



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

October 1, 2020

**MEMORANDUM**

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

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The Building Department issued 956 permits in September, 5 more than issued in August. Permit revenues received for September were \$275,658 or 27% higher than August permit revenues of \$200,208. For comparison, there were 857 permits issued in September, 2019.

Permit revenues received thru:

September, 2020	\$2,172,656
September, 2019	\$2,733,098 (for comparison only)

The Building Department continued to scan documents for digital archival of records during September. 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 and have the ability to view archived plans at the job site if necessary. The posting of results by inspectors 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 reported in September. Inspections resulted in the five cases being in violation and one with no violation. There were six previous cases that came into compliance in September and one property posted as being unsafe. We continue to follow up on previous cases/violations for compliance.

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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 September, 2020.

- 137 New Single-family residence permits (includes 12 single family townhomes)
- 0 Replacement Single- family residence permits
  - a. 45 at less than \$250,000 construction valuation
  - b. 89 at \$250,000 to \$500,000 construction valuation
  - c. 3 above \$500,000 construction valuation
- 2 New Manufactured/Modular Home Permits
- 10 Replacement Manufactured/Modular Home Permits
- 807 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.

**Inspections Department:**

Building Inspectors completed 2613 inspections in September. In addition, there were 13 inspections performed by outside services due to our limited number of Commercial Inspector Licenses and 534 inspections performed by Private Providers.

A Building Inspector Trainee successfully completed testing and received certifications as Residential Mechanical Inspector and Residential Plumbing Inspector

**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  
September, 2020

	7/31/2020 August 2020	8/28/20 Fees Collected	9/29/2020 September 2020	9/30/20 Fees Collected	Budget Year-To-Date	2019/2020 Fees Collected
	# Permits		# Permits		# Permits	
<b>PERMITS ISSUED</b>						
<b>NEW MOBILE &amp; MODULAR HOMES</b>						
On Island	0		0		2	
Off Island	2		2		27	
<b>NEW SINGLE FAMILY RESIDENCE</b>						
New On Island	2		4		51	
New Off Island	68		133		695	
Replacement Single Family Residence	3		0		31	
<b>NEW MULTI FAMILY RESIDENCE</b>	0		0		8	
<b>TOTAL PERMITS ISSUED</b>						
Total Building Permits (New, Add, R/R, Roof, Sign, Siding)	258	\$138,668	282	\$223,668	3306	\$1,635,853
MH & modular permits( \$ incl in Bld)	18		12		126	
Electrical Permits	240	\$30,024	231	\$18,155	2167	\$221,080
Mechanical Permits	188	\$9,618	167	\$8,280	1913	\$104,866
Plumbing Permits (Plumbing, Gas, Irrigation)	247	\$21,318	264	\$24,200	2545	\$197,317
<b>Total Permits Issued</b>	<b>951</b>		<b>956</b>		<b>10057</b>	
<b>Total Permit Fees Collected</b>		<b>\$199,628</b>		<b>\$274,303</b>		<b>\$2,159,116</b>
<b>CONTRACTOR LICENSES</b> (renewals & new)	<b>12</b>	<b>\$580</b>	<b>73</b>	<b>\$1,355</b>	<b>432</b>	<b>\$13,540</b>
<b>Total Fees Collected</b>		<b>\$200,208</b>		<b>\$275,658</b>		<b>\$2,172,656</b>
<b>INSPECTIONS PERFORMED</b>	<b>2164</b>		<b>2613</b>		<b>28550</b>	
<b>CERTIFICATE OF OCCUPANCY ISSUED</b>	<b>59</b>		<b>82</b>		<b>977</b>	
	21 working days		22 working days			