



Nassau County Building Department
96161 Nassau Place
Yulee, Florida 32097

April 2, 2019

MEMORANDUM

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

The Building Department issued 947 permits in March, 104 more than issued in February. Permit revenues received for March were \$272,363 or 5% lower than February permit revenues of \$285,730. For comparison, there were 960 permits issued in March, 2018.

Permit revenues received thru:

March, 2019	\$1,298,178
March, 2018	\$1,156,400(for comparison only)

The Building Department continued to scan documents for digital archival of records during March. 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 examination and received CFM(Certified Floodplain Manager) certification from the Association of State Floodplain Managers.

Monthly Activity Report
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A Plans Examiner successfully completed examination and received certification as an Electrical Plans Examiner.

The Deputy Building Official and a Plans Examiner attended the monthly meeting of the Building Officials Association of Florida in March. Presentation and discussion was on virtual and remote inspections.

Permitting Department:

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

- 112 New Single-family residence permits
 - a. 8 at less than \$200,000 construction valuation
 - b. 30 at \$200,000 to \$250,000 construction valuation
 - c. 74 above \$250,000 construction valuation
- 6 New Mobile Home Permit
- 2 Replacement single family residence permit
- 827 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 2736 inspections in March. There were 86 more inspections performed by outside services due to our limited number of Commercial Inspector Licenses.

A Building Inspector Trainee successfully completed ICC Residential Electric Inspector examination toward requirements for licensing by the State of Florida, Department of Business and Professional Regulation.

A Building Inspector Trainee successfully completed 1&2 Family Dwelling inspector exam.

NASSAU COUNTY BUILDING DEPARTMENT
March, 2019

	1/31/2019 - 2/27/19 February, 2019		2/28/2019 3/28/2019 March, 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	4		6		25	
NEW SINGLE FAMILY RESIDENCE						
On Island	1		3		30	
Off Island	70		109		385	
NEW MULTI FAMILY RESIDENCE	9 Bldgs 279 Apts				16	
TOTAL PERMITS ISSUED						
Total Building Permits (New, Add, R/R, Roof, Sign, Siding)	261	\$235,754	316	\$204,742	1414	\$1,016,204
MH & modular permits(\$ incl in Bld)	9		6		49	
Electrical Permits	188	\$19,095	192	\$19,765	1001	\$103,467
Mechanical Permits	158	\$10,128	197	\$10,581	892	\$54,007
Plumbing Permits (Plumbing, Gas, Irrigation)	227	\$18,858	236	\$35,655	1166	\$115,610
Total Permits Issued	843		947		4522	
Total Permit Fees Collected		\$283,835		\$270,743		\$1,289,288
CONTRACTOR LICENSES (renewals & new)	55	\$1,995	40	\$1,620	283	\$8,890
Total Fees Collected		\$285,830		\$272,363		\$1,298,178
INSPECTIONS PERFORMED	2377		2736		15800	
CERTIFICATE OF OCCUPANCY ISSUED	83		74		521	
	19 working days 1 holiday		21 working days			




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 — March 2019*

DATE: *April 1, 2019*

Code Enforcement Inspectors completed 83 initial inspections of possible code violations, of which all were initiated from complaints received. There were also 144 re-inspections completed with 77 cases where property owners corrected the violations resulting in cases being closed.

For comparison only:

March 2018		March 2019	
Complaints received:	72	Complaints received:	82
Initial inspections:	111	Initial inspections:	83
Complied:	15	Complied:	77
Presented to Code Board:	1	Presented to Code Board:	0
Lien Search Requests:	55	Lien Search Requests:	52

NASSAU COUNTY CODE ENFORCEMENT
PRODUCTIVITY REPORT
FY 2018/2019

Month	Complaints Received	Initial Inspection	Re-inspect	Compliment	Unsafe Structure Inspect.	Unsafe complied	M/I/H Replace. Inspect.	M/I/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	82	83	144	77	0	0	0	0	29	0	0	\$ -	\$ -	\$ -
2nd quarter total	211	194	355	133	0	0	0	0	33	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	346	422	701	261	0	0	17	17	33	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

() Somewhat Disagree () Strongly Disagree

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

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

() Somewhat disagree () Strongly disagree

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

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

() Somewhat disagree () Strongly disagree

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

() Planning () Engineering ☒ Permitting () Code Enforcement

Comments:

Absolutely Awesome.

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

Name

Rodney G. Morris

Telephone

904-753-6565

Thank you!