



Nassau County Building Department
96161 Nassau Place
Yulee, Florida 32097

March 6, 2019

MEMORANDUM

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

The Building Department issued 843 permits in February, 35 less than issued in January. Permit revenues received for February were \$285,830 or 5% higher than January permit revenues of \$272,233. For comparison, there were 935 permits issued in February, 2018.

Permit revenues received thru:

February, 2019	\$1,018,545
February, 2018	\$944,506(for comparison only)

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

A Plans Examiner successfully completed Florida Floodplain Managers Association training on Managing Floodplain Development in February. Training completed in order to obtain Floodplain Managers testing and certification.

Monthly Activity Report
Page Two

The Deputy Building Official and a Plans Examiner attended the monthly meeting of the Building Officials Association of Florida in February. Presentation was given by Innovative Construction Inspections on Remote Inspections.

The Building Official and Deputy Building Official attended the NEFBA meeting at "Salt Life" restaurant and gave the Builders Association a Building Department update.

Permitting Department:

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

- 75 New Single-family residence permits
 - a. 16 at \$200,000 to \$250,000 valuation
 - b. 55 above \$250,000 valuation
- 4 New Mobile Home Permit
- 5 Mobile Home Replacement Permits
- 1 Replacement single family residence permit
- 758 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.

Permit Specialist II/Licensing and Permit Specialist II/Zoning successfully completed the Permit Technician examination given by the International Code Council. Both received certification as Permit Technicians.

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

Inspections Department:

Building Inspectors completed 2377 inspections in February. There were 115 more inspections performed by outside services due to our limited number of Commercial Inspector Licenses.

A Building Inspector Trainee successfully completed ICC Commercial Building Inspector examination toward licensing as a Commercial Building Inspector.

Monthly Activity Report
Page Three

A Building Inspector Trainee successfully completed Residential Plumbing Inspector, Residential Building Inspector and Residential Mechanical Inspector examinations toward licensing and certification as a Residential 1&2 Family Building Inspector

Andrew Ross, Safety Program Consultant of the Florida Highway Safety and Motor Vehicles conducted in-house training for Deputy Building Official, Inspectors and Plans Examiners. Training was on the proper installation for Manufactured homes. This was followed by on site training at a current mobile home installation inspection.

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
February, 2019

	12/31/2018 - 1/30/2019 January 2019		1/31/2019 - 2/27/19 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	1		4		19	
NEW SINGLE FAMILY RESIDENCE						
On Island	7		1		27	
Off Island	81		70		276	
NEW MULTI FAMILY RESIDENCE	7		9 Bldgs 279 Apts		16	
TOTAL PERMITS ISSUED						
Total Building Permits (New, Add, R/R, Roof, Sign, Siding)	307	\$223,865	261	\$235,754	1098	\$811,462
MH & modular permits(\$ incl in Bld)	7		9		43	
Electrical Permits	181	\$18,649	188	\$19,095	809	\$83,702
Mechanical Permits	166	\$8,988	158	\$10,128	695	\$43,426
Plumbing Permits (Plumbing, Gas, Irrigation)	217	\$17,726	227	\$18,858	930	\$79,955
Total Permits Issued	878		843		3575	
Total Permit Fees Collected		\$269,228		\$283,835		\$1,018,545
CONTRACTOR LICENSES (renewals & new)	87	\$3,005	55	\$1,995	243	\$7,270
Total Fees Collected		\$272,233		\$285,830		\$1,025,815
INSPECTIONS PERFORMED	2278		2377		13064	
CERTIFICATE OF OCCUPANCY ISSUED	65		83		447	
	21 working days 2 holidays		19 working days 1 holiday			



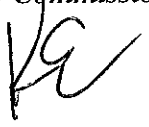
Nassau County Code Enforcement Department

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 — February 2019*

DATE: *March 4, 2019*

Code Enforcement Inspectors completed 47 initial inspections of possible code violations, of which all were initiated from complaints received. There were also 93 re-inspections completed with 27 cases where property owners corrected the violations resulting in cases being closed.

For comparison only:

February 2018		February 2019	
Complaints received:	95	Complaints received:	63
Initial inspections:	62	Initial inspections:	47
Complied:	30	Complied:	27
Presented to Code Board:	1	Presented to Code Board:	1
Lien Search Requests:	40	Lien Search Requests:	41

Robert Bostick attended the F.A.C.E. Level I Fundamentals of Code Enforcement the week of February 18 – 22, 2019 in Sanford, FL for certification. The class was sponsored by University of Central Florida.

**NASSAU COUNTY CODE ENFORCEMENT
PRODUCTIVITY REPORT
FY 2018/2019**

Month	Complaints Received	Initial Inspection	Re-inspect	Complied Complaint	Unsafe Structure Inspect.	Unsafe complied	M/H Replace. Inspect.	M/H Replace. Complied	Vehicles Inspection Conducted	Presented to Board	Board Cases Continued	Admin fee assessed	Admin Fee Collected	Fines collected or Liens Released
October' 18	46	89	123	66	0	0	15	15	0	2	0	\$367.25		
November' 18	33	54	88	28	0	0	2	2	0	5	1	\$ 1,088.97	\$ 542.24	\$ -
December' 18	56	85	135	34	0	0	0	0	0	0	0	\$ -	\$ -	\$ -
1st quarter total	135	228	346	128	0	0	17	17	0	7	1	\$1,456.22	\$ 542.24	\$ -
January' 19	66	64	118	29	0	0	0	0	3	2	1	\$ -	\$ -	\$ -
February' 19	63	47	93	27	0	0	0	0	1	1	0	\$ 281.10	\$ 1,770.91	\$ 15,500.00
March' 19														
2nd quarter total	129	111	211	56	0	0	0	0	4	3	1	\$ 281.10	\$ 1,770.91	\$ 15,500.00
April' 19														\$ -
May' 19														\$ -
June' 19														\$ -
3rd quarter total														
July'19														
August' 19														
September' 19														
4th quarter total														
TOTAL	264	339	557	184	0	0	17	17	4	10	2	\$1,737.32	\$ 2,313.15	\$ 15,500.00

TOTAL REVENUE \$ 17,813.15

* December is for election of Chairperson & Vice Chairperson
The Code Enforcement Board doesn't hear any cases in December

Unsafe structure inspections are on hold until BOCC approves ordinance



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

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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:

Thanks!

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

Name _____

Telephone _____

Thank you!

Thank you!



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Comments:

Final Inspection

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

Name Robert Bailey

Telephone 386-527-8490

Thank you!



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Comments:

Auto Auction Permit

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

Name Britt Jones

Telephone _____

Thank you!



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Comments:

Outstanding Service, and... with a smile!
Awesome staff!

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

Name Charles N. Hsey Jr

Telephone 904 447 9040

Thank you!



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Comments:

COULD NOT HAVE DONE THIS WITHOUT

MARY BENA

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

Name _____

Telephone _____

Thank you!



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Comments:

Never have past visits at other
County build dept as pleasant as staff
here. Always professional and strong on
procedure always the best

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

Name Mike Bink

Telephone 904 626 3593

Thank you!



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Comments:

Prompt & Smiling

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

Name

Telephone

Michael Petty

904 449-0900

Thank you!



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Comments:

Melanie + Mary Beth always do a fantastic job of
helping me. They are pleasant to work with and are
always willing to help.

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

Name Allan Eason Eason Development

Telephone 904-859-6883

Thank you!



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Comments:

MELANIE WAS AWESOME

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

Name _____

Telephone _____

Thank you!



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Comments:

STAFF WAS EXTREMELY HELPFUL & FRIENDLY.

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

Name

SHAMON HARTLEY

Telephone

904-338-4280

Thank you!



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*Conflicting info regarding
Dept of Health Approval.*

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Comments:

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