



**Plateau State Geographic Information System Agency (PLAGIS)
Bureau of Lands and Urban Development
12 Joseph Gomwalk Boulevard, Jos, Plateau State**

APPLICATION PROCESS AND GUIDELINES FOR OBTAINING A CERTIFICATE OF OCCUPANCY IN PLATEAU STATE

In pursuance of Pursuant to the Section 11(iii) of the Plateau State Geographic Information System Agency Law (2021) available online at <https://plateaustate.gov.ng/uploads/plateau-law/PLAGIS-LAW-2021.pdf> and Plateau State Land Use Charges Law (2021) available online at <https://plateaustate.gov.ng/uploads/plateau-law/LAND-USE-CHARGE%20-LAW-2021.pdf> and Plateau State Revenue (Consolidation) Law, 2020., individuals and companies can apply and obtain a CofO from the Plateau State Geographic Information System Agency by following the guidelines below:

Steps	Procedures	Time to Complete	Cost																		
1	<p>Obtain the Certificate of Occupancy Application (CofO) form from:</p> <p>12 Joseph Gomwalk Boulevard, Jos, Plateau State</p> <p>Note: All application forms are sold at our office. Fill out the form completely and accurately. Leave no section empty or unanswered.</p>	1 day	<p style="text-align: center;">APPLICATION FORM FEE (Non-Refundable)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="text-align: center;">a</td> <td style="text-align: center;">Residential</td> <td style="text-align: center;">N5,000.00</td> </tr> <tr> <td style="text-align: center;">b</td> <td style="text-align: center;">Commercial</td> <td style="text-align: center;">N10,000.00</td> </tr> <tr> <td style="text-align: center;">c</td> <td style="text-align: center;">Industrial</td> <td style="text-align: center;">N15,000.00</td> </tr> <tr> <td style="text-align: center;">d</td> <td style="text-align: center;">Educational</td> <td style="text-align: center;">N7,000.00</td> </tr> <tr> <td style="text-align: center;">e</td> <td style="text-align: center;">Agricultural</td> <td style="text-align: center;">N5,000.00</td> </tr> <tr> <td style="text-align: center;">f</td> <td style="text-align: center;">Recreational</td> <td style="text-align: center;">N15,000.00</td> </tr> </tbody> </table> <p>Note: All payments for -C of O should be paid to Account name: Plateau State Internal Revenue Service's Account in any commercial bank in the Plateau State.</p>	a	Residential	N5,000.00	b	Commercial	N10,000.00	c	Industrial	N15,000.00	d	Educational	N7,000.00	e	Agricultural	N5,000.00	f	Recreational	N15,000.00
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f	Recreational	N15,000.00																			
2	Attach photocopies of	1 day	No cost																		

	<p>all relevant land documents to the application form. You may be required to present original copies of pertinent land documents for sighting. You are advised to have extra photocopies made for safekeeping. An Applicant may appoint a representative who must fill an authorized representative section of the application form in (1) above. The following is the required documentation to support the application:</p> <ul style="list-style-type: none">a.) Two Passport-sized Photographb.) Identity Card: National ID card or International Passport or Driver's License or Voter's Cardc.) Registered Land Transfer Documents such as Purchase Agreements or Deed of Transfer, or Inheritance Documents as the case may bed.) Survey Plan (Original copy).e.) Evidence of Personal Income Tax or Current Tax Clearance Certificate. Applicants can visit the Plateau State Internal Revenue Service for Tax-related issues or use this link https://plateauigr.com/f.) Utility Bill to verify the Applicant's Home Address.g.) Court Affidavit and Police Report for lost or stolen documents.h.) A signed letter/ form and an identity ID are required if an authorized		
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	<p>representative is used.</p> <p>i.) Offer letter/Allocation Letter for his land allocation claims.</p>		
3	<p>Submit Documents:</p> <p>I).All documents as in (2) above must be submitted to the PLAGIS Customer Service Centre along with a Bank Teller/ Bank print-out of the assessed charges or mailed to the PLAGIS) Office at</p> <p>12 Joseph Gomwalk Boulevard, Jos, Plateau State</p> <p>ii) For State Land, PLAGIS requests survey plans directly from the Office of the Surveyor General for clients who have made full payment for onward processing of C of O.</p>	5 days	No cost
4	<p>Notice of No Objection:</p> <p>i.A notice is posted and published in the press for 28 days by the Ministry of Lands, during which any objections may be made.</p> <p>ii. If no objections at the expiration of the 28 days in (7) above site inspection are carried out to ascertain the correctness of filled documentation</p>		
5	<p>The Director of Lands sends the report to the Governor for 'Approval in Principle' which should be out within 3 days</p>	3 days	No cost
6	<p>1. Once the approval in principle</p>	48 hours	No cost

	is obtained from the Governor, the application is forwarded to PLAGIS for production of C of O, which at this point is done within 48 hours .		
7	Applicants are notified via phone call or text messages, and they will then visit the PLAGIS office to collect the Certificate of Occupancy.	1 day	No cost
	Processing timeline:	The entire process is completed within 42 working days	

For further information please visit our website <https://plagis.plateaustate.gov.ng/> or call Customer Service Centre on this number +2349098634499, email: plagis@plateaustate.gov.ng between 9am-4pm Monday-Friday(excluding public holidays) for enquiries and complaints

Signed:



Director General
Plateau State Geographic Information System Agency (PLAGIS)
28th December 2023