



Nassau County Building Department
96161 Nassau Place
Yulee, Florida 32097

May 4, 2020

MEMORANDUM

TO: Nassau County Board of County Commissioners
FROM: Keith Ellis – Building Official *KE*
DATE: Monthly Activity Report April, 2020

The Building Department issued 763 permits in April, 58 less than issued in March. Permit revenues received for April were \$154,358 or 11% more than March permit revenues of \$138,023. For comparison, there were 1090 permits issued in April, 2019.

Permit revenues received thru:

April, 2020	\$1,065,679
April, 2019	\$1,566,019 for comparison only)

The Building Department continued to scan documents for digital archival of records during April. 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 two new unsafe structure cases received in April. Inspections resulted in one case being in violation and one case with no violation. We continue to follow up on previous cases/violations for compliance.

Monthly Activity Report
Page Two

Building official attended the NEFBA zoom-virtual panel discussion with the Clay, Duval, Nassau, and St. Johns County Building Officials to give local contractors a building department update on our current procedures during the COVID pandemic.

The building department continued to receive, process, plan review & issue permits electronically, via fax and Email with PDF attachments.

Permitting Department:

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

- 57 New Single-family residence permits
- 3 Replacement Single- family residence permits
 - a. 19 at less than \$250,000 construction valuation
 - b. 37 at \$250,000 to \$500,000 construction valuation
 - c. 4 above \$500,000 construction valuation
- 7 New Manufactured/Modular Home Permits
- 6 Replacement Manufactured/Modular Home Permits
- 690 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.

Inspections Department:

Building Inspectors completed 1,850 inspections in April. In addition, there were 26 inspections performed by outside services due to our limited number of Commercial Inspector Licenses and 268 inspections performed by Private Providers.

A Building Inspector I successfully completed International Code Council training and examination receiving certificate as Building Plans Examiner.

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
April, 2020

	2/28/2020 -3/30/20 March 2020		3/31/2020 4/29/2020 April, 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		7		0	
Off Island	0		0		16	
NEW SINGLE FAMILY RESIDENCE						
New On Island	2		5		27	
New Off Island	33		52		319	
Replacement Single Family Residence	4		3		21	
NEW MULTI FAMILY RESIDENCE	0		0		0	
TOTAL PERMITS ISSUED						
Total Building Permits (New, Add, R/R, Roof, Sign, Siding)	293	\$100,380	269	\$122,900	1828	\$773,862
MH & modular permits(\$ incl in Bld)	8		14		70	
Electrical Permits	156	\$12,296	132	\$10,875	1121	\$122,468
Mechanical Permits	167	\$8,638	149	\$10,523	1023	\$59,708
Plumbing Permits (Plumbing, Gas, Irrigation)	197	\$15,619	199	\$10,060	1388	\$100,091
Total Permits Issued	821		763		5430	
Total Permit Fees Collected		\$136,933		\$154,358		\$1,056,129
CONTRACTOR LICENSES (renewals & new)	30	\$1,090	14	\$465	287	\$9,550
Total Fees Collected		\$138,023		\$154,823		\$1,065,679
INSPECTIONS PERFORMED	2708		1850		17462	
CERTIFICATE OF OCCUPANCY ISSUED	110		80		663	
	22 working days		21 working days 1 Holiday			