



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

December 5, 2017

**MEMORANDUM**

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

---

The Building Department issued 847 permits in November, 37 more than issued in October. Permit revenues received for November were \$174,571 or 2% higher than October, permit revenues of \$171,511. For comparison, there were 793 permits issued in November, 2016.

Permit revenues received thru:

November, 2017	\$350,476
November, 2016	\$316,365(for comparison only)

The Building Department continued to scan documents for digital archival of records during November. 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 on November 1, 2017 from the County Attorney. Building Department made comments and returned to County Attorney on November 28, 2017.

The Building Official attended the First Coast Building Officials meeting in November. Presentation and discussions on OSHA regulations for construction sites.

Monthly Activity Report  
Page Two

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 November, 2017.

- 60 New Single-family residence permits
  - a. 5 at less than \$200,000 valuation
  - b. 23 at \$200,000 to \$250,000 valuation
  - c. 32 above \$250,000 valuation
- 3 New Mobile Home Permits
- 3 Replacement Mobile home permit
- 2 Multi-family residence permits (total 14 units)
- 779 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.

The Permit Specialist II/Licensing successfully completed the ICC on-line Permit Tech Exam

**Inspections Department:**

Building Inspectors completed 2954 inspections in November, 2017.

Building Inspector I successfully completed four Florida Building Code on-line training classes earning required continued education hours for licensing.

Building Inspector I successfully completed training and exams for certification for 1&2 Family Dwelling Standard license.

NASSAU COUNTY BUILDING DEPARTMENT  
November, 2017

	10/1/2017 - 10/30/17 October, 2017		10/31/2017 - 11/29/17 November, 2017		Budget Year-To-Date	2017/2018
	# 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	5		3		8	
<b>NEW SINGLE FAMILY RESIDENCE</b>						
On Island	4		1		5	
Off Island	60		59		119	
<b>NEW MULTI FAMILY RESIDENCE</b>			2 (14 Units)		2	
<b>TOTAL PERMITS ISSUED</b>						
Total Building Permits (New, Add, R/R, Roof, Sign, Siding)	305	\$130,309	296	\$132,061	601	\$262,370
M/H & Modular Permits( \$ incl in Bld)	5		3		8	
Electrical Permits	155	\$14,132	203	\$19,290	358	\$33,422
Mechanical Permits	175	\$12,536	160	\$7,877	335	\$20,413
Plumbing Permits (Plumbing, Gas, Irrigation)	170	\$13,189	185	\$14,968	355	\$28,157
Comm Site Work Permits	0	\$0	0	\$0	0	\$0
<b>Total Permits Issued</b>	<b>810</b>		<b>847</b>		<b>1657</b>	
<b>Total Permit Fees Collected</b>		<b>\$170,166</b>		<b>\$174,196</b>		<b>\$344,362</b>
<b>CONTRACTOR LICENSES</b> (renewals & new)	<b>60</b>	<b>\$1,345</b>	<b>32</b>	<b>\$375</b>	<b>60</b>	<b>\$6,114</b>
<b>Total Fees Collected</b>		<b>\$171,511</b>		<b>\$174,571</b>		<b>\$350,476</b>
<b>INSPECTIONS PERFORMED</b>	<b>3160</b>		<b>2954</b>		<b>6114</b>	
<b>CERTIFICATE OF OCCUPANCY ISSUED</b>	<b>90</b>		<b>64</b>		<b>154</b>	
	21 working days		19 working days 3 holidays			



## 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:

*Awsome ☺*

---

---

---

---

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

Name \_\_\_\_\_

Telephone \_\_\_\_\_

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 — November 2017*

**DATE:** *December 4, 2017*

---

Code Enforcement Inspectors completed 148 initial inspections of possible code violations, of which all were initiated from complaints received. There were also 116 re-inspections completed with 28 cases where property owners corrected the violations resulting in cases being closed.

For comparison only:

November 2016		November 2017	
Complaints received:	70	Complaints received:	78
Initial inspections:	54	Initial inspections:	148
Complied:	45	Complied:	28
Presented to Code Board:	2	Presented to Code Board:	2
Lien Search Requests:	27	Lien Search Requests:	45

Mike Favors, Robert Hunt and Janet Wylie attended the NEACE training/meeting in Gainesville on November 8, 2017. The speaker was Susan Causier, Training Manger, Alachua County BOCC and the topic was deescalating interactions with the public.