



Nassau County Building Department
96161 Nassau Place
Yulee, Florida 32097

July 7, 2017

MEMORANDUM

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

The Building Department issued 916 permits in June, 50 more than issued in May. Permit revenues received for June were \$238,217 or 32% higher than May permit revenues of \$179,681. For comparison, there were 913 permits issued in June, 2016.

Permit revenues received thru:

June, 2017	\$1,710,369
June, 2016	\$1,456,709(for comparison only)

The Building Department continued to scan documents for digital archival of records during June. 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. Records Management began working on updating the scanning software to DocStar which will replace the current Doculex software.

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. Inspectors are being trained to record inspection results in the field and contractors will eventually 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. (see attached)

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1-800-948-3364

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(904) 321-5763)

Monthly Activity Report
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Building Official attended BOAF First Coast Chapter meeting in June. Presentation was by Simpson Strong-Tie on Continuous Load Paths.

Building Official and the Sr. Plans Examiner attended the Building Official Association's 2017 annual conference and expo in June. Continuing education credits for licensing are earned for completion of training classes at the conference.

Permitting Department:

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

- 103 New Single-family residence permits
 - a. 13 at less than \$200,000 valuation
 - b. 25 at \$200,000 to \$250,000 valuation
 - c. 59 above \$250,000 valuation
 - d. 1 Multi Family – 6 units
- 1 New Mobile/Modular home permit
- 11 Replacement Mobile home permits
- 801 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 3265 inspections in June, 2017.

A Building Inspector I successfully passed training and examination for licensing as Residential Mechanical Inspector.

Building Inspector II successfully completed training on Changes to the Florida Residential Energy Conservation Code given by Florida Solar Energy Center. Completion entitles additional education credits for Inspector Licensing

NASSAU COUNTY BUILDING DEPARTMENT
June, 2017

	4/28/2017 - 5/30/17 May 2017		5/31/2017 6/29/2017 June 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	6		1		19	
NEW SINGLE FAMILY RESIDENCE						
On Island	7		8		60	
Off Island	47		88		565	
NEW MULTI FAMILY RESIDENCE	0		1 (6 Units)		2	
TOTAL PERMITS ISSUED						
Total Building Permits (New, Add, R/R, Roof, Sign, Siding)	304	\$133,247	308	\$188,236	2185	\$1,308,361
M/H & Modular Permits(\$ incl in Bld)	7		14		56	
Electrical Permits	170	\$16,540	186	\$15,395	1550	\$152,696
Mechanical Permits	199	\$10,549	185	\$15,674	1431	\$91,093
Plumbing Permits (Plumbing, Gas, Irrigation)	177	\$14,087	221	\$18,874	1567	\$138,114
Fire Protection Permits	8	\$160	2	\$38	23	\$712
Comm Site Work Permits	1	\$5,098	0	\$0	1	\$5,098
Total Permits Issued	866		916		6813	
Total Permit Fees Collected		\$179,681		\$238,217		\$1,696,074
CONTRACTOR LICENSES (renewals & new)	30	\$1,450	23	\$830	464	\$14,295
Total Fees Collected		\$181,131		\$239,047		\$1,710,369
INSPECTIONS PERFORMED	3263		3265		27495	
CERTIFICATE OF OCCUPANCY ISSUED	89		81		764	
	22 working days 1 holiday		22 working days			




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 — June 2017*

DATE: *July 5, 2017*

Code Enforcement Inspectors completed 70 initial inspections of possible code violations, of which all were initiated from complaints received. There were also 98 re-inspections completed with 58 cases where property owner's corrected the violations resulting in cases being closed.

For comparison only:

June 2016		June 2017	
Complaints received:	56	Complaints received:	79
Initial inspections:	65	Initial inspections:	70
Complied:	35	Complied:	58
Presented to Code Board:	2	Presented to Code Board:	0
Lien Search Requests:	48	Lien Search Requests:	53



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: PERMITS / INSPECTIONS

TOP NOTCH, 100% PROFESSIONAL, COURTEOUS
MAKES WHAT IS NORMALLY THE HARD PART
OF ANY PROJECT A PLEASURE. THANK YOU!

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

Name Sean Kenna

Telephone 904 903-8757

Thank you!



NASSAU COUNTY CUSTOMER SERVICE QUESTIONNAIRE

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

- () Planning () Engineering ☒ Permitting () Code Enforcement

Comments:

Thank you!

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

Name

Telephone

Thank you!