



Nassau County Building Department
96161 Nassau Place
Yulee, Florida 32097

February 5, 2020

MEMORANDUM

TO: Nassau County Board of County Commissioners

FROM: Keith Ellis – Building Official

DATE: Monthly Activity Report January, 2020

The Building Department issued 810 permits in January, 129 more than issued in December. Permit revenues received for January were \$150,923 or 7.5% lower than December permit revenues of \$162,598. For comparison, there were 877 permits issued in January, 2019.

Permit revenues received thru:

January, 2020

\$601,209

January, 2019

\$739,985(for comparison only)

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

There were four new unsafe structure cases received in January. Inspections completed resulted in three cases with no violations and one case with violations resulting in courtesy letter sent to property owner. Unsafe structure violation notice was posted on one property and certified letter mailed to property owner advising of posting.

Senior Plans Examiner attended ASFPM Certified Floodplain Manager classroom instruction and testing for Certified Floodplain Manager licensing.

Permitting Department:

The Permitting Department processed and issued the following permits for the month of January, 2020

- 42 New Single-family residence permits
 - a. 8 at less than \$250,000 construction valuation
 - b. 35 at \$250,000 to \$500,000 construction valuation
 - c. 1 above \$500,000 construction valuation
- 4 Replacement Single Family Residence Permits
- 2 New Manufactured/Modular Home Permits
- 9 Replacement Manufactured/Modular homes Permits
- 753 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 2,372 inspections in January. In addition, there were 45 inspections performed by outside services due to our limited number of Commercial Inspector Licenses and 302 inspections performed by Private Providers.

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
January, 2020

	11/27/2019 -12/30/19 December, 2019		12/31/2019 -1/30/2020 January, 2020		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	1		2		7	
NEW SINGLE FAMILY RESIDENCE						
New On Island	1		8		18	
New Off Island	50		34		161	
Replacement Single Family Residence	2		4		11	
NEW MULTI FAMILY RESIDENCE	0		0		0	
TOTAL PERMITS ISSUED						
Total Building Permits (New, Add, R/R, Roof, Sign, Siding)	245	\$109,485	278	\$105,975	970	\$415,807
MH & modular permits(\$ incl in Bld)	10		11		37	
Electrical Permits	127	\$33,535	178	\$16,495	668	\$84,012
Mechanical Permits	114	\$6,068	148	\$10,535	577	\$34,404
Plumbing Permits (Plumbing, Gas, Irrigation)	185	\$12,995	195	\$14,683	803	\$61,181
Total Permits Issued	681		810		3055	
Total Permit Fees Collected		\$162,083		\$147,688		\$595,404
CONTRACTOR LICENSES (renewals & new)	13	\$515	84	\$3,235	182	\$5,805
Total Fees Collected		\$162,598		\$150,923		\$601,209
INSPECTIONS PERFORMED	2390		2372		10760	
CERTIFICATE OF OCCUPANCY ISSUED	92		97		402	
	19 working days 2 Holiday 1 Adm		21 working days 2 Holiday			



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:

Awsome Service 95 Usual

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

Name Mike Bahl

Telephone 904 626 3593

Thank you!



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Comments:

THIS DEPARTMENT APPROACHES THEIR WORK
WITH THE BELIEF THAT WE ARE JOINTLY
ATTEMPTING TO PRODUCE A QUALITY PROJECT
IN THE MOST EFFECTIVE MANNER

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

Name KEVIN CARLSON

Telephone 904-259-2584

Thank you!



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Comments:

ALWAYS a pleasure to deal with and always looking
to help! Dan

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

Name Wyatt Smith / Wyatt's Contracting

Telephone 319-558-6125

Thank you!



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Comments:

CAME TO RENEW MY BUSINESS LICENSE AND
THE STAFF WAS VERY FRIENDLY AND HELPFUL WITH
ALL MY NEEDS!!

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

Name MICHAEL BAIN

Telephone _____

Thank you!



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Comments:

LICENSE Renewal

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

Name JOE JENKINS

Telephone 78

Thank you!

COMPLEMENT FOR THE OFFICE

Shirley Lanham <slanham@nassaucountyfl.com>

Wed 1/22/2020 2:50 PM

To: Melanie Liddell <mliddell@nassaucountyfl.com>

Thank you and Have a Glorious Day 😊

Shirley Lanham

Permit Specialist
Nassau County Bldg Dept
96161 Nassau Place
Yulee, FL 32097
PH: 904-530-6250
Fax: 904-321-5763
Nassaucountyfl.com

From: Amy Howle <ahowle@wittcobuilders.com>
Sent: Wednesday, January 22, 2020 2:42 PM
To: Shirley Lanham <slanham@nassaucountyfl.com>
Subject: RE: CO

Hi Shirley,

Thank you for sending this over.
You guys are a pleasure to work with.

Kind Regards,

Amy L. Howle

Wittco Custom Builders

Built for Living. Built for Life. Built for You.

2037 Mound Street, Orange Park, FL 32073

Tele 904.269.7001

Fax 904.215.7730

E-Mail ahowle@wittcobuilders.com

From: Shirley Lanham <slanham@nassaucountyfl.com>
Sent: Wednesday, January 22, 2020 2:22 PM
To: Amy Howle <ahowle@wittcobuilders.com>
Subject: CO