



Nassau County Building Department
96161 Nassau Place
Yulee, Florida 32097

September 6, 2019

MEMORANDUM

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

The Building Department issued 1007 permits in August, 14 less than issued in July. Permit revenues received for August were \$293,733 or 40% higher than July permit revenues of \$209,029. For comparison, there were 1,017 permits issued in August, 2018.

Permit revenues received thru:

August, 2019	\$2,565,938
August, 2018	\$2,223,706(for comparison only)

The Building Department continued to scan documents for digital archival of records during August. 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 August, 2019

- 113 New Single-family residence permits
 - a. 23 at less than \$250,000 construction valuation
 - b. 82 at \$250,000 to \$500,000 construction valuation
 - c. 8 above \$500,000 construction valuation
- 2 New Mobile Home Permit
- 1 Replacement single family residence permit
- 3 Replacement Mobile Homes
- 888 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.

The Building Official completed and received certificate of completion for fourteen online training classes in order to obtain required education credits for continued licensing.

The Building Official and Deputy Building Official attended the Nassau Builders Council Board of Directors meeting in August, giving an update on the Building Department activities.

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

Inspections Department:

Building Inspectors completed 3244 inspections in August. There were 92 more inspections performed by outside services due to our limited number of Commercial Inspector Licenses.

A Building Inspector I completed examination and certification for Standard Inspector 1 & 2 Family license.

A Building Inspector I completed examination and certification for provisional Coastal Construction Inspector license.

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

NASSAU COUNTY BUILDING DEPARTMENT

August, 2019

	6/28/2019 -7/30/19 July 2019		7/31/2019 -8/29/19 August, 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	2		2		50	
NEW SINGLE FAMILY RESIDENCE						
On Island	2		7		59	
Off Island	61		106		804	
NEW MULTI FAMILY RESIDENCE	0		0		16	
TOTAL PERMITS ISSUED						
Total Building Permits (New, Add, R/R, Roof, Sign, Siding)	257	\$141,838	303	\$235,360	2974	\$1,965,208
MH & modular permits(\$ incl in Bld)	10		5		106	
Electrical Permits	239	\$23,177	213	\$20,560	2204	\$228,260
Mechanical Permits	223	\$22,614	212	\$14,625	2030	\$130,224
Plumbing Permits (Plumbing, Gas, Irrigation)	292	\$20,445	274	\$21,858	2538	\$227,586
Total Permits Issued	1021		1007		9852	
Total Permit Fees Collected		\$208,074		\$292,403		\$2,551,278
CONTRACTOR LICENSES (renewals & new)	24	\$955	41	\$1,330	430	\$14,660
Total Fees Collected		\$209,029		\$293,733		\$2,565,938
INSPECTIONS PERFORMED	3590		3244		31841	
CERTIFICATE OF OCCUPANCY ISSUED	97		125		988	
	22 working days 1 Holiday		22 working days			



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:

Staff is Always helpful. Compared to other
Counties, Nassau is near the top.

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

Name Robert Johnson

Telephone (904) 239-2256

Thank you!



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Comments:

Very professional and couresy.
Andrew, Jessica, Ashley

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

Name Charles Sauls

Telephone 904-813-6185

Thank you!



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Comments:

Great Group of Employees

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

Name Donald M. Ferreira

Telephone 504-261-4455

Thank you!



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Comments:

✓ on permit inspections & early power letter

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

Name Lance Leininger

Telephone (904) 910-8033

Thank you!