



**Nassau County Building Department**  
**96161 Nassau Place**  
**Yulee, Florida 32097**

January 7, 2019

MEMORANDUM

TO: Nassau County Board of County Commissioners  
FROM: Keith Ellis – Interim Building Official  
DATE: Monthly Activity Report December, 2018

The Building Department issued 462 permits in December, 3 less than issued in November. Permit revenues received for December were \$134,566 or 5% higher than November permit revenues of \$128,903. For comparison, there were 858 permits issued in December, 2017.

Permit revenues received thru:

December, 2018	\$458,752
December, 2017	\$511,273(for comparison only)

The Building Department continued to scan documents for digital archival of records during December. Scanning of current permits is now being completed upon issuance, and inspection tickets as completed, therefore eliminating the need to keep any additional paper copies. Digital archived records ensure that public records are created, maintained and disposed of in accordance with Florida Statutes. The digital archival of records also enables public records requests for permit and plans information to be completed in a more timely and efficient manner.

Inspectors continue to enter inspection results in the field daily which allows contractors to see their inspection results on-line the same day of completion. Daily inspection assignment schedules are also being posted to the Building Department web page so contractors can see approximately when an inspector may arrive at their site. The number of contractors using the on-line features continues to increase. They are scheduling inspections, viewing inspection results and entering trade permits on-line.

The unsafe Building abatement code ordinance draft that was presented to the Board of County Commissioners has been continued to a future meeting.

The Plans Examiner successfully completed the examination for Commercial Building Inspector and received licensing as Standard Inspector.

**Permitting Department:**

The Permitting Department processed and issued the following permits for the month of December, 2018

- 40 New Single-family residence permits
  - a. 3 at less than \$200,000 valuation
  - b. 5 at \$200,000 to \$250,000 valuation
  - c. 32 above \$250,000 valuation
- 8 New Mobile Home Permit
- 7 Mobile Home Replacement Permits
- 4 Replacement single family residence permits
- 403 Accessory permits (Mechanical, Plumbing, additions, repairs, commercial Build-outs, swimming pools, etc)

The department average plan review for the issuance of new single-family residence and mobile home permits is approximately three weeks. Some repair/remodel and addition permits being issued in less than one week and three weeks on commercial projects provided there are no unforeseen problems with the application. Working on receiving only one set of plans with applications from contractors processing and scanning as quickly as possible. This will go into effect in January.

We continue to receive positive comments relating to customer service(see attached)

**Inspections Department:**

Building Inspectors completed 2943 inspections in December, 2018. There were 123 more inspections performed by outside services due to our limited number of Inspectors and licensing.

A Building Inspector I successfully completed testing and board review, receiving certification as a Provisional 1& 2 Family Dwelling Inspector.

A Building Inspector I successfully completed examination and received certification as Commercial Electrical Inspector.

We are working on increasing our Inspection staff and allowing present Inspectors to receive more training and testing for additional licenses.

NASSAU COUNTY BUILDING DEPARTMENT  
December, 2018

	10/31/2018 -11/29/2018 <b>November 2018</b>		11/30/2018 -12/28/18 <b>December 2018</b>		Budget Year-To-Date	2018/2019
	# Permits	Fees Collected	# Permits	Fees Collected	# Permits	Fees Collected
<b>PERMITS ISSUED</b>						
<b>NEW MOBILE &amp; MODULAR HOMES</b>						
On Island	0		0		0	
Off Island	2		8		14	
<b>NEW SINGLE FAMILY RESIDENCE</b>						
On Island	3		7		19	
Off Island	31		33		125	
<b>NEW MULTI FAMILY RESIDENCE</b>	0		0		0	
<b>TOTAL PERMITS ISSUED</b>						
Total Building Permits (New, Add, R/R, Roof, Sign, Siding)	165	\$91,568	162	\$101,871	530	\$351,843
MH & modular permits( \$ incl in Bld)	2		16		27	
Electrical Permits	154	\$15,909	124	\$13,710	440	\$45,958
Mechanical Permits	111	\$6,919	86	\$7,409	371	\$24,310
Plumbing Permits (Plumbing, Gas, Irrigation)	176	\$14,507	74	\$11,576	486	\$43,371
<b>Total Permits Issued</b>	<b>608</b>		<b>462</b>		<b>1854</b>	
<b>Total Permit Fees Collected</b>		<b>\$128,903</b>		<b>\$134,566</b>		<b>\$465,482</b>
<b>CONTRACTOR LICENSES</b> (renewals & new)	<b>26</b>	<b>\$575</b>	<b>19</b>	<b>\$655</b>	<b>101</b>	<b>\$2,270</b>
<b>Total Fees Collected</b>		<b>\$129,478</b>		<b>\$135,221</b>		<b>\$467,752</b>
<b>INSPECTIONS PERFORMED</b>	<b>2714</b>		<b>2943</b>		<b>8409</b>	
<b>CERTIFICATE OF OCCUPANCY ISSUED</b>	<b>89</b>		<b>118</b>		<b>299</b>	
	19 working days 3 holiday		19 working days 2 holidays			




## Nassau County Code Enforcement Department

96161 Nassau Place Yulee, FL 32097

Phone: (904) 530-6200 Fax: (904) 491-2027 Toll Free: 1-800-264-2065

### MEMORANDUM

**TO:** Nassau County Board of County Commissioners

**FROM:** Keith Ellis, Interim Building Official 

**RE:** Productivity of Code Enforcement — December 2018

**DATE:** January 3, 2019

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Code Enforcement Inspectors completed 85 initial inspections of possible code violations, of which all were initiated from complaints received. There were also 135 re-inspections completed with 34 cases where property owners corrected the violations resulting in cases being closed.

For comparison only:

December 2017		December 2018	
Complaints received:	54	Complaints received:	56
Initial inspections:	63	Initial inspections:	85
Complied:	34	Complied:	34
Presented to Code Board:	0	Presented to Code Board:	0
Lien Search Requests:	35	Lien Search Requests:	44



## NASSAU COUNTY CUSTOMER SERVICE QUESTIONNAIRE

Please check the appropriate response

Overall, I am very satisfied with the services received from County staff:

☒ Strongly agree ☐ Somewhat agree ☐ Neither agree or Disagree

☐ Somewhat disagree ☐ Strongly disagree

Staff was prompt in making sure my problem was resolved within a reasonable time.

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In my opinion County staff was very professional while working with me:

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The reason for my visit with County Staff was related to: You may check more than one

☒ Planning ☐ Engineering ☒ Permitting ☐ Code Enforcement

Comments:

Permit Staff is Wonderful

Optional information: ☐ I would like to be contacted ☒ I would not like to be contacted

Name Hennen

Telephone \_\_\_\_\_

Thank you!



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- ☐ Planning   ☐ Engineering   ☒ Permitting   ☐ Code Enforcement

Comments:

*YOU SHOULD GO AHEAD FRAME THE CITY  
OF PEOPLE (EXCEPT KARRA) SHE THE BEST*

Optional information: ☐ I would like to be contacted   ☒ I would not like to be contacted

Name \_\_\_\_\_

Telephone \_\_\_\_\_

Thank you!



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Comments:

Jessica needs a promotion / Raise in Salary  
for her excellent customer service skills. She was  
very prompt and I don't even feel bad that  
the county took too much money.

Optional information: ☒ I would like to be contacted ( ) I would not like to be contacted

Name Randy Greer

Telephone (904) 999-7620

Thank you!



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Comments:

Tammy was wonderful (THANKS ALOT)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Optional information: ( ) I would like to be contacted ( ) I would not like to be contacted

Name Ken Purvis (ACTION WINDOWS)

Telephone 904-237-9527 CELL

Thank you!





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Comments:

Staff very helpful and respectful. Great  
experience pulling permits.

Optional information: ( ) I would like to be contacted ☒ I would not like to be contacted

Name Oliver Anderson

Telephone 904-591-2790

Thank you!



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Comments:

Very professional & enjoyable

Optional information: ( ) I would like to be contacted ☒ I would not like to be contacted

Name Eric Snow

Telephone 514-4815

Thank you!



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Comments:

Understood request for permit data and copies.  
Provided data quickly.  
Thank you!

Optional information: ( ) I would like to be contacted ( ) I would not like to be contacted

Name Perry Petersen

Telephone 650-255-7625

Thank you!



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Comments:

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Name

Telephone

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Comments:

Jessica was very informative & pleasant  
Thank you!

Optional information: ( ) I would like to be contacted ( ) I would not like to be contacted

Name CAROL WOODMANSEE AMELIA FERNANDINA REAL ESTATE, LLC

Telephone 772 - 332 - 2090

Thank you!



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Comments:

Very Friendly

Optional information: ( ) I would like to be contacted ( ) I would not like to be contacted

Name [Signature]

Telephone \_\_\_\_\_

Thank you!



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Comments:

I wish all ~~other~~ Building Departments in Florida  
was as helpful + professional as Nassau County.  
Thanks So much!!!

Optional information: ( ) I would like to be contacted ( ) I would not like to be contacted

Name Robert S. Nelson

Telephone (904) 813-2872

Thank you!



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Comments:

Excellent Service Always.

Optional information: ( ) I would like to be contacted ( ) I would not like to be contacted

Name Louis J. DePetro - President Liberty Electrical Contractors, Inc.

Telephone (904) 745-1850

Thank you!





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Comments:

Melanie was awesome! Very helpful + courteous!

Optional information: ( ) I would like to be contacted ( ) I would not like to be contacted

Name Stephen Aten / Cathy Aten

Telephone (904) 826-9118

Thank you!



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Comments:

*would like to be able to do permitting online  
instead of driving in.*

Optional information: ( ) I would like to be contacted ( ) I would not like to be contacted

Name \_\_\_\_\_

Telephone \_\_\_\_\_

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Comments:

Very Professional Staff,

My only complaint is 4-6 weeks for  
plan review for small projects.

Optional information: ( ) I would like to be contacted ( ) I would not like to be contacted

Name Mark Shields

Telephone 904 625-3395

Thank you!