



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

June 6, 2017

**MEMORANDUM**

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

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The Building Department issued 866 permits in May 60 more than issued in April. Permit revenues received for May were \$181,131 or 12% lower than April permit revenues of \$205,537. For comparison, there were 831 permits issued in May, 2016.

Permit revenues received thru:

May, 2017	\$1,471,322
May, 2016	\$1,241,188(for comparison only)

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

**FERNANDINA**  
**(904) 530-6250**

**TOLL FREE**  
**1-800-948-3364**

**FAX**  
**(904) 321-5763**

Monthly Activity Report  
Page Two

Building Official attended BOAF First Coast Chapter meeting to discuss stucco installation, inspector certification, blower door approval policy and floodplain management.

Building Official completed continuing education for Association of Floodplain Managers certification.

The Records Specialist attended the FRMA Annual Conference in May to remain current on state statutes/policies and procedures regarding public records. Also, obtaining education credits for FCRM certification upon completion.

The Plans Examiner successfully completed ICC examination certification requirement for Licensing by the State of Florida, Department of Business and Professional Regulation as A DBPR Building Plans Examiner-2012.

**Permitting Department:**

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

54 New Single-family residence permits

- a. 0 at less than \$200,000 valuation
- b. 13 at \$200,000 to \$250,000 valuation
- c. 41 above \$250,000 valuation

6 New Mobile/Modular home permit

1 Replacement Mobile home permits

805 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 3263 inspections in May, 2017.

One stop work order was issued in May due to work being started without the proper permit being issued.

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Page Three

Two Building Inspector I's attended BOAF training in May on Developing Effective Inspector Skills, covering the importance and value of the Inspectors role in verifying compliance with the building codes and achieving compliance through cooperation and understanding. Continuing education credits obtained upon completion.

A Building Inspector I attended BOAF Grant training provided by the City of Jacksonville in May. Topics covered were Energy conservation, blower door testing, foundations, special and mixed occupancies and scaffold safety. Credits for continued licensing obtained upon completion.

NASSAU COUNTY BUILDING DEPARTMENT  
May, 2017

	3/31/2017 - 4/27/17 April, 2017		4/28/2017 - 5/30/17 May 2017		Budget Year-To-Date	2016/2017
	# Permits	Fees Collected	# Permits	Fees Collected	# Permits	Fees Collected
<b>PERMITS ISSUED</b>						
<b>NEW MOBILE &amp; MODULAR HOMES</b>						
On Island	0		0		0	
Off Island	1		6		18	
<b>NEW SINGLE FAMILY RESIDENCE</b>						
On Island	5		7		52	
Off Island	63		47		477	
<b>NEW MULTI FAMILY RESIDENCE</b>	0		0		1	
<b>TOTAL PERMITS ISSUED</b>						
Total Building Permits (New, Add, R/R, Roof, Sign, Siding)	239	\$141,026	304	\$133,247	1877	\$1,120,125
M/H & Modular Permits( \$ incl in Bld)	1		7		42	
Electrical Permits	195	\$29,210	170	\$16,540	1364	\$137,301
Mechanical Permits	180	\$15,205	199	\$10,549	1246	\$75,419
Plumbing Permits (Plumbing, Gas, Irrigation)	188	\$19,679	177	\$14,087	1346	\$119,240
Fire Protection Permits	3	\$67	8	\$160	21	\$674
Comm Site Work Permits	0	\$0	1	\$5,098	1	\$5,098
<b>Total Permits Issued</b>	<b>806</b>		<b>866</b>		<b>5897</b>	
<b>Total Permit Fees Collected</b>		<b>\$205,187</b>		<b>\$179,681</b>		<b>\$1,457,857</b>
<b>CONTRACTOR LICENSES</b> (renewals & new)	<b>38</b>	<b>\$1,415</b>	<b>30</b>	<b>\$1,450</b>	<b>441</b>	<b>\$13,465</b>
<b>Total Fees Collected</b>		<b>\$206,602</b>		<b>\$181,131</b>		<b>\$1,471,322</b>
<b>INSPECTIONS PERFORMED</b>	<b>3522</b>		<b>3263</b>		<b>24230</b>	
<b>CERTIFICATE OF OCCUPANCY ISSUED</b>	<b>110</b>		<b>89</b>		<b>683</b>	
	20 working days 1 holidays		22 working days 1 holiday			



## 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 *MG*  
**RE:** Productivity of Code Enforcement — May 2017  
**DATE:** June 2, 2017

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Code Enforcement Inspectors completed 58 initial inspections of possible code violations, of which all were initiated from complaints received. There were also 74 re-inspections completed with 37 cases where property owner's corrected the violations resulting in cases being closed.

For comparison only:

May 2016		May 2017	
Complaints received:	50	Complaints received:	80
Initial inspections:	54	Initial inspections:	58
Complied:	49	Complied:	37
Presented to Code Board:	3	Presented to Code Board:	1
Lien Search Requests:	65	Lien Search Requests:	52

Mike Favors attended the NEACE training luncheon hosted by St. John's County.



## 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.

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

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

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

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( ) 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:

Bad experience as hired contractor,  
Needing help with permits  
Thanks Jessica

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

Name Chuck & Diane Illi

Telephone 206-388-3268

Thank you!

00  
V Good  
Job  
Yes!



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**Comments:**

Owner - Builder submitting permit paperwork  
for new home.  
100% professional, courteous, helpful → GREAT JOB!

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

Name Sean Kenna

Telephone 904 903-8757

**Thank you!**



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**Comments:**

Very Sweet Staff even at end of Day  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

**Name** \_\_\_\_\_

**Telephone** \_\_\_\_\_

**Thank you!**





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Comments:

GREAT STAFF!  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Name DONNA NEATH

Telephone 904-514-4746

Thank you!