



Nassau County Building Department
96161 Nassau Place
Yulee, Florida 32097

August 8, 2017

MEMORANDUM

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

The Building Department issued 773 permits in July, 143 less than issued in June. Permit revenues received for July were \$211,051 or 13% lower than June permit revenues of \$239,047. For comparison, there were 747 permits issued in July, 2016.

Permit revenues received thru:

July, 2017	\$1,921,421
July, 2016	\$1,644,897 (for comparison only)

The Building Department continued to scan documents for digital archival of records during July. 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. Continuing to update and test new DocStar scanning software.

Inspectors are getting more familiar with entering inspection results in the field and are using the feature daily which will allow contractors to see their inspection results on-line. **Daily inspection assignment schedules are now being posted to the Building Department web page so contractors can see approximately when an inspector may arrive at their site.** More contractors are using the on-line feature to schedule inspections, view inspection results and enter trade permits as well.

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.

Monthly Activity Report
Page Two

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

Building Official attended BOAF First Coast Chapter meeting in July. Presentation was by Ken Loefgren, P.E. on Roofing and Waterproofing.

The Building Official, Deputy Building Official and Administrative assistant attended and received certificates for training on Elevation Certificate Basics and CRS EC Requirements. Class was presented by the Florida Floodplain Managers Association.

Permitting Department:

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

- 91 New Single-family residence permits
 - a. 2 at less than \$200,000 valuation
 - b. 21 at \$200,000 to \$250,000 valuation
 - c. 68 above \$250,000 valuation
- 4 New Mobile/Modular home permit
- 5 Replacement Mobile home permits
- 673 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 improved to two to three weeks**. Some repair/remodel and addition permits being issued in less than one week and two weeks on commercial projects provided there are no unforeseen problems with the application.

Inspections Department:

Building Inspectors completed 2855 inspections in July, 2017.




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 — July 2017*

DATE: *August 1, 2017*

Code Enforcement Inspectors completed 54 initial inspections of possible code violations, of which all were initiated from complaints received. There were also 85 re-inspections completed with 43 cases where property owner's corrected the violations resulting in cases being closed.

For comparison only:

July 2016		July 2017	
Complaints received:	36	Complaints received:	67
Initial inspections:	60	Initial inspections:	54
Complied:	45	Complied:	43
Presented to Code Board:	2	Presented to Code Board:	2
Lien Search Requests:	45	Lien Search Requests:	59

N.E.A.C.E. held their July training luncheon in Nassau County. JSO Integrity Lt. Rich Buoye gave a presentation on Human Trafficking. Michael Favors, Janet Wylie and Michael Griffin were in attendance.

NASSAU COUNTY BUILDING DEPARTMENT
July, 2017

	5/31/2017 June 2017	6/29/2017 Fees Collected	6/30/2017 July 2017	7/28/2017 Fees Collected	Budget Year-To-Date	2016/2017 Fees Collected
	# Permits		# Permits		# Permits	
PERMITS ISSUED						
NEW MOBILE & MODULAR HOMES						
On Island	0		0		0	
Off Island	1		4		23	
NEW SINGLE FAMILY RESIDENCE						
On Island	8		9		69	
Off Island	88		82		647	
NEW MULTI FAMILY RESIDENCE	1 (6 Units)		0		2	
TOTAL PERMITS ISSUED						
Total Building Permits (New, Add, R/R, Roof, Sign, Siding)	308	\$188,236	248	\$165,723	2433	\$1,474,084
M/H & Modular Permits(\$ incl in Bld)	14		4		60	
Electrical Permits	186	\$15,395	177	\$19,917	1727	\$172,613
Mechanical Permits	185	\$15,674	176	\$8,981	1607	\$100,074
Plumbing Permits (Plumbing, Gas, Irrigation)	221	\$18,874	168	\$15,806	1735	\$153,920
Fire Protection Permits	2	\$38	0	\$0	23	\$712
Comm Site Work Permits	0	\$0	0	\$0	1	\$5,098
Total Permits Issued	916		773		7586	
Total Permit Fees Collected		\$238,217		\$210,427		\$1,906,501
CONTRACTOR LICENSES (renewals & new)	23	\$830	21	\$625	461	\$13,855
Total Fees Collected		\$239,047		\$211,052		\$1,920,356
INSPECTIONS PERFORMED	3265		2855		30350	
CERTIFICATE OF OCCUPANCY ISSUED	84		93		860	
	22 working days 1 holiday		21 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

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

Comments:

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

Name John Weller

Telephone 904-310-0287

Thank you!



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Comments:

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

Name Anon

Telephone

Thank you!



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Comments:

Exempt AG Pond

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

Name ED Capp

Telephone 904-838 0403

Thank you!