



Nassau County Building Department
96161 Nassau Place
Yulee, Florida 32097

August 5, 2020

MEMORANDUM

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

The Building Department issued 976 permits in July, 59 more than issued in June. Permit revenues received for July were \$206,057, or 12% more than June permit revenues of \$182,291. For comparison, there were 1021 permits issued in July, 2019.

Permit revenues received thru:

July, 2020	\$1,696,790
July, 2019	\$2,272,205 (for comparison only)

The Building Department continued to scan documents for digital archival of records during July. Scanning of current permits is now being completed upon issuance, 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 five new unsafe structure cases reported in July. Inspections resulted in the five cases being in violation. There were two building permits issued to correct previous violations. One case came into compliance in July. We continue to follow up on previous cases/violations for compliance.

Monthly Activity Report
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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 July, 2020.

- 79 New Single-family residence permits
- 4 Replacement Single- family residence permits
 - a. 19 at less than \$250,000 construction valuation
 - b. 64 at \$250,000 to \$500,000 construction valuation
 - c. 0 above \$500,000 construction valuation
- 3 New Manufactured/Modular Home Permits
- 8 Replacement Manufactured/Modular Home Permits
- 882 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 are also accepting plans electronically that have been digitally signed and sealed.

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

Inspections Department:

Building Inspectors completed 2253 inspections in July. In addition, there were 33 inspections performed by outside services due to our limited number of Commercial Inspector Licenses and 334 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

July, 2020

	5/29/2020 June, 2020	6/29/20 Fees Collected	6/30/2020 - 7/30/2020 July 2020	Fees Collected	Budget Year-To-Date	2019/2020 Fees Collected
	# Permits		# Permits		# Permits	
PERMITS ISSUED						
NEW MOBILE & MODULAR HOMES						
On Island	0		0		2	
Off Island	2		3		23	
NEW SINGLE FAMILY RESIDENCE						
New On Island	7		5		45	
New Off Island	57		74		494	
Replacement Single Family Residence	2		4		28	
NEW MULTI FAMILY RESIDENCE	0		0		8	
TOTAL PERMITS ISSUED						
Total Building Permits (New, Add, R/R, Roof, Sign, Siding)	342	\$141,946	320	\$156,396	2766	\$1,273,517
MH & modular permits(\$ incl in Bld)	7		11		96	
Electrical Permits	186	\$13,973	211	\$18,950	1696	\$172,901
Mechanical Permits	202	\$11,036	174	\$8,092	1558	\$86,968
Plumbing Permits (Plumbing, Gas, Irrigation)	180	\$14,676	260	\$21,509	2034	\$151,799
Total Permits Issued	917		976		8150	
Total Permit Fees Collected		\$181,631		\$204,947		\$1,685,185
CONTRACTOR LICENSES (renewals & new)	24	\$660	26	\$1,110	347	\$11,605
Total Fees Collected		\$182,291		\$206,057		\$1,696,790
INSPECTIONS PERFORMED	2158		2253		23773	
CERTIFICATE OF OCCUPANCY ISSUED	81		49		836	
	22 working days		22 working days			

Diane Griffin

From: Melanie Liddell
Sent: Friday, July 17, 2020 11:53 AM
To: Diane Griffin
Subject: Fw: Two thumbs up for Melanie Liddell

TOOT! TOOT!

Thank You,
Melanie Liddell
Permit Specialist Supervisor
Nassau County Building Department
mliddell@nassaucountyfl.com
(904) 530-6250

From: Keith Ellis <kellis@nassaucountyfl.com>
Sent: Friday, July 17, 2020 11:51 AM
To: Melanie Liddell <mliddell@nassaucountyfl.com>
Subject: Fwd: Two thumbs up for Melanie Liddell

Awesome job Melanie !!

Thanks!

Keith

Sent from my iPhone

Begin forwarded message:

From: Bruce Barbera <barbera19@comcast.net>
Date: July 17, 2020 at 11:01:45 AM EDT
To: Keith Ellis <kellis@nassaucountyfl.com>
Subject: Two thumbs up for Melanie Liddell

Keith,

My name is Bruce Barbera and I will be building a new home in Long Point. Currently I am in contact with Melanie Liddell to get all of the documents filed. I just want to say that my experience with Melanie has been great ! She is always helpful, pleasant, and answers each email expeditiously. Also, my experience with everyone in your department has been great as well.

Thank you,

Bruce Barbera

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