



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

November 6, 2020

**MEMORANDUM**

**TO:** Nassau County Board of County Commissioners

**FROM:** Keith Ellis – Building Official

**DATE:** Monthly Activity Report October, 2020

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The Building Department issued 1,026 permits in October, 70 more than issued in September. Permit revenues received for October were \$313,781 or 13% higher than September permit revenues of \$275,658. For comparison, there were 930 permits issued in October, 2019.

Permit revenues received thru:

October, 2020	\$313,781
October, 2019	\$169,563 (for comparison only)

The Building Department continued to scan documents for digital archival of records during October. 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 they 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 no new unsafe structures reported in October. Follow up inspections were completed on ten cases, resulting in three demolitions underway and one case in compliance.

The building department continues to receive, process, plan reviews & 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 October, 2020.

- 154 New Single-family residence permits (includes 12 single family townhomes)
- 0 Replacement Single- family residence permits
  - a. 44 at less than \$250,000 construction valuation
  - b. 109 at \$250,000 to \$500,000 construction valuation
  - c. 1 above \$500,000 construction valuation
- 0 New Manufactured/Modular Home Permits
- 5 Replacement Manufactured/Modular Home Permits
- 867 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 2 to 4 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 2496 inspections in October. In addition, there were 5 inspections performed by outside services due to our limited number of Commercial Inspector Licenses and 512 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.**

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

NASSAU COUNTY BUILDING DEPARTMENT  
October, 2020

	9/29/2020 <b>September 2020</b>	9/30/20 Fees Collected	10/1/2020 - 10/29/20 <b>October 2020</b>	Fees Collected	Budget Year-To-Date	2020/2021 Fees Collected
	# Permits		# Permits		# Permits	
<b>PERMITS ISSUED</b>						
<b>NEW MOBILE &amp; MODULAR HOMES</b>						
On Island	0		0		0	
Off Island	2		0		0	
<b>NEW SINGLE FAMILY RESIDENCE</b>						
New On Island	4		7		7	
New Off Island	133		147		147	
Replacement Single Family Residence	0		0		0	
<b>NEW MULTI FAMILY RESIDENCE</b>						
	0		0		0	
<b>TOTAL PERMITS ISSUED</b>						
Total Building Permits (New, Add, R/R, Roof, Sign, Siding)	282	\$223,668	308	\$229,450	308	\$229,450
MH & modular permits( \$ incl in Bld)	12		5		5	
Electrical Permits	231	\$18,155	207	\$18,720	207	\$18,720
Mechanical Permits	167	\$8,280	187	\$29,205	187	\$29,205
Plumbing Permits (Plumbing, Gas, Irrigation)	264	\$24,200	319	\$35,661	319	\$35,661
<b>Total Permits Issued</b>	<b>956</b>		<b>1026</b>		<b>1026</b>	
<b>Total Permit Fees Collected</b>		<b>\$274,303</b>		<b>\$313,036</b>		<b>\$313,036</b>
<b>CONTRACTOR LICENSES</b> (renewals & new)	<b>73</b>	<b>\$1,355</b>	<b>73</b>	<b>\$745</b>	<b>37</b>	<b>\$745</b>
<b>Total Fees Collected</b>		<b>\$275,658</b>		<b>\$313,781</b>		<b>\$313,781</b>
<b>INSPECTIONS PERFORMED</b>	<b>2613</b>		<b>2496</b>		<b>2496</b>	
<b>CERTIFICATE OF OCCUPANCY ISSUED</b>	<b>82</b>		<b>89</b>		<b>89</b>	
	22 working days		21 working days			

**Re: PERMIT PACKET - 85353 CHAMPLAIN DRIVE FERNANDINA BEACH FL 32034**

Maya Guzman <mayagbhi@gmail.com>

Mon 10/26/2020 1:27 PM

To: June Lance <jlance@nassaucountyfl.com>

June,

You are all extremely fantastic! Also, Laverne has been very helpful and so has Christian. Thank you ladies for working on this and being on top of everything!

I will be on standby until you tell me it is ready.

Thank you and I hope you have a wonderful week ahead.

Sincerely,  
Maya G.

On Mon, Oct 26, 2020 at 1:17 PM June Lance <[jlance@nassaucountyfl.com](mailto:jlance@nassaucountyfl.com)> wrote:

Good Afternoon Maya, Attached is the voided receipt for this address. Also as soon as we get the approved revisions we will give you a call. I hope this helps, Let me know if there is anything else I can help you with. Have a great day.

Thank You,  
June Lance  
Permit Specialist  
Nassau County Building Department  
904-530-6250

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**From:** Maya Guzman <[mayagbhi@gmail.com](mailto:mayagbhi@gmail.com)>

**Sent:** Monday, October 26, 2020 11:00 AM

**To:** June Lance <[jlance@nassaucountyfl.com](mailto:jlance@nassaucountyfl.com)>

**Subject:** Fwd: PERMIT PACKET - 85353 CHAMPLAIN DRIVE FERNANDINA BEACH FL 32034

Good morning Ms.Lance!

Please see all of my forwarded conversations regarding the original permit submittal for 85353 Champlain Drive and then my revision documents on OCT 14th to compare and my description as to what was needing to be revised. The revision conversation took place in the email dated Oct 14, 2020, 1:48 PM

I have attached the copy of both payment receipts and a copy of the original permit to this email for you to reference. As stated, I am looking to obtain a copy of the

## Diane Griffin

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**From:** Keith Ellis  
**Sent:** Friday, October 2, 2020 11:45 AM  
**To:** Roosevelt Morris; Kelly Canfield  
**Cc:** Diane Griffin  
**Subject:** RE: Kelly Canfield

Great Job Kelly !! We will include this with our monthly report to Taco, Mr. Mullin and the commissioners.

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:** Roosevelt Morris <[rmorris@nassaucountyfl.com](mailto:rmorris@nassaucountyfl.com)>  
**Sent:** Friday, October 2, 2020 9:45 AM  
**To:** Keith Ellis <[kellis@nassaucountyfl.com](mailto:kellis@nassaucountyfl.com)>  
**Subject:** FW: Kelly Canfield

FYI

**From:** Patrick Smith <[patrick.smith@lgihomes.com](mailto:patrick.smith@lgihomes.com)>  
**Sent:** Thursday, October 1, 2020 6:43 PM  
**To:** Roosevelt Morris <[rmorris@nassaucountyfl.com](mailto:rmorris@nassaucountyfl.com)>  
**Subject:** Kelly Canfield

Good Afternoon Roosevelt,

I wanted to take a moment to recognize Kelly Canfield. He has been outstanding to work with this year. Kelly has a wealth of experience and knowledge. He goes above and beyond for sure. He constantly takes time to teach during our inspections, which has been extremely insightful and helpful. It's his type of ethical behavior and understanding, (especially during this crazy year) that has helped me become a more knowledgeable superintendent. This has kept us on track to provide a better quality product, that's on time and on budget, which is priceless here at LGI.

Thanks

Patrick Smith  
Construction Manager  
LGI Homes - Lumber Creek  
Phone: 904-742-1377