




Nassau County Building Department
96161 Nassau Place
Yulee, Florida 32097

February 4, 2019

MEMORANDUM

TO: Nassau County Board of County Commissioners
FROM: Keith Ellis – Building Official 
DATE: Monthly Activity Report January, 2019

The Building Department issued 877 permits in January, 415 more than issued in December. Permit revenues received for January were \$269,228 or 50% higher than December permit revenues of \$135,221. For comparison, there were 780 permits issued in January, 2018.

Permit revenues received thru:

January, 2019	\$739,985
January, 2018	\$756,675(for comparison only)

The Building Department continued to scan documents for digital archival of records during January. 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.

Permitting Department:

The Permitting Department processed and issued the following permits for the month of January, 2019

- 95 New Single-family residence permits
 - a. 6 at less than \$200,000 valuation
 - b.
 - c. 20 at \$200,000 to \$250,000 valuation
 - d. 69 above \$250,000 valuation
- 1 New Mobile Home Permit
- 6 Mobile Home Replacement Permits
- 2 Replacement single family residence permits
- 773 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 two weeks (**versus 4-6 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. We are now asking for only one set of construction plans (versus two sets with 50% paperwork reduction) to be submitted with applications from contractors. These are being processed and scanned as quickly as possible.

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

Inspections Department:

Building Inspectors completed 2278 inspections in January. There were 97 more inspections performed by outside services due to our limited number of Commercial Inspector Licenses.

A Building Inspector Trainee successfully completed Building Code Principles and Practices examination toward licensing.

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
January, 2019

	11/30/2018 -12/28/18 December 2018		12/31/2018 - 1/30/2019 January 2019		Budget Year-To-Date	2018/2019
	# Permits	Fees Collected	# Permits	Fees Collected	# Permits	Fees Collected
PERMITS ISSUED						
NEW MOBILE & MODULAR HOMES						
On Island	0		0		0	
Off Island	8		1		15	
NEW SINGLE FAMILY RESIDENCE						
On Island	7		7		26	
Off Island	33		81		206	
NEW MULTI FAMILY RESIDENCE	0		7 - (3 buildings)		7	
TOTAL PERMITS ISSUED						
Total Building Permits (New, Add, R/R, Roof, Sign, Siding)	162	\$101,871	307	\$223,865	837	\$575,708
MH & modular permits(\$ incl in Bld)	16		7		34	
Electrical Permits	124	\$13,710	181	\$18,649	621	\$64,607
Mechanical Permits	86	\$7,409	166	\$8,988	537	\$33,298
Plumbing Permits (Plumbing, Gas, Irrigation)	74	\$11,576	217	\$17,726	703	\$61,097
Total Permits Issued	462		878		2732	
Total Permit Fees Collected		\$134,566		\$269,228		\$734,710
CONTRACTOR LICENSES (renewals & new)	19	\$655	87	\$3,005	188	\$5,275
Total Fees Collected		\$135,221		\$272,233		\$739,985
INSPECTIONS PERFORMED	2943		2278		10687	
CERTIFICATE OF OCCUPANCY ISSUED	118		65		364	
	19 working days 2 holidays		21 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, Building Official 
RE: Productivity of Code Enforcement — January 2019
DATE: February 6, 2019

Code Enforcement Inspectors completed 64 initial inspections of possible code violations, of which all were initiated from complaints received. There were also 118 re-inspections completed with 29 cases where property owners corrected the violations resulting in cases being closed.

For comparison only:

January 2018		January 2019	
Complaints received:	63	Complaints received:	66
Initial inspections:	85	Initial inspections:	64
Complied:	34	Complied:	29
Presented to Code Board:	3	Presented to Code Board:	2
Lien Search Requests:	34	Lien Search Requests:	51



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.

☒ Strongly agree () Somewhat agree () Neither agree or Disagree

() Somewhat Disagree () Strongly Disagree

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

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The information I received from County staff was very helpful for my project:

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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:

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

Name BRENNAN THARRETON

Telephone 904-813-5098

Thank you!



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Comments:

AS A FORMER COUNCIL MEMBER AND MAYOR, I HAVE A GREAT
DEAL OF EXPERIENCE WITH LOCAL GOVERNMENT EMPLOYEES.
NASSAU COUNTY HAS BEEN A PLEASURE TO DEAL WITH -
GREAT, FRIENDLY AND KNOWLEDGEABLE PEOPLE

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

Name JAY BUNTING

Telephone 763-242-1038

Thank you!



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Comments:

Everyone is GREAT here !!

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

Name Michelle Morris

Telephone 904 826 8295

Thank you!



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Comments:

*Always a pleasure! Thank you for friendly
& professional services. ☺*

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

Name Hodubra Tava

Telephone 343-5986

Thank you!



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Comments:

Always Professional and helpful staff.

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

Name Anderson

Telephone _____

Thank you!