING DETAILED 	1-2 WEEKS

				<p>THE ORIGINAL LETTER OF GRANT AND RETURNING THREE DUPLICATE COPIES OF THE GRANT</p> <p>6. PAYMENT OF CERTIFICATE PROCESSING DEPOSIT FEE THROUGH STATE TSA ACCOUNT WITH ZENITH BANK: PROCESSING DEPOSIT FEE IS N10, 000 FOR RESIDENTIAL N20, 000 FOR COMMERCIAL AND N45, 000 FOR COMMERCIAL PETROL STATION.</p> <p>7. APPLICANT TO INDICATE ON THE FORM, ATTACHED TO THE LETTER OF GRANT, PREFERENCE OF WHETHER A PRIVATE LICENSED SURVEYOR OR SURVEYOR GENERAL SHOULD MAKE THE SURVEY PLAN. IF APPLICANT CHOSE PRIVATE SURVEYOR, HE MAKES HIS ARRANGEMENT AND PROVIDE THE SURVEY REPORT TO THE DIRECTOR LANDS</p> <p>8. AFTER ONE WEEK, CHECK WITH OFFICE OF DIRECTOR DEEDS FOR COLLECTION OF C OF O AFTER SURRENDERING ORIGINAL LETTER OF GRANT BETWEEN THE HOUSR OF 9:00am TO 5:00pm ON WORKING DAYS. WHERE APPLICANT DID NOT RECEIVE THE C OF O, ENQUIRE FROM THE DIRECTOR DEEDS AND IF NOT SATISFIED ESCALATE TO PERMANENT SECRETARY MINISTRY OF LANDS.</p>	<p>ACTIVITIES OF THE COMPANPANY UNDERTAKING OR TO BE UNDERTAKEN.</p>	
--	--	--	--	---	--	--

Obtaining and Conversion of Right of Occupancy (R of O) Procedures

S/N	MDA	ITEM	FEEs	PROCEDURE	DOCUMENTATION	TIMELINE
1	Ministry of Land, Housing, Urban Development and Regional Planning	Obtaining 'R' OF 'O' for Conversion to Statutory Right of Occupancy	<p>Application Fees:</p> <ol style="list-style-type: none"> 1. ₦4,000 for Residential and Commercial and; 2. ₦5,000 for Industrial Land 	<ol style="list-style-type: none"> 3. OBTAIN APPLICATION FORM FOR FREE FROM THE ACCOUNTS DEPARTMENT AT THE SECOND FLOOR OF THE MINISTRY OF LANDS, GLASS HOUSE KIYAWA ROAD DUTSE; 4. MAKE PAYMENT INTO THE STATE TSA ACCOUNT WITH ZENITH BANK. THE TELLER IS CUSTOMISED AND AVAILABLE ON REQUEST AT THE DUTSE BRANCH OF THE BANK. ACCOUNT NUMBER:1011289787 5. OBTAIN LETTER A OF CONFIRMATION FROM RELEVANT LOCAL GOVERNMENT OBTAINABLE AT THE LOCAL GOVERNMENT SECRETARIAT UPON WRITTEN APPLICATION TO THE CHAIRMAN. 6. IN CASE OF PETROL FILLING STATION OR LPG PLANT, OBTAIN A SUITABILITY REPORT FROM THE STATE FIRE SERVICE ALONG KIYAWA ROAD DUTSE, THE RELEVANT DIVISIONAL POLICE OFFICE AND STATE MINISTRY OF COMMERCE AT THE STATE SECRETARIAT COMPLEX, DUTSE. (IN CASE OF LPG PLANT, INCLUDING ENVIRONMENTAL IMPACT ASSESSMENT (EIA) REPORT FROM A REGISTERED TOWNPLANNER/ ENVIRONMENTALIST) 	<ol style="list-style-type: none"> 1. Evidence of Ownership (Sale Agreement, Customary Right of Occupancy, Deed of Gift or Writ of Possession in Case of Inheritance; 2. Three (3) Passport Photographs in case Of Individuals 3. Five Copies of Site Plan. 	1-2 weeks

				<p>7. AFTER ONE WEEK, CHECK WITH OFFICE OF DIRECTOR DEEDS FOR COLLECTION OF ORIGINAL LETTERS OF GRANT BETWEEN THE HOURS OF 9:00am TO 5:00pm ON WORKING DAYS. WHERE APPLICANT DID NOT RECEIVE THE LETTER OF GRANT, ENQUIRE FROM THE DIRECTOR DEEDS AND IF NOT SATISFIED ESCALATE TO PERMANENT SECRETARY MINISTRY OF LANDS.</p> <p>8. ACCEPTANCE OF GRANT BY SIGNING THE ORIGINAL LETTER OF GRANT AND RETURNING THREE OTHER COPIES OF THE GRANT</p> <p>9. PAYMENT OF LETTER OF GRANT PROCESSING DEPOSIT FEE INTO THE STATE TSA ACCOUNT WITH ZENITH BANK. THE TELLER IS CUSTOMISED AND AVAILABLE ON REQUEST AT THE DUTSE BRANCH OF THE BANK. ACCOUNT NUMBER:1011289787: RESIDENTIAL: N10, 000; AGRICULTURAL: Large scale, 10 hectares and above, N 30,000; Small scale, below 10 hectares, N 10,000. COMMERCIAL: N 30,000; FILLING STATION (Rural N 50,000; Urban N70, 000) INDUSTRIAL: N 80,000; LPG PLANT: 100,000</p> <p>9. APPLICANT TO INDICATE ON THE FORM, ATTACHED TO THE LETTER OF GRANT, PREFERENCE OF WHETHER A PRIVATE LICENSED SURVEYOR OR SURVEYOR GENERAL SHOULD MAKE THE</p>		
--	--	--	--	---	--	--

				<p>SURVEY PLAN. IF APPLICANT CHOOSES PRIVATE SURVEYOR, HE MAKES HIS ARRANGEMENT AND PROVIDE THE SURVEY REPORT TO THE DIRECTOR LANDS</p>	
2				<p>10. PAYMENT OF CERTIFICATE PROCESSING DEPOSIT FEE INTO THE STATE TSA ACCOUNT WITH ZENITH BANK. THE TELLER IS CUSTOMISED AND AVAILABLE ON REQUEST AT THE DUTSE BRANCH OF THE BANK. ACCOUNT NUMBER:1011289787: PROCESSING DEPOSIT FEE IS N10,000 FOR RESIDENTIAL, N20,000 FOR COMMERCIAL AND N45,000 FOR COMMERCIAL PETROL STATION</p> <p>11. AFTER ONE WEEK, CHECK WITH OFFICE OF DIRECTOR DEEDS FOR COLLECTION OF C OF O AFTER SURRENDERING ORIGINAL LETTER OF GRANT BETWEEN THE HOURS OF 9:00am TO 5:00pm ON WORKING DAYS. WHERE APPLICANT DID NOT RECEIVE THE C OF O, ENQUIRE FROM THE DIRECTOR DEEDS AND IF NOT SATISFIED ESCALATE TO PERMANENT SECRETARY MINISTRY OF LANDS.</p>	

FOR ENQUIRIES, PLEASE CONTACT DIRECTOR LANDS ON +234803875499, +2348029427588 BETWEEN THE HOURS OF 10:00AM TO 3:00PM MONDAYS TO FRIDAYS.

Signed

Honourable Commissioner

MINISTRY OF LAND, HOUSING, URBAN DEVELOPMENT AND REGIONAL PLANING

+2348069256863

14th November 2022