



Nassau County Building Department
96161 Nassau Place
Yulee, Florida 32097

March 6, 2018

MEMORANDUM

TO: Nassau County Board of County Commissioners

FROM: Terry Cotter – Deputy Building Official

[Signature] 3/7/18

DATE: Monthly Activity Report February, 2018

The Building Department issued 935 permits in February, 155 more than issued in January. Permit revenues received for February were \$196,996 or 20% less than January permit revenues of \$245,402. For comparison, there were 660 permits issued in February, 2017.

Permit revenues received thru:

February, 2017

\$808,039

February, 2018

\$953,671(for comparison only)

The Building Department continued to scan documents for digital archival of records during February. 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 continue to enter 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 final review by the Attorney and the Building/Code Enforcement Department.

Monthly Activity Report
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Continuing to work on establishing proper and legal procedures for acceptance of design professional's digital signatures for construction plans and elevation certificates.

The Deputy Building Official attended the FEMA Resiliency Meeting in Fernandina in February. Non-regulatory products and resources to help with local mitigation efforts were Discussed.

Permitting Department:

The Permitting Department processed and issued the following permits for the month of February, 2018.

77 New Single-family residence permits

- a. 5 at less than \$200,000 valuation
- b. 20 at \$200,000 to \$250,000 valuation
- c. 52 above \$250,000 valuation

2 New Mobile Home Permits

5 Mobile Home Replacement Permits

851 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 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 3303 inspections in February, 2018

Building Inspector II attended training presented by FEMA on managing floodplain development through the National Flood Insurance Program. Twelve continuing education credits toward licensing earned upon completion.+

NASSAU COUNTY BUILDING DEPARTMENT
February, 2018

	12/29/2017 January, 2017	01/30/2018 Fees Collected	1/31/2018 January, 2017	2/27/18 Fees Collected	Budget Year-To-Date # Permits	2017/2018 Fees Collected
PERMITS ISSUED						
NEW MOBILE & MODULAR HOMES						
On Island	0		0		0	
Off Island	2		2		15	
NEW SINGLE FAMILY RESIDENCE						
On Island	7		4		21	
Off Island	96		73		339	
NEW MULTI FAMILY RESIDENCE	0		0		4	
TOTAL PERMITS ISSUED						
Total Building Permits (New, Add, R/R, Roof, Sign, Siding)	317	\$198,288	333	\$146,465	1576	\$731,645
M/H & Modular Permits(\$ incl in Bld)	9		7		31	
Electrical Permits	162	\$18,135	173	\$16,425	863	\$82,167
Mechanical Permits	123	\$8,680	173	\$12,452	768	\$49,179
Plumbing Permits (Plumbing, Gas, Irrigation)	169	\$16,599	249	\$19,609	992	\$81,515
Comm Site Work Permits	0	\$0	0	\$0	0	\$0
Total Permits Issued	780		935		4230	
Total Permit Fees Collected		\$241,702		\$194,951		\$944,506
CONTRACTOR LICENSES (renewals & new)	195	\$3,700	77	\$2,045	399	\$9,165
Total Fees Collected		\$245,402		\$196,996		\$953,671
INSPECTIONS PERFORMED	3340		3303		16040	
CERTIFICATE OF OCCUPANCY ISSUED	82		61		384	
	21 working days 2 holidays		19 working Days 1 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*

J. L. 3/7/18

RE: *Productivity of Code Enforcement — February 2018*

DATE: *March 5, 2018*

Code Enforcement Inspectors completed 62 initial inspections of possible code violations, of which all were initiated from complaints received. There were also 92 re-inspections completed with 30 cases where property owners corrected the violations resulting in cases being closed.

For comparison only:

February 2017		February 2018	
Complaints received:	48	Complaints received:	95
Initial inspections:	51	Initial inspections:	62
Complied:	34	Complied:	30
Presented to Code Board:	0	Presented to Code Board:	1
Lien Search Requests:	47	Lien Search Requests:	40

Michael Favors and Robert Hunt attended the Florida Stormwater, Erosion and Sedimentation Control Inspector Training and Qualification Course and received CEU's. The course was sponsored by the City of Fernandina Beach, Nassau County, and Dept. of Environmental Protection.