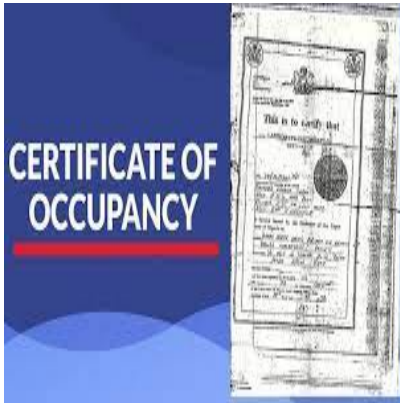




How to Apply for and Obtain a Certificate of Occupancy (C of O) in Abuja: Requirements, Costs and Procedure.

Description

ICA (Ibe Chido & Associates)

A Certificate of Occupancy (C of O) is an essential prima-facie land title document in Nigeria.

If you plan to purchase a [landed property in Abuja](#), getting a C of O is one of the steps you need to take to ensure legal ownership and protection against potential confiscation or demolition.

What is a Certificate of Occupancy (C of O)?

In simple terms, a Certificate of Occupancy (C of O) is an official document issued by the government in Nigeria that certifies a person or organisation as the legal owner of a piece of land or property.

Pursuant to Section 1 of the Land Use Act 1978, all land is vested in the state, making the C of O a critical document for landowners.

Types of Certificates of Occupancy

Different types of C of O are issued to individuals, companies, families, and other entities, and they include the following:

1. **Residential C of O:** Issued to individuals or companies for residential purposes.
2. **Agricultural C of O:** Issued to individuals or companies for agricultural use.
3. **Industrial C of O:** Issued to companies for industrial purposes.
4. **Family C of O:** Issued to families for collective land ownership.
5. **Excision C of O:** Issued to villages for communal land ownership.
6. **Government Allocation C of O:** Issued to investors, companies, or individuals based on government allocation.

How to Obtain a Certificate of Occupancy in Abuja

You can obtain a Certificate of Occupancy (C of O) in Abuja by purchasing a legal property from someone who has a C of O and then changing the ownership title at the land registry.

Alternatively, you can apply for a C of O in person.

Here are the steps to follow if you choose to apply in person:

Step 1: Visit the Relevant Office

Visit the office of the Development Control, Abuja or the Abuja Geographic Information Systems (AGIS) to obtain the Certificate of Occupancy application form.

Step 2: Complete the Application Form

Fill out the application form with accurate information and sign it.

Double-check all details to avoid errors that could delay the process.

Step 3: Gather Required Documents

Prepare the following documents to support your application:

- **Application letter:** Addressed to the Director of Development Control Department, Abuja Metropolitan Management Council (AMMC), requesting a Certificate of Occupancy.
- **Completed application form:** Duly completed form obtained from the Development Control Department.

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- **Evidence of ownership:** Such as a Deed of Assignment or Certificate of Right of Occupancy.
 - **Survey plan:** Prepared by a registered surveyor.
 - **Architectural drawings:** Of the proposed structure.
 - **Structural drawings and calculations:** Prepared by a registered structural engineer.
 - **Environmental Impact Assessment (EIA) report:** If applicable.
 - **Evidence of payment:** Of necessary fees and charges.

Step 4: Submit the Application

Submit the completed application letter and form along with all required documents to the Development Control Department of the Abuja Metropolitan Management Council (AMMC).

Make copies of all documents for your records.

Step 5: Verification and Inspection

The Development Control Department will conduct a verification and inspection of the property to ensure compliance with building codes, zoning regulations, and other relevant

guidelines.

This may involve physical inspections and document reviews.

Step 6: Processing and Approval

If your property meets all necessary requirements, the application will be processed by the relevant department or committee.

The processing time may vary, so it is advisable to inquire about the expected time-frame during submission.

Step 7: Payment of Fees

Once the application is approved, you will be required to pay the necessary fees.

These include the issuance fee for the C of O and any other applicable charges.

The specific fees and payment process will be communicated to you by the relevant department, but the cost summary below can be a guiding-light for you to make an informed decision on cost. .

Step 8: Issuance of Certificate of Occupancy

After payment of the required fees, the Certificate of Occupancy will be issued to you (provided all required documents are in tact). This document certifies that the property is legally owned and can be occupied.

Important Notes

1. **Issuance Cost Reduction:** The issuance of Certificates of Occupancy now costs 3.5 million, a reduction from the previously proposed cost of N5 million by the Task Force set up on the issuance of C of Os, in mass housing estates and recovery of land use contravention fees.
2. **Flat Rate:** This is a flat rate for all sizes of land and regardless of the location of the land in the Federal Capital Territory (FCT).
3. **Re-certification Fees:** Those who already have a C of O do not need to pay the full issuance fee. Individuals will pay a maximum of N50,000, and corporate bodies will pay up to N100,000 for re-certification.
4. **New Security Features:** New certificates will incorporate security features such as the National Identification Number (NIN) for individuals and the Bank Verification Number (BVN) for corporate organisations
5. **Enforcement of Property Tax and Ground Rent:** The FCT Administration has put all modalities on ground to enforce the payment of property tax and ground rent. Allocations will be revoked for those who fail to pay.

Cost Summary of Obtaining a Certificate of Occupancy in Abuja

Below is a cost summary for obtaining a Certificate of Occupancy in Abuja based on the provided information:

Item

Issuance fee for Certificate of Occupancy (C of O) and other applicable charges (Flat rate for landed property In FCT)

Re-certification for Individuals

Re-certification for Corporate Bodies

Professional Fees (Facilitation)

Total Estimated Cost For New C of O Issuance

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Conclusion

Obtaining a Certificate of Occupancy (C of O) in Abuja is a detailed process that ensures your legal ownership of land or property.

By following the steps outlined above and preparing all necessary documents, you can navigate this process effectively.

For the best results, consider engaging a [Property Lawyer](#) to guide you through the application and ensure compliance with all regulations.

Investing in a C of O is crucial for securing your property and protecting your investment.

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