



**Owerri Capital Development Authority - OCDA**  
 OCDA Headquarters located at Beside Imo State Secretariat Complex,  
 Port Harcourt Road, Owerri Imo State, Owerri, Nigeria. Tel No. +234 806 121 2417

## Dealing with Building Permits in Imo State – Procedure, Time and Cost

### Overview

In accordance with the Imo State Edict 1978 and Imo State Planning Authorities and Building Regulation Law 1996, all individuals and organizations seeking to develop their land in Imo State can apply for a development (building) permit through the following process:

**Note:** All associated cost that involves government agencies must be paid to Agency: Government accredited bank -Imo State TSA, Access Bank Account, 0777515446

No	Procedures	Time to Complete	Associated Costs
1	<p><b>Obtain soil investigation report</b> <i>Agency:</i> Private Company</p> <p>A soil investigation report is done by an expert for the stability of the foundation. While according to Law No 3 (implemented in August 2012), only 3-storey (or more) residential or office buildings would need such a report, it would also be needed for a commercial warehouse. Furthermore, depending on the location, sometimes a 2-storey building might require a soil analysis report</p>	14 days	NGN 100,000
2	<p><b>Obtain a Physical Planning Technical Report</b>  <i>Agency:</i> Town Planner Engineer</p> <p>This report is needed to check whether this project is viable, as well as the impact it will have on the immediate environment. All projects require this report, regardless of usage or height.</p>	7 days	NGN 150,000
3	<p><b>Obtain a certified true copy (CTC) of the survey plan and CTC of the land ownership title</b>  <i>Agency:</i> Imo State Land Registry</p> <p>A certified true copy of the survey plan must be obtained from the</p>	3 days	NGN 7,500

	<p>Land Registry to show the plot and its coordinates. Proof of ownership must also be obtained; otherwise, the permit application will not be accepted. The sworn affidavit obtained previously must be presented to obtain the documents. But if the land has not been surveyed, then a private surveyor would have to conduct the survey of the plot of land and this survey would have to be registered with the Surveyor's General Office. In that case, the survey would be verified against the master plan of Imo State. The black copy will be for Owerri Capital Development Authority (OCDA), the red copy will be registered with the Land Registry and a third copy will be kept at the Surveyor General Office. The cost of survey by a private surveyor can range from NGN 50,000 to NGN 100,000.</p>		
<p>4</p>	<p>Obtain development permit from the <b>Imo State -Owerri Capital Development Authority (OCDA)</b>  <i>Agency: Imo State -Owerri Capital Development Authority (OCDA)</i>  The development permit authorizes construction and is valid for 2 years. To obtain this permit, a building development plan outlining the intended uses of the proposed development on the site and its effect on adjacent developments and neighborhoods must be prepared by a professional. Once the development plan is received, along with the other required documentation, the survey plan is charted to determine whether the zoning requirements are met. An architect then reviews the architectural drawings.</p> <p>Legally, a pre-approval inspection is required to verify that the land is located where the owner has stated it is and to verify that construction has not already started. BuildCo does not have to be present during the visit. An assessment of the amount to be paid will be prepared after that visit. All the necessary bank accounts where each payment for each tax must be made must be listed on this letter of assessment.</p> <p>Once the site visit is completed, the structural, mechanical and electrical drawings are reviewed by engineers. The physical planning technical report is reviewed by the Physical Development Intervention Department who informs the town planner once the report is cleared. The entire file is then set to the relevant Recommending District Officer who reviews all the documentation and forwards the file to the Director of the Development Permits Department at headquarters.</p> <p>The file is then sent to the Director of Accounts to verify the payment, followed by the Imo Internal Revenue Service to verify the tax clearance certificate.</p> <p>Lastly, it is sent to the General Manager for final approval. For buildings that are 3-4 stories, the Permanent Secretary must issue the final approval; for 5-6 stories the Honorable Commissioner; and for 7</p>	<p>42 days</p>	<p>NGN 730,235</p>

	<p>stories or more, the Governor of Imo State.</p> <p>For construction involving a structure of more than two floors, the developer or owner must submit a general contractors' all-risk insurance policy certificate to the Building Control Agency along with the application to commence building work.</p> <p>The Owerri Capital Development Authority (OCDA) charges a contribution levy (10% of the building permit cost) for the preparation and production of development plans, such as local, district, subject, and action plans; development guides; office maintenance; procurement and maintenance of vehicles; office equipment; and similar issues.</p> <p>The following documents must be presented:</p> <ul style="list-style-type: none"> <li>• Proof of ownership</li> <li>• Survey plan – on sun print paper</li> <li>• 5 sets of architectural drawings</li> <li>• 5 sets of structural drawings (calculation sheets and supervision letter from a registered engineer)</li> <li>• 5 sets of mechanical and electrical drawings</li> <li>• 5 sets of sanitary and plumbing drawings</li> <li>• Current income tax clearance certificate (CIT) for 2 directors</li> <li>• Photocopy of payment of assessment fee</li> <li>• Certificate of incorporation of the company</li> <li>• Physical planning technical report.</li> <li>•</li> </ul> <ul style="list-style-type: none"> <li>- The cost is as follows: - Total assessment fee: NGN 120 per volume of the building assessment + NGN 5,000 registration fee + NGN 5,000 layout fees for charting + NGN 10,000 for first 650 sqm + 4,000 for additional 1,000 sqm per land area for fencing fee</li> <li>- -10% of total assessment fees Local Planning Office levy - 5% of the total assessment fees for Imo State Emergency Management Agency - NGN 20,000 for the 1st NGN 100,000 of total assessment; 10% of remaining total assessment + NGN 10,000 for Spatial Enhancement Fee - 35% of the total assessment fee for certificate of fitness for habitation</li> </ul>		
5	<p><b>Obtain certificate of structural stability (first pouring of concrete)</b>  <b>Agency: Owerri Capital Development Authority (OCDA)</b></p> <p>The concrete crushing test is done as follows:</p> <ol style="list-style-type: none"> <li>1. A sample from a block of concrete is taken and brought back to the laboratory for testing. At this stage BuildCo pays for the entire testing. The testing is done at several stages:</li> <li>2. 7 days after the sample is taken, the first result is obtained.</li> </ol>	7 days	NGN 20,000

	<p>3. 14 days after the sample is taken, the second result is obtained (7 days after the first result).</p> <p>4. 21 days after the sample is taken, the third result is obtained (7 days after the second result is delivered).</p> <p>Normally the longer the concrete is kept, the harder it will become and therefore it will have a better resistance to the crushing test. All payment for concrete testing is done once in this procedure.</p>		
7	<p><b>Obtain certificate of structural stability (second pouring of concrete)</b>  <b>Agency: Owerri Capital Development Authority (OCDA)</b></p>	7 days	No charge
8	<p>Obtain certificate of structural stability (third pouring of concrete)  <b>Agency: Owerri Capital Development Authority (OCDA)</b></p>	7 days	No charge
9	<p>Receive joint inspection during construction from the <b>Owerri Capital Development Authority (OCDA)</b> the Zonal Agency  Agency: <b>Owerri Capital Development Authority (OCDA)</b> Agency and Zonal Agency</p>	7 days	No charge
10	<p>Receive inspections during construction from the Imo State <b>Owerri Capital Development Authority (OCDA)</b>  Agency : <b>Owerri Capital Development Authority (OCDA)</b></p>	1 day	No charge
11	<p><b>Request and receive inspection by the Fire Department</b>  <b>Agency : Fire Department</b>  This certificate must be obtained at the local planning authority before the building can be used. It is within the discretion of the authority to conduct an on-site inspection before issuing the certificate. However, such an inspection, which normally takes about 45 minutes, is rarely performed.</p>	1 day	No charge
12	<p>Submit completed Form C and request and receive final inspection and Certificate of Habitation  Agency : <b>Owerri Capital Development Authority (OCDA)</b></p>	1 day	No charge
13	<p><b>Submit application for water connection to Imo State Water Management Agency</b>  <b>Agency : Zonal Office to Imo State Water Management Agency</b>  collects the LWC Water Connection Form ("WCF") from the nearest Zonal Office ("ZO") free of charge. There are 31 zones in Imo State. The Completed WCF is submitted to ZO and ZO sends a Site Inspection Officer ("SIO") to the customer's property.</p> <ul style="list-style-type: none"> <li>- SIO confirms address and locational details of Imo State Water Management Agency. SIO also establishes an optimal size and length of connection pipes, and optimal connection materials.</li> <li>- SIO prepares comprehensive Site Report ("SR") including estimates of total connection costs, and submits SR to the</li> </ul>	1 day	No charge

	ZO. - ZO prepares connection bill to customer.		
14	<b>Pay the connection bill and submit evidence of payment to Zonal Office of Imo State Water Management Agency</b> <b>Agency : Zonal Office Imo State Water Management Agency</b>	1 day	NGN 35,000
15	<b>Set up septic tank</b> Agency : <b>Imo State Water Management Agency</b> There is no central sewage system in Imo, therefore Imo State Water Management Agency sets up a septic tank to establish sewerage.	14 days	NGN200,000
16	<b>Receive water connection</b> <b>Agency: Zonal Office Imo State Water Management Agency</b> Once payment has been made, the Zonal Office (ZO) procures the connection materials and carries out the connection works.	13 days	No charge

For more information, enquiry, or complaints please contact OCDA Customer Service located at State Secretariat Complex, Port Harcourt Road, Owerri Imo State, Owerri, Nigeria. Tel No. +234 806 121 2417 between 8:00 AM and 5 PM (Monday – Friday, excluding public holidays) or contact us at Tel No. +234 806 121 2417

Signed:

General Manager,  
Owerri Capital Development Authority (OCDA).  
27<sup>th</sup> October 2022