



Nassau County Building Department
96161 Nassau Place
Yulee, Florida 32097

September 1, 2020

MEMORANDUM

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

The Building Department issued 951 permits in August, 25 less than issued in July. Permit revenues received for August were \$200,208 or 3% less than July permit revenues of \$206,057. For comparison, there were 1007 permits issued in August, 2019.

Permit revenues received thru:

August, 2020	\$1,896,998
August, 2019	\$2,565,938 (for comparison only)

The Building Department continued to scan documents for digital archival of records during August. 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 four new unsafe structure cases reported in August. Inspections resulted in the two cases being in violation and two with no violation. There was one building permit issued to correct a previous violation. We continue to follow up on previous cases/violations for compliance.

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

Building Official completed on-line testing and received certification of completion for required continuing education credits for Florida State licenses renewals.

A Plans Examiner completed testing and received the Standard Residential Plans Examiner license.

Permitting Department:

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

- 70 New Single-family residence permits
- 3 Replacement Single- family residence permits
 - a. 22 at less than \$250,000 construction valuation
 - b. 51 at \$250,000 to \$500,000 construction valuation
 - c. 0 above \$500,000 construction valuation
- 2 New Manufactured/Modular Home Permits
- 16 Replacement Manufactured/Modular Home Permits
- 860 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 four weeks due to COVID19 and employees working from home. Some repair/remodel and addition permits being issued in less than one week and four 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 2164 inspections in August. In addition, there were 8 inspections performed by outside services due to our limited number of Commercial Inspector Licenses and 365 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
August, 2020

	6/30/2020 - 7/30/2020 July 2020		7/31/2020 8/28/20 August 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		2	
Off Island	3		2		25	
NEW SINGLE FAMILY RESIDENCE						
New On Island	5		2		47	
New Off Island	74		68		562	
Replacement Single Family Residence	4		3		31	
NEW MULTI FAMILY RESIDENCE	0		0		8	
TOTAL PERMITS ISSUED						
Total Building Permits (New, Add, R/R, Roof, Sign, Siding)	320	\$156,396	258	\$138,668	3024	\$1,412,185
MH & modular permits(\$ incl in Bld)	11		18		114	
Electrical Permits	211	\$18,950	240	\$30,024	1936	\$202,925
Mechanical Permits	174	\$8,092	188	\$9,618	1746	\$96,586
Plumbing Permits (Plumbing, Gas, Irrigation)	260	\$21,509	247	\$21,318	2281	\$173,117
Total Permits Issued	976		951		9101	
Total Permit Fees Collected		\$204,947		\$199,628		\$1,884,813
CONTRACTOR LICENSES (renewals & new)	26	\$1,110	12	\$580	359	\$12,185
Total Fees Collected		\$206,057		\$200,208		\$1,896,998
INSPECTIONS PERFORMED	2253		2164		25937	
CERTIFICATE OF OCCUPANCY ISSUED	49		59		895	
	22 working days		21 working days			