



Nassau County Building Department
96161 Nassau Place
Yulee, Florida 32097

April 5, 2017

MEMORANDUM

TO: Nassau County Board of County Commissioners
FROM: Michael Griffin – Building Official *mg*
DATE: Monthly Activity Report March, 2017

The Building Department issued 721 permits in March, 61 more than issued in February. Permit revenues received for March were \$275,553 or 28% high than February permit revenues of \$215,431. For comparison, there were 688 permits issued in March, 2016.

Permit revenues received thru:

March, 2017	\$1,083,592
March, 2016	\$787,681(for comparison only)

The Building Department continued to scan documents for digital archival of records during March. 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.

The Building Department began using the new Tyler Technologies Munis Permitting and Inspection system January, 9, 2017. More contractors are using the on-line feature to schedule inspections, view inspection results and enter trade permits as well. In the future Inspectors will be able to record inspection results in the field and contractors will be able to review these as soon as they are entered. We are diligently working to have these features available by the end of this fiscal year.

Redrafted unsafe building abatement code for review by the County Attorney. The unsafe Building abatement code draft will be presented to the Board of County Commissioners as soon as reviewed and approved by County Attorney's office.

We continue to receive positive comments related to our customer service questionnaire. Please see attached questionnaires.

Building Official attended BOAF First Coast Chapter meeting to discuss codes and inspection of masonry construction presented by the Florida Masonry Association

The Deputy Building Official attended Simpson Strong-Tie Training workshop in March covering Design and Construction and Anchors for Concrete & Masonry.

The Technical Support Coordinator and Administrative Assistant I completed on-line training in March on Crystal Reports –Level 1, presented by New Horizons Computer Learning Center.

Permitting Department:

The Permitting Department processed and issued the following permits for the month of March, 2017.

- 123 New Single-family residence permits
 - a. 14 at less than \$200,000 valuation
 - b. 45 at \$200,000 to \$250,000 valuation
 - c. 64 above \$250,000 valuation
- 3 New Mobile/Modular home permit
- 7 Replacement Mobile home permits
- 588 Accessory permits (Mechanical, Plumbing, additions, repairs, commercial Build-outs, etc)

The department average plan review for the issuance of new single-family residence and mobile home permits has increased to four to five weeks due to the recent surge in activity and staff working on the computer software conversion project. Some repair/remodel and addition permits being issued in less than two weeks and three weeks on commercial projects provided there are no unforeseen problems with the application.

Inspections Department:

Building Inspectors completed 3522 inspections in March, 2017.

In March one stop work order was issued due to work being started without the proper permit being issued.

Building Inspector I completed and received a certificate of achievement for on-line training of Ethics in Construction, presented by Building Officials Association of Florida.

NASSAU COUNTY BUILDING DEPARTMENT
March, 2017

	1/31/2017 -2/27/17 February, 2017		2/28/2017 -3/30/17 March, 2017		Budget Year-To-Date	2016/2017
	# Permits	Fees Collected	# Permits	Fees Collected	# Permits	Fees Collected
PERMITS ISSUED						
NEW MOBILE & MODULAR HOMES						
On Island	0		0		0	
Off Island	0		3		11	
NEW SINGLE FAMILY RESIDENCE						
On Island	5		5		40	
Off Island	59		118		367	
NEW MULTI FAMILY RESIDENCE	0		0		1	
TOTAL PERMITS ISSUED						
Total Building Permits (New, Add, R/R, Roof, Sign, Siding)	195	\$174,836	231	\$226,973	1334	\$845,852
M/H & Modular Permits(\$ incl in Bld)	6		3		34	
Electrical Permits	169	\$16,635	181	\$19,155	999	\$91,551
Mechanical Permits	123	\$7,692	126	\$9,978	740	\$49,665
Plumbing Permits (Plumbing, Gas, Irrigation)	167	\$14,128	179	\$17,978	802	\$85,474
Fire Protection Permits	0	\$0	1	\$54	10	\$447
Comm Site Work Permits	0	\$0	0	\$0	0	\$0
Total Permits Issued	660		721		3919	
Total Permit Fees Collected		\$213,291		\$274,138		\$1,072,989
CONTRACTOR LICENSES (renewals & new)	62	\$2,140	38	\$1,415	373	\$10,600
Total Fees Collected		\$215,431		\$275,553		\$1,083,589
INSPECTIONS PERFORMED	3330		3522		17882	
CERTIFICATE OF OCCUPANCY ISSUED	75		110		520	
	20 working days 1 holidays		20 working days			



NASSAU COUNTY CUSTOMER SERVICE QUESTIONNAIRE

Please check the appropriate response

Overall, I am very satisfied with the services received from County staff:

- ☒ Strongly agree () Somewhat agree () Neither agree or Disagree
() Somewhat disagree () Strongly disagree

Staff was prompt in making sure my problem was resolved within a reasonable time.

- ☒ Strongly agree () Somewhat agree () Neither agree or Disagree
() Somewhat Disagree () Strongly Disagree

In my opinion County staff was very professional while working with me:

- ☒ Strongly agree () Somewhat agree () Neither Agree or Disagree
() Somewhat disagree () Strongly disagree

The information I received from County staff was very helpful for my project:

- ☒ Strongly agree () Somewhat agree () Neither Agree or Disagree
() Somewhat disagree () Strongly disagree

The reason for my visit with County Staff was related to: You may check more than one

- () Building Codes () Engineering ☒ Planning and Zoning () Code Enforcement

Comments:

Picking up Permits
The staff is very nice, considerate, professional
and friendly.

Optional information: () I would like to be contacted ☒ I would not like to be contacted

Name Kathy Hung

Telephone 204-762-1000

Thank you!



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() Building Codes () Engineering ☒ Planning and Zoning () Code Enforcement

Comments:

Optional information: () I would like to be contacted () I would not like to be contacted

Name

Michael Petty

Telephone

904-449-6920

Thank you!




Nassau County Code Enforcement Department

96161 Nassau Place Yulee, FL 32097

Phone: (904) 530-6200 Fax: (904) 491-2027 Toll Free: 1-800-264-2065

MEMORANDUM

TO: *Nassau County Board of County Commissioners*

FROM: *Michael Griffin, Building Official* 

RE: *Productivity of Code Enforcement — March 2017*

DATE: *April 4, 2017*

Code Enforcement Inspectors completed 73 initial inspections of possible code violations, of which all were initiated from complaints received. There were also 67 re-inspections completed with 33 cases where property owner's corrected the violations resulting in cases being closed.

For comparison only:

March 2016		March 2017	
Complaints received:	59	Complaints received:	86
Initial inspections:	64	Initial inspections:	73
Complied:	59	Complied:	33
Presented to Code Board:	3	Presented to Code Board:	2
Lien Search Requests:	58	Lien Search Requests:	51