

A GUIDE TO ACQUIRING PERMITS AND LICENCES IN KADUNA



A GUIDE TO ACQUIRING LAND AND CERTIFICATE OF OCCUPANCY IN KADUNA STATE



OVERVIEW

A Certificate of Occupancy (C of O) certifies the holder as a lawful owner of a piece of land. To acquire a C of O, one must apply to register their land at the Kaduna Geographic Information Service (KADGIS). The KADGIS Project was created in response to the immediate need to provide Kaduna State with modern and efficient land administration backed by automated systems and fully trained staff that can produce, secure land titles.

REQUIREMENTS

1. Registration form (free).
2. Evidence of ownership. This may be a sale agreement, registered deed of assignment, etc.
3. Sketch Plan
4. Site analysis report or satellite imagery (site analysis report is optional where satellite imagery is provided).
5. Legal means of identification (accepted photo identification for individuals and Certified true copy of CAC company incorporation documents for organizations).
6. Application fees of N20,000.

HOW TO ACQUIRE A LAND ALLOCATION

1

STEP ONE

Individual/company applies for land

2

STEP TWO

Site identification by KADGIS or investor

3

STEP THREE

Site board meetings with all stakeholders of all the land/traditional rulers

4

STEP FOUR

Offer of grant is issued to investor

5

STEP FIVE

Investor makes premium payment

6

STEP SIX

Investor receives C of O

HOW TO ACQUIRE C OF O

STEP ONE

Applicant obtains and completes application form

1

STEP TWO

Applicant pays processing fee

2

STEP THREE

Applicants submits application form with supporting documents and proof of payment of processing fee to KADGIS customer care unit

3

STEP FOUR

Upon approval, applicant pays initial bill and submits proof of payment to KADGIS

4

STEP FIVE

Applicant receives C of O

5

FREQUENTLY ASKED QUESTIONS

- **Why do I need a C of O?**

A C of O is needed to secure ones interest on a piece of land. It also serves as a tool for economic empowerment and can be useful if seeking a loan from the bank or a funding equity.

- **How much does it cost to obtain a Certificate of Occupant?**

1. Preparation of Certificate of Occupancy fee (N3,000)
2. Ground rent varies by zone. Ranges from Residential Property (N4 - N34/SqM) to Commercial (N1 - N56/SqM) and Industrial (N1 - N56/SqM).
3. GIS charting and surveying fee (N1.5/SqM)
4. Assignment fee (this fee replaces the stamp duty and registration of deed of assignment fees which was 6% of land value and now a flat rate of N80,000.

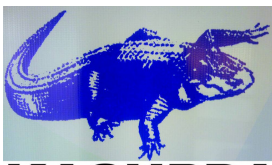
- **How long does it take to obtain a Certificate of Occupancy?**

If the applicant provides all required documents and if all stakeholders agree on the sale of the land to the beneficiary, it will take 30 working says for a C of O to be issued.

- **How long does it take to obtain a Certificate of Occupancy?**

For residential land, the renewal window is 99 years. Whereas, it is 40 years for industrial and commercial land and up to 40 years for agricultural land (depending on proximity to urban areas).

A GUIDE TO ACQUIRING DEVELOPMENT PERMIT



KASUPDA

OVERVIEW

The Kaduna State Urban Planning and Development Agency (KASUPDA) is an agency charged with the responsibility for proper planning and development of all areas of Kaduna State, among other functions. KASUPDA laws were passed in the year 2015 and have since been very effective.

A development permit, obtainable from the Kaduna State Urban planning and Development Agency (KASUPDA), allows the construction of new structures or the modifications of existing ones.

The agency is also responsible for the acquisition of outdoor installment permits covering fixtures such as signposts, billboards, outdoor adverts, and telecom masts.



KADUNA STATE URBAN PLANNING AND DEVELOPMENT AGENCY (KASUPDA)

APPLICANT'S NAME & ADDRESS:	PROJECT LOCATION:	PROJECT TYPE:	PHONE NO:	RECEIVED BY:	SIGN:	Reference No:

PLANNING/DEVELOPMENT PERMIT CHECKLIST

S/NO.	DOCUMENTS REQUIRED	NO OF COPIES	TICK IF SUBMITTED	REMARKS
1.	Signed Application Letter <i>(Typed)</i>	1		
2.	Copy of Certificate of Occupancy <i>(Planned Areas)</i>	1		
3.	Copy of Customary Land Ownership endorsed by a District Head <i>(Unplanned Areas)</i>	1		
4.	Copy of Architectural Working Drawings & Details, Sealed, Stamped and Endorsed by the Architect <i>(All Developments)</i>	3		
5.	ARCON Project Registration Number (APRN) Placed on Each Sheet of the Drawings and a Copy of the Architect's Current Professional Practice License. <i>(All Developments)</i>	1		
6.	Copy of Site Analysis Report Prepared by KASUPDA 's Registered Consultants, Sealed, Stamped and Endorsed by a Town Planner <i>(All Developments)</i>	1		
7.	Copy of Mechanical/Electrical Working Drawings & Details, Sealed, Stamped and Endorsed by the respective Engineers <i>(All Developments)</i>	3		
8.	Copy of Structural Working Drawings & Details, Sealed, Stamped and Endorsed by the Engineer <i>(Storey Buildings, Warehouses, Petrol/Gas Stations & others with Special Structural requirements)</i>	3		
9.	Copy of the Structural Calculation Sheets, Letter of attestation of Design, Sealed, Stamped and Endorsed by the Engineer <i>(Developments listed above 8)</i>	1		
10.	<i>Soil Investigation Report (Multi-Storey Developments that exceeds Three Floors)</i>	1		
11.	Copy of KEPA's Environmental Impact Assessment (EIA) Approval Certificate <i>(Agricultural, Petrol/Gas Stations, Commercial, Industrial, Institutional, Mass Housing and Other Developments)</i>	1		
12.	Copy of Feasibility/ Viability Report Prepared by KASUPDA 's Registered Consultants <i>(Mass Housing and Other Developments)</i>	1		
13.	Copy of Tax Clearance Certificate/Tax Identification Number[TIN] <i>(All Developments)</i>	1		
14.	Copy of Service Approvals: Fire and Police Reports <i>(Petrol /Gas Stations, Hotels and Multi-Storey Developments that exceeds Four Floors)</i>	1		

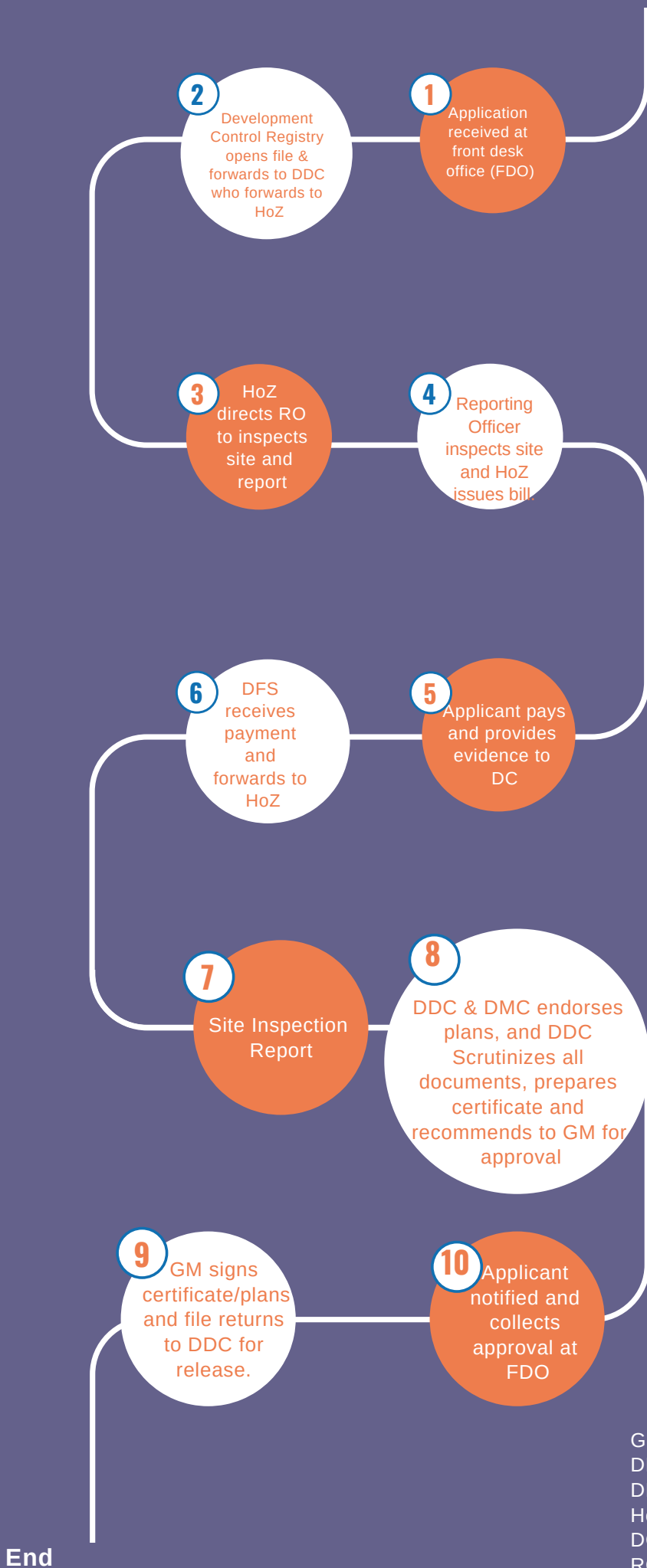
REQUIREMENTS FOR TEMPORARY PLANNING PERMISSION

1. Signed Application Letter Addressed to the General Manager stating the Size and Location of the Temporary Structures/Makeshift (Typed).
2. Consent Letter from the Custodian of the Government Set-back of the Site.
3. Only OAAN/APCON Registered Members are eligible to Apply for Out-Door Structure (Bill Boards, Gantries, Uni-Poles, Large-Formats, Eye-Catchers etc) Installation.
4. Three sets of Structural Working Drawings & Details, Sealed, Stamped, and endorsed by the Engineer.
5. Lease Agreement/Ownership Document, Environmental Impact Assessment/Site Analysis Reports Prepared by KASUPDA Registered Consultants (Communication Mast Installation).

REQUIREMENTS FOR LAYOUT PLANNING PERMISSION

1. Signed Application Letter Addressed to the General Manager.
2. Copy of Certificate of Occupancy/ Lease Agreement
3. Proposed Layout Prepared and Sealed by a Registered Town Planner.
4. Environmental Impact Assessment Report and Site Analysis Report Prepared by KASUPDA Registered Consultants.

REQUIREMENTS FOR LAYOUT PLANNING PERMISSION



- GM: General Manager
- DDC: Director Development Control
- DFS: Department of Monitoring & Compliance
- HoZ: Head of Zone
- DC: Development Control
- RO: Reporting Office
- FDO: Front Desk Office

FREQUENTLY ASKED QUESTIONS

- **How much does it cost to obtain a development permit?**

The price for obtaining a development permit varies from project to project. The full price list can be obtained from the KASUPDA office in Kaduna.

- **How long does it take to obtain a development permit?**

It takes a minimum of 21 working days to obtain a development permit.

- **How often do I have to renew my development permit?**

The development permit is only renewable every two years if the project is incomplete at expiration of the permit. See the figure below for renewal fees:

	Below are the recommended planning Permission Renewal rates based on the fees surcharged:
	a. Non commencement of development 100%
	b. Foundation level - window @ 80%
Renewal of Planning Permission:	c. Window Level - Lintel @60%
	d. Lintel Level - Head Course @40%
	e. Head Course - Roofing Level @20%
	f. Roofing Level - Finish @10%

- **What are the penalty fees for non-compliance of the development permit?**

Below define penalty rate in addition to the fees surcharges on any development

	Below define penalty rate in addition to the fees surcharges on any development:
Twice the initial fee charged setting aside the normal fee (Applies to all cases)	a. Foundation level - window @ 20%
	b. Window Level - Lintel @40%
	c. Lintel Level - Head Course @60%
	d. Head Course - Roofing Level @80%
	e. Roofing Level - Finish @100%

STEP BY STEP GUIDE TO BUSINESS PREMISES REGISTRATION IN KADUNA STATE



OVERVIEW

A Business Premise registration allows a commercial entity to operate in a State in Nigeria. A company seeking to do business in Kaduna State must register with the Ministry of Commerce, Industry and Tourism in the State.

Located off Bida Road, The Ministry of Commerce, Industry and Torrusion is one of the longest running ministries in the State. The ministry has a mandate to ensure all business premises are duly registered in compliance with the \Kaduna Business Premise Registration Edict 2015.

REQUIREMENTS FOR OBTAINING A BUSINESS PREMISE CERTIFICATE

1. Company Incorporation documents from the Corporate Affairs Commission.
2. TIN number/Tax Clearance (if available).
3. Business premises registration form.
Registration fee.

STEPS TO OBTAIN A BUSINESS PREMISE CERTIFICATE

1

STEP ONE

Collect application form details from the Ministry of Commerce (which will be made available on MOC website (for free).

2

STEP TWO

Pay registration fees at the approved bank and collect proof of payment (E-ticket/pink slip

3

STEP THREE

Submit filled application form, evidence of payment and supporting documents to the registration officer at the Ministry of Commerce

4

STEP FOUR

The registration officer will inspect the application for compliance, print a business premise certificate if the application is satisfactory and forward the application to the Director of Commerce for approval.

5

STEP FIVE

The Director of Commerce will sign the business premises certificate and return the application to the registration

6

STEP SIX

The registration officer will issue the applicant with a business premises certificate along with a receipt.

FREQUENTLY ASKED QUESTIONS

- **How much does it cost to obtain a business premises certificate?**

1. The registration fee for a fresh business premises certificate is N10,000 only, while the annual renewal fee is N5,000. The applicant will also purchase the application form at N100.

2. The registration fees vary based on location: in urban areas, the fee is N10,000 while renewal fee is N5,000. In rural area the registration fee is N5,000 while renewals are N2,500.

- **How long does it take to obtain a business premises certificate?**

If the applicant provides all required documents, it takes 1 - 2 hours to obtain a business premises certificate.

- **How often do I have to renew my business premises certificate?**

One is expected to renew his/her business premise certificate on an annual basis.

CONTACT:

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