

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

February 5, 2018

**MEMORANDUM**

**TO:** Nassau County Board of County Commissioners

**FROM:** Terry Cotter – Deputy Building Official

A handwritten signature in black ink, appearing to be "T. Cotter".

**DATE:** Monthly Activity Report January, 2018

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The Building Department issued 780 permits in January, 78 less than issued in December. Permit revenues received for January were \$245,402 or 48% higher than December permit revenues of \$165,191. For comparison, there were 676 permits issued in January 2017.

Permit revenues received thru:

January, 2017

\$592,608

January, 2018

\$756,675(for comparison only)

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

Monthly Activity Report  
Page Two

In January the process for accepting design professionals digital signatures for construction plans and elevation certificates was researched. We are currently working toward establishing proper and legal procedures for acceptance.

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

**Permitting Department:**

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

- 103 New Single-family residence permits
  - a. 5 at less than \$200,000 valuation
  - b. 21 at \$200,000 to \$250,000 valuation
  - c. 77 above \$250,000 valuation
- 2 New Mobile Home Permits
- 675 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 received ICC certification as a Permit Technician after completing the examination in November, 2017

**Inspections Department:**

Building Inspectors completed 3340 inspections in January, 2018

Building Inspector II received Florida Association of Code Enforcement Re-Certification after completion of Fundamentals, Administrative Aspects and Legal Issues training in January.

A Building Inspector I attended the Building Officials Association of Florida and Florida Swimming Pool Association training class on Florida Swimming Pool Design, Construction and compliance. Licensing continuing education credits received upon completion of course.

NASSAU COUNTY BUILDING DEPARTMENT  
January, 2018

	11/30/2017 <b>December 2017</b>	12/28/2017 Fees Collected	12/29/2017 <b>January, 2017</b>	01/30/2018 Fees Collected	Budget Year-To-Date # Permits	2017/2018 Fees Collected
<b>PERMITS ISSUED</b>						
<b>NEW MOBILE &amp; MODULAR HOMES</b>						
On Island	0		0		0	
Off Island	3		2		13	
<b>NEW SINGLE FAMILY RESIDENCE</b>						
On Island	5		7		17	
Off Island	51		96		266	
<b>NEW MULTI FAMILY RESIDENCE</b>	0		0		4	
<b>TOTAL PERMITS ISSUED</b>						
Total Building Permits (New, Add, R/R, Roof, Sign, Siding)	325	\$124,522	317	\$198,288	1243	\$585,180
M/H & Modular Permits( \$ incl in Bld)	7		9		24	
Electrical Permits	170	\$14,185	162	\$18,135	690	\$65,742
Mechanical Permits	137	\$7,634	123	\$8,680	595	\$36,727
Plumbing Permits (Plumbing, Gas, Irrigation)	219	\$17,150	169	\$16,599	743	\$61,906
Comm Site Work Permits	0	\$0	0	\$0	0	\$0
<b>Total Permits Issued</b>	<b>858</b>		<b>780</b>		<b>3295</b>	
<b>Total Permit Fees Collected</b>		<b>\$163,491</b>		<b>\$241,702</b>		<b>\$749,555</b>
<b>CONTRACTOR LICENSES</b> (renewals & new)	<b>35</b>	<b>\$1,700</b>	<b>195</b>	<b>\$3,700</b>	<b>322</b>	<b>\$7,120</b>
<b>Total Fees Collected</b>		<b>\$165,191</b>		<b>\$245,402</b>		<b>\$756,675</b>
<b>INSPECTIONS PERFORMED</b>	<b>3283</b>		<b>3340</b>		<b>12737</b>	
<b>CERTIFICATE OF OCCUPANCY ISSUED</b>	<b>87</b>		<b>82</b>		<b>323</b>	
	18 working days 3 holidays		21 working days 2 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 — January 2018*

**DATE:** *February 1, 2018*

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Code Enforcement Inspectors completed 85 initial inspections of possible code violations, of which all were initiated from complaints received. There were also 108 re-inspections completed with 34 cases where property owners corrected the violations resulting in cases being closed.

For comparison only:

January 2017		January 2018	
Complaints received:	49	Complaints received:	63
Initial inspections:	45	Initial inspections:	85
Complied:	50	Complied:	34
Presented to Code Board:	1	Presented to Code Board:	3
Lien Search Requests:	62	Lien Search Requests:	34

Michael Favors and Robert Hunt attended the NEACE training/meeting in Gainesville on January 10, 2018. The training was on Engaging the Neighborhood and was presented by GPD Officer Ernest Graham.



## 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:

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

Name MIKE FOLEY

Telephone 904-557-5456

Thank you!



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Comments:

*Jessica is the best! Very helpful  
and very knowledgeable! such a pleasure*

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

Name Donna Lynch

Telephone 904-859-7475

Thank you!