



EKITI STATE BUREAU OF LAND

EKITI STATE GEOSPATIAL DATA CENTER

APPLICATION PROCESS AND GUIDELINES FOR OBTAINING CERTIFICATE OF OCCUPANCY (CofO)

In accordance with the provisions of the Lands Use Act No. 6 of 1978, Section 5 (1a-d), Section 9 (1a, 2- 4), and Section 10 a & b).

Note: A Right of Occupancy (R of O) is not required prior to obtaining a C of O in Ekiti State

Certificate of Occupancy Processing for Private Lands Application Guide

This guide explains what is required to apply for a Certificate of Occupancy for Private Lands, including the preconditions, supporting documents needed, the applicable payments to be made, and how to completely submit the application.

Application for Certificate of Occupancy could be obtained through the manual processes highlighted below:

A. Step-by-step manual processes for Certificate of Occupancy application and issuance.

STEP	ACTIVITIES	DAYS REQUIRED FOR EACH PROCESS
1	Obtain the Statutory Right of Occupancy form For Private Land: <i>Bureau of Land Services.</i> <i>Deemed Right Department,</i>	1 day

	<i>Right Wing, Ground Floor, Deji Ajayi Building, State Secretariat, New Iyin Road, Ado-Ekiti or Call 08035763116, 08035859506. You can send an email to bls@ekitistate.gov.ng</i>	
2	Applicant is required to pay ₦5,000.00 application form fee into the designated Government account of Commercial banks, proceed to change the teller to a receipt at the Ekiti State Internal Revenue Service office, opposite Old Governor's Office, Oke-oriomi, Ado-Ekiti	
3	Obtain the application form and fee order from the Bureau of Land Services	
4	Submit a duly completed application form alongside relevant documents manually and receipts of payments to the Bureau of Land Services	1 day
Processing Time: The submitted application is processed within 30 working days from the date of submission of the application and payment described in step 4 above to the collection of the approved CofO.		
5	Joint inspection of the land carried out by the applicant and desk officer of the Bureau.	1 day
6	Computation of the list of applicants and the location of their respective land for advert publication in national newspaper.	21 days
7	Engrossment of C. of O. and recommendation for approval of the Governor	2 days
8	Assessment of the stamp duty payable by the Director, Lands Services.	1 day
9	Payment of the Stamp Duty fee and Stamping of C of O at the Ekiti State of Internal Revenue Service.	1 day
10	Registration of the Approved C. of. O by the Registrar of Titles, Deeds Registry Department, Bureau of Lands Services.	2 days
11	Collection of the Registered C of O from Desk Officer.	

B Certificate of Occupancy processing using the Automated Platform

Step 1: Pre-conditions:

The Pre-conditions for applying for C of O for Private Lands is that the Applicant must have a valid user digital registration account and this can be achieved by clicking the following web link:

[Applications - Ekiti State Land Management Information System](#)

Step 2: Account Creation:

As a new user click the link: [Applications - Ekiti State Land Management Information System](#) and then click the “Create an Individual Account Tab” or “Create a Corporate Account Tab” to create an account personal to you with your prefer valid email account as your username. Else, login with your credential if already have an account.

Step 3: Supporting Documents:

The Supporting Documents required for the Processing of C of O for Private Lands are stated below:-

General Requirements

These are general requirements for all C of O Processing for Private Lands

- a) Passport Photograph – 2 copies
- b) Approved Survey Plan: As duly certified and approved by the **State Surveyor General**.
- c) Approved Building Plan - (For developed land):
- d) Land Use Clearance (For undeveloped land):
- e) Sworn Affidavit of Ownership deposited to at a Law Court by two (2) principal members of the original land owner, preferably, the Head and Secretary of the family.
- f) Corporate Affairs Commission (CAC) Certificate for ***(Corporate bodies only)***
- g) Three (3) Years Tax Clearance Certificate – Current Years: As issued and duly signed by the **State Internal Revenue Services**.
- h) Three (3) Years Ekiti State Development Plan Levy: As issued and duly signed by the **State Internal Revenue Services**

Specific Requirements

- a) **Site Inspection Report – Feasibility Report**

- i. For **any land that exceeds 5,000 sqm**, *Feasibility Report is required*)
- ii. A *feasibility report* is compulsory for **Agricultural purposes**

Additional Requirements

- b) Private lands acquired for the purpose of constructing a **Filling Station, Sawmill, and other industries** require the below-supporting documents: -
 - i. Feasibility Report.
 - ii. Fire Service Report.
 - iii. Police Report.

Step 4: Form Filling:

Login to your account with the link: [Applications - Ekiti State Land Management Information System](#) with your credentials and fill out the form with all the supporting documents attached and make the payment of the required fees as applicable.

The end-to-end illustration of the process and the specified timeframe for each procedure for applicants to obtain CofOs is as highlighted in the table below:

SN	ACTIVITY BY	TASK	APPLICABLE FEE	PAYMENT METHOD	DAYS REQUIRED FOR EACH PROCESS
i.	Applicant	Logs into LMIS • Upload Survey • Request for Validation of Survey			1 day
ii.	Surveyor General	Receives notification for request • Verifies the attached Survey • If it is authentic, the survey is digitized and all the pillar details are filled into the appropriate columns • Clicks the complete the request button and sends it back to the applicant			

iii.	Applicant	Receives the digitized Survey • Applies for CofO • Attaches supporting documents: • Makes payment • Submits Application	Application Form Fees = ₦5,000.00 (<i>This payment is made at the initial stage of the application</i>)	Online through REMITA with the appropriate Economic Code	
iv.	HQ Desk Officer (Application vetting)	Verifies the adequacy of the supporting document • If not satisfactory, issues compliance directive, add a remark, and clicks the compliance directive button			
v.	Applicant (Compliance Directive)	Receives notification and then logs into LMIS • Reviews the compliance directive • Makes necessary corrections • Re-submit			
vi.	HQ Desk Officer (Application vetting)	Receives the notification • Reviews the application • If Ok, calculates processing fees • Adds remarks and accepts			
vii.	Applicant (Make payment)	Receives notification • Logs into the system • Generates invoice and makes payment • Confirms the payment	C of O Processing Fees: - (<i>This payment is made after the area office application vetting</i>) The payment is land use base (see annexure 1 on page 6 – 7 as applicable.	Online through REMITA with the appropriate Economic Code	

viii.	Area Land Officer (Schedule inspection)	Receives notification and logs into the system • Opens inspection tab • Clicks inspection button and schedules inspection • Adds remarks and accepts			1 day
ix.	Applicant (Confirm Inspection)	Declines, Click to Re-schedule or Confirms Inspection			1 day
x.	Area Land Officer (Upload inspection report)	Carries out inspection and documents the report • Receives notification and logs into the system • Opens supporting document tab and selects Upload Document button • Adds remark and clicks Accept button			
xi.	HQ Desk Officer (HQ Application Review)	Reviews the inspection report • If not satisfactory, add compliance directive comment, add remarks, and click the return button • Otherwise, add a remark and click the Accept button			
xii.	Deputy Director Deemed Right (Inspection report review)	Reviews the report • If ok, adds remarks and click Accept. Otherwise, issue compliance directives			
xiii.	Publication	Computation of the list of applicants and the location of their respective land for advert publication in a National Newspaper			21 days
xiv.	Engrossment Officer (Engrossment Review)	View payment tab, • Calculate Ground Rent • View certificate • Add remarks and Accept			1 day

xv.	Director Deemed Right (Direct or Review Inspection Report)	View application details • if satisfied, add remarks and accept otherwise issues compliance directives			
xvi.	Executive Secretary (Inspection Report Review)	Review application • if satisfied, add remarks and accept otherwise issues compliance directives			
xvii.	Director General (Application review)	Review application • if satisfied, add remarks and accept otherwise issues compliance directives			
xviii.	Executive Governor (Approval)	Review the application including the previous remarks • View signature tab • either attach signature or upload new signature • Add remarks and approve			1 day
xix.	Director Land Service (Calculate stamp duty)	Reviews the application • Calculate stamp duty • Add remarks and accept			2 days
xx.	Applicant	Receives notification and logs in • Makes payment • Confirms payment	Stamp Duty Payment: - 3 % current value of the specified property – (<i>This payment is made after the Executive</i>	Online through REMITA with the appropriate Economic Code	

			<i>Governor has approved the Certificate of Occupancy)</i>		
xxi.	Director of Land Service	Review the payment • Add remarks and accept			1 day
xxii.	Desk officer Deed Registry	Review the application • If satisfied, Register Certificate; otherwise issue compliance directive • Add remarks and Accept			
xxiii.	Director Deed Registry	Review the application • If satisfied, open the signature tab and append signature • Add remarks and approve • Print original and counterpart copies			1 day
xxiv.	Applicant	Receives notification and login into the system			

Step 5: Application Submission

Submission is made by completing the form and by clicking the submit button

Confirmation of Application:

Upon Submission of your application form, applicants will be provided feedback in their email with a unique Acknowledgement Receipt that contains the file number for the application.

Processing Timeline:

The submitted application is processed **within 30 Working Days** prior to the final stage for collection described in step 4 above

Step 6: Collection of Approved C of O.

Successful applicants are notified via text, call, and email for collection.

For inquiries or complaints please contact the Desk Officers:

Esv. Dunni Korede-Owa, +234-7064489481, dunjoy2002@gmail.com,

Oluwalade Timothy S, +234-8035859506 timolade2@gmail.com and +234-7067572652

Or visit the Bureau of Land Services @ Ekiti State Revenue House, Beside Tantalizer, Fajuyi Area, or Phase V, State

Secretariat Complex, Ado Ekiti, Ekiti State.

e-mail I blm@ekitistate.gov.ng I <https://ekitigeospatial.com/>

www.ekitistate.gov.ng



Mr M. Kayode-Ojo

Executive Secretary, Bureau of Land Services

27th December, 2025

Annexure 1

EKITI STATE GOVERNMENT

BUREAU OF LAND SERVICES

CoFO PROCESSING APPROVED FEES ORDER					
S/N	LOCATION	LAND-USE	AREA (SQ MTR)	REQUIREMENTS	COST ₦
1.	Ado-Ekiti (State Capital)	Residential	0-1000 Sq mts	Application Form C. of O. Fee Excess of above 1000sq mts Land-Use Clearance Advertisement Surveyor-General Approval Stamp Duty	10,000.00 50,000.00 60.00 / Sq meter 2,000.00 10,000.00 5,000.00 0.375% of the Land Value
	Local Government Headquarters			Application Form C. of O. Fee Excess of above 1000sqmtr Land-Use Clearance Advertisement Surveyor-General Approval Stamp Duty	10,000.00 50,000.00 Additional 37.50/sq meter 2,000.00 10,000.00 5,000.00 0.375% of the Land Value
	Other Towns			Application Form C. of O. Fee Excess of above 1000sqmtr Land-Use Clearance Advertisement Surveyor-General Approval Stamp Duty	10,000.00 50,000.00 Additional 25.00/Sq meter 2,000.00 10,000.00 5,000.00 0.375% of the Land Value
2.	Ado-Ekiti		1 st 1 Hectare	Application Form	10,000.00

	(State Capital)	Agricultural	(15 Plots)	C. of O. Fee Excess of above 1 Hectare Land-Use Clearance Advertisement Surveyor-General Approval Stamp Duty	150,000.00 20,000.00/Hectare 5,000 10,000.00 5,000.00 0.375% of the current value of the specified property (valuation based on professional judgment)
	Other Local Government Headquarters			Application Form C. of O. Fee Excess of above 1 Hectare Land-Use Clearance Advertisement Surveyor-General Approval Stamp Duty	10,000.00 100,000.00 10,000.00/Hectare 5,000.00 10,000.00 5,000.00 0.375% of the current value of the specified property (valuation based on professional judgment)
	Other Towns			Application Form C. of O. Fee Excess of above 1 Hectare Land-Use Clearance Advertisement Surveyor-General Approval Stamp Duty	10,000.00 75,000.00 8,000.00/Hectare 5,000.00 10,000.00 5,000.00 0.375% of the current value of the specified property (valuation based on professional judgment)
3.	Ado-Ekiti (State Capital)	Industrial		Application Form C. of O. Fee Excess of above 1 Hectare	10,000.00 150,000.00 20,000.00/Hectare

			1 st 1 Hectare (15 Plots)	Land-Use Clearance Advertisement Surveyor-General Approval Stamp Duty	5,000.00 10,000.00 5,000.00 0.375% of the current value of the specified property (valuation based on professional judgment)
	Other Local Government Areas		1 st 1 Hectare (15 Plots)	Application Form C. of O. Fee Excess of above 1 Hectare Land-Use Clearance Advertisement Surveyor-General Approval Stamp Duty	10,000.00 100,000.00 10,000.00/Hectare 5,000.00 10,000.00 5,000.00 0.375% of the current value of the specified property (valuation based on professional judgment)
	Other Towns		1 st 1 Hectare (15 Plots)	Application Form C. of O. Fee Excess of above 1 Hectare Land-Use Clearance Advertisement Surveyor-General Approval Stamp Duty	10,000.00 100,000.00 8,000.00/Hectare 5,000.00 10,000.00 5,000.00 0.375% of the current value of the specified property (valuation based on professional judgment)

