



Nassau County Building Department
96161 Nassau Place
Yulee, Florida 32097

January 8, 2018

MEMORANDUM

TO: Nassau County Board of County Commissioners

FROM: Terry Cotter – Deputy Building Official

DATE: Monthly Activity Report December, 2017

The Building Department issued 858 permits in December, 11 more than issued in November. Permit revenues received for December were \$165,191 or 5% lower than November permit revenues of \$174,571. For comparison, there were 751 permits issued in December, 2016.

Permit revenues received thru:

December, 2017

\$511,273

December, 2016

\$461,500(for comparison only)

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

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

Monthly Activity Report
Page Two

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

The Deputy Building Official successfully completed the process and examination obtaining Certification as a ASFPM Certified Floodplain Manager.

Permitting Department:

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

- 56 New Single-family residence permits
 - a. 4 at less than \$200,000 valuation
 - b. 10 at \$200,000 to \$250,000 valuation
 - c. 42 above \$250,000 valuation
- 3 New Mobile Home Permits
- 799 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.

Inspections Department:

Building Inspectors completed 3283 inspections in December, 2017.

Building Inspector II successfully completed Construction Math & Plan Interpretation and Electrical Codes and Plan Interpretation classes presented by Contractors Institute earning required continued education hours for licensing.

NASSAU COUNTY BUILDING DEPARTMENT
December, 2017

	10/31/2017 -11/29/17 November, 2017		11/30/2017 12/30/2017 December 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	3		3		11	
NEW SINGLE FAMILY RESIDENCE						
On Island	1		5		10	
Off Island	59		51		170	
NEW MULTI FAMILY RESIDENCE	2 (14 Units)		0		2	
TOTAL PERMITS ISSUED						
Total Building Permits (New, Add, R/R, Roof, Sign, Siding)	296	\$132,061	325	\$124,522	926	\$386,892
M/H & Modular Permits(\$ incl in Bld)	3		7		15	
Electrical Permits	203	\$19,290	170	\$14,185	528	\$47,607
Mechanical Permits	160	\$7,877	137	\$7,634	472	\$28,047
Plumbing Permits (Plumbing, Gas, Irrigation)	185	\$14,968	219	\$17,150	574	\$45,307
Comm Site Work Permits	0	\$0	0	\$0	0	\$0
Total Permits Issued	847		858		2515	
Total Permit Fees Collected		\$174,196		\$163,491		\$507,853
CONTRACTOR LICENSES (renewals & new)	32	\$375	35	\$1,700	127	\$3,420
Total Fees Collected		\$174,571		\$165,191		\$511,273
INSPECTIONS PERFORMED	2954		3283		9397	
CERTIFICATE OF OCCUPANCY ISSUED	64		87		241	
	19 working days 3 holidays		18 working days 3 holidays			




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: Terry Cotter, Deputy Building Official 
RE: Productivity of Code Enforcement — December 2017
DATE: December 8, 2017

Code Enforcement Inspectors completed 63 initial inspections of possible code violations, of which all were initiated from complaints received. There were also 92 re-inspections completed with 34 cases where property owners corrected the violations resulting in cases being closed.

For comparison only:

December 2016		December 2017	
Complaints received:	51	Complaints received:	54
Initial inspections:	72	Initial inspections:	63
Complied:	50	Complied:	34
Presented to Code Board:	0	Presented to Code Board:	0
Lien Search Requests:	55	Lien Search Requests:	35



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:

I am currently building new home in 4 counties
By FAD with no doubt in my mind the staff, most
in all departments are the most educated, pleasant & get
stuff done faster to work with. Thank you for making pleasantly

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

Name TONY GLASSO

Telephone 904.759.0456

10/28/17

Thank you!

1 suggestion please - Is it possible to have a backup
person to sign CO's & maybe other documents when Jim is out
Tony Glasso available??