



**MINISTRY OF INFRASTRUCTURE AND PUBLIC UTILITIES,  
STATE SECRETARIAT, ADO-EKITI, EKITI STATE**  
**REGULATORY PROCESS FOR FIRE SAFETY CERTIFICATE REGISTRATION**

In pursuant EKITI STATE BOARD OF INTERNAL REVENUE (FIRST AMENDMENT) LAW, 2020 - <https://ekitistate.gov.ng/wp-content/uploads/2020/irsLaw2020.pdf>, and Ekiti State Fire Service Law, 2023 all business owners in Ekiti State are required to obtain Fire Safety Certificate for their business premises by following the underlisted process:

**STEP 1**

<b>REGISTRATION/APPLICATION</b>	<b>CONCERNED MDAs</b>	<b>PROCESSING TIMELINE</b>	<b>REMARK</b>
<ul style="list-style-type: none"><li>• Write an application letter for Fire Safety Certificate to the Director of Fire Prevention Service Department at the Ministry of Infrastructure and Public Utilities, State Secretariat, Ado-Ekiti.</li><li>• The applicant should specify the particular use or uses of the premises and provide such information as may be prescribed about the premises and any matter connected therewith</li></ul> <p>Contact Customer service on +234 706 958 2302 or <a href="mailto:mipu@ekitistate.gov.ng">mipu@ekitistate.gov.ng</a></p>	Ministry of Infrastructure and Public Utilities, State Secretariat, Ado-Ekiti. Contact: Director of Fire Service on 08030790296 or Customer service on +234 706 958 2302 or <a href="mailto:mipu@ekitistate.gov.ng">mipu@ekitistate.gov.ng</a>	The Department is expected to commence the processing of the application within <b>24 hours</b> of the receipt of the letter of application	

## STEP 2

DOCUMENTATIONS AND SUSMISSION	CONCERNED MDAS	PROCESSING TIMELINE	REMARK
<p>(i) Visit the Fire Prevention Service Department at the Ministry of Infrastructure and Public Utilities, State Secretariat, Ado-Ekiti with the applications letter and the following documents:</p> <ol style="list-style-type: none"> <li>Survey Plan of the business building;</li> <li>Valid proof of Identification</li> <li>Valid proof of Business Registration</li> <li>Proof of residential address</li> <li>Proof of payment (e-receipt)</li> <li>Any supporting document (as required)</li> </ol> <p>(ii) Submit the Application letter with the required documents (as stated above)</p>	<p><b>Fire Service Department</b> at the Ministry of Infrastructure and Public Utilities, State Secretariat, Ado-Ekiti. Contact Customer service on +234 706 958 2302 or <a href="mailto:mipu@ekitistate.gov.ng">mipu@ekitistate.gov.ng</a></p>	<p>The applicant is expected to submit all the required documentation <b>not later than two (2) days</b> after the submission of the application</p>	

## STEP 3

VERIFICATION AND INSPECTION	CONCERNED MDAS	PROCESSING TIMELINE	REMARK
<p>(i) After verification of the submitted application letter and required documents, Ekiti State Fire Service shall carry out an inspection of the relevant building;</p> <p>(ii) Where the Fire authority is satisfied that:</p> <ul style="list-style-type: none"> <li>the means of escape in case of fire with which premises are provided;</li> <li>the means, other than means for fighting fire, with which the relevant building or premises is provided for securing that means of escape with which the premises are provided can be safely and effectively used at all material times;</li> <li>the means with which the relevant buildings or premises is provided for giving persons in the premises warning in case of fire.</li> </ul> <p>(iii) Where the Fire Service, after causing to be carried out an inspection of the relevant buildings or premises, as regards any use of the premises specified in the application, is not satisfied that the means mentioned are such as may be required in the circumstances of the case in connection with that use, there shall be a notice served on the applicants informing him/her as appropriate;</p>	<p><b>Ekiti State Fire Service</b> Fajuyi, Ado-Ekiti, Ekiti State Contact Customer Service on 08057651977 or +234 706 958 2302 or <a href="mailto:mipu@ekitistate.gov.ng">mipu@ekitistate.gov.ng</a></p>	<p><b>Within 24 hours</b> after submission of the application letter with relevant documents</p>	

## STEP 4

PAYMENT AND SUBMISSION PROCEDURE	CONCERNED MDAS	PROCESSING TIMELINE	REMARK
<p>Where the Fire Service is satisfied with the inspection, the applicant would pay the required certificate fee through the bill/invoice raised using any of the available payment channels:</p> <p>a) through REMITA on  <a href="https://login.remita.net/remita/onepage/G_0000141549/biller.spa">https://login.remita.net/remita/onepage/G_0000141549/biller.spa</a></p> <ul style="list-style-type: none"> <li>• fill in as appropriate</li> <li>• make payment</li> </ul> <p>b) Any commercial Bank in the State</p> <ul style="list-style-type: none"> <li>• request for a specialized/customized teller with the State's designated IGR Account number</li> <li>• fill the teller</li> <li>• make payment</li> <li>• proceed to the Ekiti State Internal Revenue Service with the filled teller to obtain e-receipt</li> </ul> <p>Obtain revenue e-receipt from the e-Receipt section of Ekiti State Internal Revenue Service and submit directly to the Fire Prevention Service Department at the Ministry of Infrastructure and Public Utilities, State Secretariat, Ado-Ekiti.</p> <p>Contact            Customer service on            +234 706 958 2302 or  <a href="mailto:mipu@ekitistate.gov.ng">mipu@ekitistate.gov.ng</a></p>	<p><b>Ekiti State Internal Revenue Services,</b>            Revenue House,            Fajuyi, Ado-Ekiti            Contact Customer service on            +234 704 555 5137            or +234            704 555 5139  <a href="mailto:info@ekitistaterevenue.com">info@ekitistaterevenue.com</a></p>	<p>The payment of the fees for the certificate is to be made <b>not later than 7 days</b> after successful inspection.</p>	<p>Kindly note the fee varies and is determined by the type of business as stated in first schedule (section 11) of Ekiti State Board of Internal Revenue (First Amendment) pages 16 – 18.</p> <p>For details on charges/fees click on  <a href="https://ekitistate.gov.ng/wp-content/uploads/2020/irsLaw2020.pdf">https://ekitistate.gov.ng/wp-content/uploads/2020/irsLaw2020.pdf</a></p>

## STEP 5

ISSUANCE OF CERTIFICATE	CONCERNED MDAS	PROCESSING TIMELINE	REMARK
<ul style="list-style-type: none"> <li>Successful applicants are notified through text or call within 24 hours (1 day) after payment of the required fee</li> <li>The Fire Safety Certificate is issued to successful applicants 24 hours (1 days) and payment of the required fee.</li> </ul>	<b>Fire Prevention Service Department</b> at the Ministry of Infrastructure and Public Utilities, State Secretariat, Ado-Ekiti. Contact Customer service on +234 706 958 2302 or mipu@ekitistate.gov.ng	Within <b>24 hours</b> after payment of the required fee	NOTE: The Fire Safety Certificate is renewed on annual basis. WHERE AN APPLICANT HAS NOT BEEN NOTIFIED OF A SUCCESSFUL APPLICATION WITHIN 24 HOURS, HE/SHE SHOULD CONTACT Fire Prevention Service Department at the Ministry of Infrastructure and Public Utilities, State Secretariat, Ado-Ekiti. Contact Customer service on +234 706 958 2302 or mipu@ekitistate.gov.ng

The end-to-end illustration of the process of obtaining the Fire Service certificate in sequential order is as highlighted in the table below:

SN	ACTIVITY BY	TASKS	RELEVANT MDAS TO INTERACT WITH	REQUIRED DOCUMENTATIONS	OFFICIAL COSTS	TIME FRAME (DAY)
I.	Applicant	Registration and applications for the Fire Safety Certificate	Fire Prevention Service Department at the Ministry of Infrastructure and Public Utilities, State Secretariat, Ado-Ekiti	Application Letter/form	At no cost	The processing of the application is expected to start within 24 hours of the receipt of the letter of application
II	Applicant	Submission of the required documentation for processing	Office of the Surveyor General, State Secretariats Complex, Ado-Ekiti and Bureau of Land Services Ministry of Trade and Investment, Phase I, State Secretariat Complex, Ado-Ekiti Ekiti State Internal Revenue Service, Revenue House, Fajuyi, Ado-Ekiti Fire Prevention Service Department at the Ministry of Infrastructure and Public Utilities, State Secretariat, Ado-Ekiti	(i) Surveyor Plan of the Business Building (ii) Valid proof of Business Registration (iii) Proof of payment of fees (e-receipt) (iv) Other relevant documents	At no cost	The applicant is expected to submit all required documents not more than 2 days after the application letter
III.	Fire Safety Inspection Officer (Designated)	Verification and Inspections - Inspection of the site of the business	Fire Prevention Service Department of the Ministry of Public Utilities	Evidence of payment of inspection fees	1. Filling Station (Petrol, Gas, etc) 100,000.00 2. Hotels (FSC) (a) Standard with 25 rooms & above	Inspection is carried out within 24 hours after the submission of the application

		buildings			<p>30,000.00  (b) Hotel with reception halls and with 10 - 24 rooms N30,000.00  (c) Local hotels with less than 10 rooms N20,000.00</p> <p>3. Factories / Industries/ Company (FSC) (a) with over 100 workers N50,000  (b) With between 51 - 99 workers N40,000  (c) With between 25 -50 workers N30,000.00  (d) With less than 25 workers 20,000.00</p> <p>4. Sawmill (FSC) 50,000.00</p> <p>5. Bakeries (a) with electric / Gas oven N30,000.00  (b) with wooden oven N20,000.00</p> <p>6. Automobile Firms &amp; premises (a) With garage N20,000.00  (b) Without garage N10,000.00</p> <p>7. Banks 20,000.00</p>	with the required documents with evidence of payment of inspection fees
IV	Applicant	Following a successful inspection of the building, the Applicant would make payment for the issuance of the Certificate	Ekiti State Internal Revenue Service, Revenue House Fajuyi, Ado-Ekiti State	(i) E-receipt (ii) Payment Teller	<p>1. Filling Station (Petrol, Gas, etc) 100,000.00</p> <p>2. Hotels (FSC) (a) Standard with 25 rooms &amp; above 30,000.00  (b) Hotel with reception halls and with 10 - 24 rooms N30,000.00  (c) Local hotels with less than 10 rooms N20,000.00</p> <p>3. Factories / Industries/ Company (FSC) (a) with over 100 workers N50,000  (b) With between 51 - 99 workers N40,000  (c) With between 25 -50 workers N30,000.00  (d) With less than 25 workers 20,000.00</p> <p>4. Sawmill (FSC) 50,000.00</p>	not later than 7 days after successful inspection.

					5. Bakeries (a) with electric / Gas oven N30,000.00 (b) with wooden oven N20,000.00 6. Automobile Firms & premises (a) With garage N20,000.00 (b) Without garage N10,000.00 7. Banks 30,000.00	
V	Director, Fire Prevention Service Department	Issuance of the Fire Safety Certificate	Fire Prevention Service Department at the Ministry of Infrastructure and Public Utilities, State Secretariat, Ado-Ekiti. Contact Customer service on +234 706 958 2302 or mipu@ekitistate.gov.ng	Evidence of payment of the required fee for issuance of Certificate	No cost implications	within 24 hours (1 day) after payment

For more information, enquiry or complaints please Fire Prevention Service Department at the Ministry of Infrastructure and Public Utilities, State Secretariat, Ado-Ekiti.  
Contact Customer service on +234 706 958 2302 or [mipu@ekitistate.gov.ng](mailto:mipu@ekitistate.gov.ng), between 8:00 am. and 4:00 pm.  
(Monday - Friday, excluding public holidays) or visit <https://www.ekitistaterevenue.com/>



**Signed:**  
**Permanent Secretary,**  
**Ministry of Infrastructure and Public Utilities**  
**20th December, 2023**