



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

June 4, 2019

**MEMORANDUM**

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

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The Building Department issued 1141 permits in May, 51 more than issued in April. Permit revenues received for May were \$266,872 or 1% lower than April permit revenues of \$267,841. For comparison, there were 863 permits issued in May, 2018.

Permit revenues received thru:

May, 2019	\$1,832,891
May, 2018	\$1,608,827(for comparison only)

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

Deputy Building Official, Plans Examiners and an Inspector attended Florida Floodplain Managers Association Coastal Construction Control seminar at the City of Fernandina Beach Building Department in May.

Deputy Building Official successfully completed examination and received Standard Plans Examiner License.

An Implementation Consultant from Tyler Technologies conducted an on-site Permits and Code Enforcement Investment Analysis. The purpose of the analysis was to understand current processes, how Munis is currently used and identify where changes can be made to increase efficiency.

**Permitting Department:**

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

- 104 New Single-family residence permits
  - a. 24 at less than \$250,000 construction valuation
  - b. 77 at \$250,000 to \$500,000 construction valuation
  - c. 3 above \$500,000 construction valuation
- 7 New Mobile Home Permit
- 2 Replacement single family residence permit
- 9 Replacement Mobile Homes
- 1019 Accessory permits (Mechanical, Plumbing, additions, repairs, commercial Build-outs, swimming pools, etc)

The department average turn around time 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 3201 inspections in May. There were 27 more inspections performed by outside services due to our limited number of Commercial Inspector Licenses.

A Building Inspector Trainee successfully completed examination requirements and obtained his Standard Inspector license given by the State of Florida, Department of Business and Professional Regulation.

A Building Inspector Trainee successfully completed examination and received certification as Building Inspector.

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All Building Inspectors and the Deputy Building Official successfully completed training at the EOC location for (IDAM) Integrated Damage Assessment Model software. The training is to familiarize field personnel with collection of damage assessment data using this software system.

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  
May, 2019

	3/28/2019 -4/29/19 <b>April, 2019</b>		4/30/2019 -5/30/19 <b>May 2019</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	8		7		40	
<b>NEW SINGLE FAMILY RESIDENCE</b>						
On Island	5		3		38	
Off Island	97		101		583	
<b>NEW MULTI FAMILY RESIDENCE</b>			0		16	
<b>TOTAL PERMITS ISSUED</b>						
Total Building Permits (New, Add, R/R, Roof, Sign, Siding)	353	\$203,378	333	\$202,806	2100	\$1,422,388
MH & modular permits( \$ incl in Bld)	15		16		80	
Electrical Permits	264	\$28,110	255	\$25,655	1520	\$157,232
Mechanical Permits	217	\$13,115	243	\$12,953	1352	\$80,075
Plumbing Permits (Plumbing, Gas, Irrigation)	241	\$21,983	294	\$24,403	1701	\$161,996
<b>Total Permits Issued</b>	<b>1090</b>		<b>1141</b>		<b>6753</b>	
<b>Total Permit Fees Collected</b>		<b>\$266,586</b>		<b>\$265,817</b>		<b>\$1,821,691</b>
<b>CONTRACTOR LICENSES</b> (renewals & new)	<b>34</b>	<b>\$1,255</b>	<b>18</b>	<b>\$1,055</b>	<b>335</b>	<b>\$11,200</b>
<b>Total Fees Collected</b>		<b>\$267,841</b>		<b>\$266,872</b>		<b>\$1,832,891</b>
<b>INSPECTIONS PERFORMED</b>	<b>2786</b>		<b>3201</b>		<b>21787</b>	
<b>CERTIFICATE OF OCCUPANCY ISSUED</b>	<b>73</b>		<b>74</b>		<b>668</b>	
	21 working days 1 holiday		22 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 — May 2019  
**DATE:** June 3, 2019

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Code Enforcement Inspectors completed 90 initial inspections of possible code violations, of which all were initiated from complaints received. There were also 210 re-inspections completed with 65 cases where property owners corrected the violations resulting in cases being closed.

For comparison only:

May 2018		May 2019	
Complaints received:	58	Complaints received:	72
Initial inspections:	99	Initial inspections:	90
Complied:	38	Complied:	65
Presented to Code Board:	0	Presented to Code Board:	0
Lien Search Requests:	41	Lien Search Requests:	111

**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	\$ -	\$ -	\$ -
<b>1st quarter total</b>	<b>135</b>	<b>228</b>	<b>346</b>	<b>128</b>	<b>0</b>	<b>0</b>	<b>17</b>	<b>17</b>	<b>0</b>	<b>7</b>	<b>1</b>	<b>\$1,456.22</b>	<b>\$ 542.24</b>	<b>\$ -</b>
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	\$ -	\$ -	\$ -
<b>2nd quarter total</b>	<b>211</b>	<b>194</b>	<b>355</b>	<b>133</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>33</b>	<b>3</b>	<b>1</b>	<b>\$ 281.10</b>	<b>\$ 1,770.91</b>	<b>\$ 15,500.00</b>
April' 19	66	93	202	73	0	0	0	0	23	0	0	\$ -	\$ -	\$ -
May' 19	72	90	210	65	0	0	0	0	15	0	0	\$ -	\$ -	\$ -
June' 19														
<b>3rd quarter total</b>	<b>138</b>	<b>183</b>	<b>412</b>	<b>138</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>38</b>	<b>0</b>	<b>0</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
July'19														
August' 19														
September' 19														
<b>4th quarter total</b>														
<b>TOTAL</b>	<b>484</b>	<b>605</b>	<b>1,113</b>	<b>399</b>	<b>0</b>	<b>0</b>	<b>17</b>	<b>17</b>	<b>71</b>	<b>10</b>	<b>2</b>	<b>\$0.00</b>	<b>\$ 2,313.15</b>	<b>\$ 15,500.00</b>

TOTAL REVENUE \$ 17,813.15

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

All cases compiled in April prior to Code Board Hearing  
All cases compiled in May prior to Code Board Hearing

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:

All staff, Jessica & June & Virgil were  
very helpful

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

Name Terry Jones

Telephone 904-483-8706

Thank you!





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Comments:

Everyone has be extremely helpful.  
By phone or in person.

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

Name Vicki Cribb

Telephone \_\_\_\_\_

Thank you!





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**Comments:**

*JESSICA WHITE answered my questions and gave me  
GOOD, CLEAR ANSWERS.*

*ALYSSA NEIL also provided helpful information.*

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

Name \_\_\_\_\_

Telephone \_\_\_\_\_

**Thank you!**