



**Nassau County Building Department**  
96161 Nassau Place  
Yulee, Florida 32097

June 2, 2020

**MEMORANDUM**

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

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The Building Department issued 827 permits in May, 64 more than issued in April. Permit revenues received for May were \$242,763 or 56% more than April permit revenues of \$154,823. For comparison, there were 1141 permits issued in May, 2019.

Permit revenues received thru:

May, 2020	\$1,308,442
May, 2019	\$1,832,891 for comparison only)

The Building Department continued to scan documents for digital archival of records during May. 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 May. Inspections resulted in both cases being in violation. There were three cases that came into compliance in May. We continue to follow up on previous cases/violations for compliance.

**FERNANDINA**  
**(904) 530-6250**

**TOLL FREE**  
**1-800-948-3364**

**FAX**  
**(904) 321-5763**

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 May, 2020.

- 50 New Single-family residence permits
- 2 Replacement Single- family residence permits
  - a. 6 at less than \$250,000 construction valuation
  - b. 42 at \$250,000 to \$500,000 construction valuation
  - c. 4 above \$500,000 construction valuation
- 3 New Manufactured/Modular Home Permits
- 5 Replacement Manufactured/Modular Home Permits
- 8 Apartment Buildings with 188 units
- 759 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.

Building Plans Examiner successfully completed examination and received certification as Coastal and Floodplain Construction Inspector.

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

**Inspections Department:**

Building Inspectors completed 1,662 inspections in May. In addition, there were 17 inspections performed by outside services due to our limited number of Commercial Inspector Licenses and 253 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

May, 2020

	3/31/2020 <b>April, 2020</b>	4/29/2020 Fees Collected	4/30/2020 <b>May, 2020</b>	5/28/2020 Fees Collected	Budget Year-To-Date # Permits	2019/2020 Fees Collected
<b>PERMITS ISSUED</b>						
<b>NEW MOBILE &amp; MODULAR HOMES</b>						
On Island	1		1		2	
Off Island	7		2		18	
<b>NEW SINGLE FAMILY RESIDENCE</b>						
New On Island	5		6		33	
New Off Island	52		44		363	
Replacement Single Family Residence	3		2		23	
<b>NEW MULTI FAMILY RESIDENCE</b>	0		8 Blds - 188 units		8	
<b>TOTAL PERMITS ISSUED</b>						
Total Building Permits (New, Add, R/R, Roof, Sign, Siding)	269	\$122,900	276	\$201,313	2104	\$975,175
MH & modular permits( \$ incl in Bld)	14		8		78	
Electrical Permits	132	\$10,875	178	\$17,510	1299	\$139,978
Mechanical Permits	149	\$10,523	159	\$8,132	1182	\$67,840
Plumbing Permits (Plumbing, Gas, Irrigation)	199	\$10,060	206	\$15,523	1594	\$115,614
<b>Total Permits Issued</b>	<b>763</b>		<b>827</b>		<b>6257</b>	
<b>Total Permit Fees Collected</b>		<b>\$154,358</b>		<b>\$242,478</b>		<b>\$1,298,607</b>
<b>CONTRACTOR LICENSES</b>						
(renewals & new)	14	\$465	10	\$285	297	\$9,835
<b>Total Fees Collected</b>		<b>\$154,823</b>		<b>\$242,763</b>		<b>\$1,308,442</b>
<b>INSPECTIONS PERFORMED</b>						
	1850		1662		19124	
<b>CERTIFICATE OF OCCUPANCY ISSUED</b>						
	80		43		706	
	21 working days 1 Holiday		20 working days 1 Holiday			

## Keith Ellis

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**From:** Keith Ellis  
**Sent:** Wednesday, June 3, 2020 7:59 AM  
**To:** raythepa@windstream.net  
**Subject:** RE: Cast BFE

Great ! Glad I was able to help you !

Thanks,

**Keith Ellis**  
CBO, CEAP, MCP, CFM  
**Building Official**  
96161 Nassau Place  
Yulee, FL 32097  
904-530-6268  
[kellis@nassaucountyfl.com](mailto:kellis@nassaucountyfl.com)

**From:** raythepa@windstream.net <raythepa@windstream.net>  
**Sent:** Tuesday, June 2, 2020 5:39 PM  
**To:** Keith Ellis <kellis@nassaucountyfl.com>  
**Subject:** Cast BFE

Keith,

Thank you for your help.

With the information about the BFE A-12 added to our most recent Elevation Certificate, we were able to drop our annual flood premium from \$1283 to \$593.

Ray and Laurie Cast