



Nassau County Building Department
96161 Nassau Place
Yulee, Florida 32097

April 3, 2020

MEMORANDUM

TO: Nassau County Board of County Commissioners

FROM: Keith Ellis – Building Official

DATE: Monthly Activity Report March, 2020

The Building Department issued 821 permits in March, 30 more than issued in February. Permit revenues received for March were \$138,023 or 21% less than February permit revenues of \$171,624. For comparison, there were 947 permits issued in March, 2019.

Permit revenues received thru:

March, 2020	\$ 910,856
March, 2019	\$1,298,178for 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.

There were six new unsafe structure cases received in March.

Permitting Department:

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

- 35 New Single-family residence permits
- 4 Replacement Single- family residence permits
 - a. 6 at less than \$250,000 construction valuation
 - b. 32 at \$250,000 to \$500,000 construction valuation
 - c. 1 above \$500,000 construction valuation
- 8 Replacement Manufactured/Modular homes Permits
- 774 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.

A Permit Specialist II completed the International Code Council Permit Technician on-line examination and was issued certification as Permit Technician.

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

Inspections Department:

Building Inspectors completed 2,708 inspections in March. In addition, there were 48 inspections performed by outside services due to our limited number of Commercial Inspector Licenses and 345 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
March, 2020

	1/31/2020 -2/27/20 February, 2020		2/28/2020 -3/30/20 March 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	2		0		9	
NEW SINGLE FAMILY RESIDENCE						
New On Island	2		2		22	
New Off Island	73		33		267	
Replacement Single Family Residence	3		4		18	
NEW MULTI FAMILY RESIDENCE						
	0		0		0	
TOTAL PERMITS ISSUED						
Total Building Permits (New, Add, R/R, Roof, Sign, Siding)	296	\$134,775	293	\$100,380	1559	\$650,962
MH & modular permits(\$ incl in Bld)	11		8		56	
Electrical Permits	165	\$15,285	156	\$12,296	989	\$111,593
Mechanical Permits	130	\$6,143	167	\$8,638	874	\$49,185
Plumbing Permits (Plumbing, Gas, Irrigation)	189	\$13,231	197	\$15,619	1189	\$90,031
Total Permits Issued	791		821		4667	
Total Permit Fees Collected		\$169,434		\$136,933		\$901,771
CONTRACTOR LICENSES						
(renewals & new)	61	\$2,190	30	\$1,090	273	\$9,085
Total Fees Collected		\$171,624		\$138,023		\$910,856
INSPECTIONS PERFORMED						
	2144		2708		15612	
CERTIFICATE OF OCCUPANCY ISSUED						
	71		110		583	
	19 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:

I RECEIVED A VERY COURTEOUS AND PROFESSIONAL
SERVICE, EVERYONE I SPOKE WITH WERE DILIGENT
AND HELPFUL. THANK YOU!

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

Name Gia Kuykendall

Telephone 904-426-2201

Thank you!



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Comments:

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

Name _____

Telephone _____

Thank you!



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Comments:

Melanie Hiddell did a fantastic job helping
me with permitting. She is always professional and
answers all of my questions.

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

Name Allen Eason

Telephone 704 859-6883

Thank you!