




Nassau County Building Department
96161 Nassau Place
Yulee, Florida 32097

November 5, 2019

MEMORANDUM

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

The Building Department issued 930 permits in October, 73 more than issued in September. Permit revenues received for October were \$169,563 or 2% higher than September permit revenues of \$167,160. For comparison, there were 784 permits issued in October, 2018.

Permit revenues received thru:

October, 2019	\$169,563
October, 2018	\$203,053(for comparison only)

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

In addition to the 49 initial complaints received in the Building Department for unsafe structures, we received 20 more complaints in October. Inspections were completed on 18 complaints resulting in no violation and complaints were closed. Thirty-eight initial inspections and two follow-up inspections were completed resulting in unsafe structure violations. These will be followed up with owner notifications and further inspections.

The Deputy Building Official completed examination and received certification for Commercial Plumbing license.

FERNANDINA
(904) 530-6250

TOLL FREE
1-800-948-3364

FAX
(904) 321-5763

Permitting Department:

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

- 49 New Single-family residence permits
- 3 Replacement Single family residence permits
 - a. 5 at less than \$250,000 construction valuation
 - b. 46 at \$250,000 to \$500,000 construction valuation
 - c. 1 above \$500,000 construction valuation
- 1 New Mobile Home Permit
- 10 Replacement Mobile Homes
- 867 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 3473 inspections in October. In addition there were 167 inspections performed by outside services due to our limited number of Commercial Inspector Licenses and 217 inspections performed by Private Providers.

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

A Building Inspector I completed examination and certification for Commercial Building Inspector.

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

October, 2019

	8/30/2019 -9/30/19 September, 2019		10/1/2019 -10/30/2019 October, 2019		Budget Year-To-Date	2019/2020
	# Permits	Fees Collected	# Permits	Fees Collected	# Permits	Fees Collected
PERMITS ISSUED						
NEW MOBILE & MODULAR HOMES						
On Island	0		0		0	
Off Island	4		1		1	
NEW SINGLE FAMILY RESIDENCE						
New On Island	2		6		6	
New Off Island	51		43		43	
Replacement Single Family Residence	0		3		3	
NEW MULTI FAMILY RESIDENCE	0		0		0	
TOTAL PERMITS ISSUED						
Total Building Permits (New, Add, R/R, Roof, Sign, Siding)	240	\$118,537	249	\$117,521	249	\$117,521
MH & modular permits(\$ incl in Bld)	11		11		11	
Electrical Permits	189	\$19,030	209	\$20,822	209	\$20,822
Mechanical Permits	183	\$10,167	205	\$11,762	205	\$11,762
Plumbing Permits (Plumbing, Gas, Irrigation)	234	\$17,776	256	\$17,918	256	\$17,918
Total Permits Issued	857		930		930	
Total Permit Fees Collected		\$165,510		\$168,023		\$168,023
CONTRACTOR LICENSES (renewals & new)	110	\$1,650	64	\$1,540	64	\$1,540
Total Fees Collected		\$167,160		\$169,563		\$169,563
INSPECTIONS PERFORMED	2611		3473		3473	
CERTIFICATE OF OCCUPANCY ISSUED	101		103		103	
	21 working days		23 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:

BEST PERMIT PROCESS EXPERIENCE EVER.

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

Name MICHAEL C. RYAN

Telephone 386 283 3558

Thank you!



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Comments:

All personnel friendly, courteous
AND strive to help you as quickly
as possible
Rock Hamilton (father)

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

Name Rob Hamilton

Telephone 753-2940

Thank you!



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Comments:

Tammy Murray took care of my permit app.

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

Name Daniel R. Henricus

Telephone 879-3823

Thank you!



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Comments:

I always have super positive experience

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

Name Mike Bahl

Telephone 904 624 3593

Thank you!