



Nassau County Building Department
96161 Nassau Place
Yulee, Florida 32097

November 6, 2017

MEMORANDUM

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

The Building Department issued 812 permits in October, 138 more than issued in September. Permit revenues received for October were \$171,537 or 28% higher than September, permit revenues of \$133,991. For comparison, there were 724 permits issued in October, 2016.

Permit revenues received thru:

October, 2017	\$171,537
October, 2016	\$158,832(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 are entering inspection results in the field daily which 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.

Received unsafe building abatement code draft from the County Attorney. The unsafe Building abatement code draft will be presented to the Board of County Commissioners upon completion of review by the Building Department.

The Building Official attended the First Coast Building Officials meeting in October. Raina Regan, DPBR investigator gave a presentation on unlicensed contractors.

Monthly Activity Report
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We continue to receive positive comments related to our customer service questionnaire. Please see attached questionnaire.

Permitting Department:

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

- 64 New Single-family residence permits
 - a. 7 at less than \$200,000 valuation
 - b. 6 at \$200,000 to \$250,000 valuation
 - c. 51 above \$250,000 valuation
- 5 New Mobile Home Permits
- 2 Replacement Mobile home permits
- 741 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 is approximately three to four 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.

Permit Specialist Supervisor and Permit Specialist II-Licensing attended the ICC Permit Tech Exam Prep Seminar presented by JC Code and Construction Consultants.

Inspections Department:

Building Inspectors completed 3160 inspections in October, 2017.

NASSAU COUNTY BUILDING DEPARTMENT
October, 2017

	8/31/2017 - 9/29/17 September 2017		10/1/2017 - 10/30/17 October, 2017		Budget Year-To-Date	2017/2018
	# Permits	Fees Collected	# Permits	Fees Collected	# Permits	Fees Collected
PERMITS ISSUED						
NEW MOBILE & MODULAR HOMES						
On Island	0		0		0	
Off Island	0		5		5	
NEW SINGLE FAMILY RESIDENCE						
On Island	3		4		4	
Off Island	39		60		60	
NEW MULTI FAMILY RESIDENCE	1 (6 units)				0	
TOTAL PERMITS ISSUED						
Total Building Permits (New, Add, R/R, Roof, Sign, Siding)	216	\$97,656	305	\$130,309	305	\$130,309
M/H & Modular Permits(\$ incl in Bld)	3		5		5	
Electrical Permits	182	\$14,150	155	\$14,132	155	\$14,132
Mechanical Permits	131	\$8,742	175	\$12,536	175	\$12,536
Plumbing Permits (Plumbing, Gas, Irrigation)	142	\$12,138	170	\$13,189	170	\$13,189
Fire Protection Permits	0	\$0	2	\$26	2	\$26
Comm Site Work Permits	0	\$0	0	\$0	0	\$0
Total Permits Issued	674		812		812	
Total Permit Fees Collected		\$132,686		\$170,192		\$170,192
CONTRACTOR LICENSES (renewals & new)	83	\$1,305	60	\$1,345	60	\$1,345
Total Fees Collected		\$133,991		\$171,537		\$171,537
INSPECTIONS PERFORMED	2360		3160		3160	
CERTIFICATE OF OCCUPANCY ISSUED	59		90		90	
	17 working days		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:

Very friendly staff 😊

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

Name _____

Telephone _____

Thank you!



Nassau County Code Enforcement Department

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MEMORANDUM

TO: Nassau County Board of County Commissioners

FROM: Michael Griffin, Building Official *MG*

RE: Productivity of Code Enforcement — October 2017

DATE: November 1, 2017

Code Enforcement Inspectors completed 88 initial inspections of possible code violations, of which all were initiated from complaints received. There were also 100 re-inspections completed with 49 cases where property owners corrected the violations resulting in cases being closed.

For comparison only:

October 2016		October 2017	
Complaints received:	60	Complaints received:	70
Initial inspections:	44	Initial inspections:	88
Complied:	37	Complied:	49
Presented to Code Board:	0	Presented to Code Board:	2
Lien Search Requests:	36	Lien Search Requests:	41