




Nassau County Building Department
96161 Nassau Place
Yulee, Florida 32097

May 2, 2018

MEMORANDUM

TO: Nassau County Board of County Commissioners

FROM: Terry Cotter – Deputy Building Official 

DATE: Monthly Activity Report April, 2018

The Building Department issued 925 permits in April, 35 less than issued in March. Permit revenues received for April were \$201,382 or less than 1% of March permit revenues of \$201,499. For comparison, there were 806 permits issued in April, 2017.

Permit revenues received thru:

April, 2018

\$1,167,475

April, 2017

\$1,289,126(for comparison only)

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

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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.

We have been working on a plan of improvement for the ISO/BCEGS, Insurance Services Office and Building Code Effectiveness Grading Schedule, in order to retain Class 3 for commercial and Class 4 for residential building. This is one of several elements used to develop insurance rates for individual properties. The Insurance Services Office (ISO) survey is conducted every two years.

We have been working on a Change of Use Permit on Commercial projects. A Change of Use Permit is required when there is a change of occupancy in an existing structure as defined in the Florida Building Code, Existing Building 6th Edition 2017, Section 202. This will be in effect after all publication requirements are met.

The Sr. Plans Examiner and Plans Examiner have completed the process for contractors to use Master Building plans for residential construction. Instructions for master filing plans, permit applications and affidavits required has been completed. Instructions are available on the Building web site.

The Sr Plans Examiner attended the Florida Floodplain Managers Association annual conference in April. Upon completion of conference 12 CFM, and 1.2 ICC continuing education credits were received toward licensing.

We continue to receive positive comments related to the customer service questionnaire as well as by phone. See attached questionnaire.

Permitting Department:

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

- 62 New Single-family residence permits
 - a. 3 at less than \$200,000 valuation
 - b. 15 at \$200,000 to \$250,000 valuation
 - c. 44 above \$250,000 valuation
- 0 New Mobile Home Permits
- 5 Mobile Home Replacement Permits
- 858 Accessory permits (Mechanical, Plumbing, additions, repairs, commercial Build-outs, swimming pools, 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 3052 inspections in April, 2018

Building Inspector II attended the April monthly meeting of the Electrical Association of Electrical Inspectors.

Building Inspector II completed RedVector on line training for Building Inspector's Laws and Rules, Ethics for Florida Building Inspectors and Bath Planning, Accessibility in Practice. Completion of these courses are approved for six continuing education credits toward licensing.

A Building Inspector I successfully completed application and obtained approval for Provisional 1 & 2 Family Dwelling Inspector license from the State of Florida Department of Business and Professional Regulation. Also successfully completed examination for Building Code Principles and Practices as a requirement for Inspector licensing,

NASSAU COUNTY BUILDING DEPARTMENT
April, 2018

	2/28/2018 - 3/28/18 March 2018		3/29/2018 - 4/27/18 April, 2018		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		0		18	
NEW SINGLE FAMILY RESIDENCE						
On Island	4		7		32	
Off Island	59		55		453	
NEW MULTI FAMILY RESIDENCE						
	0		0		4	
TOTAL PERMITS ISSUED						
Total Building Permits (New, Add, R/R, Roof, Sign, Siding)	292	\$150,800	305	\$151,952	2173	\$1,034,397
M/H & Modular Permits(\$ incl in Bld)	10		5		46	
Electrical Permits	233	\$22,240	224	\$21,590	1320	\$125,997
Mechanical Permits	176	\$9,641	200	\$11,599	1144	\$70,419
Plumbing Permits (Plumbing, Gas, Irrigation)	249	\$18,818	191	\$16,241	1432	\$116,574
Comm Site Work Permits	0	\$0	0	\$0	0	\$0
Total Permits Issued	960		925		6115	
Total Permit Fees Collected		\$201,499		\$201,382		\$1,347,387
CONTRACTOR LICENSES						
(renewals & new)	33	\$1,230	14	\$680	446	\$11,075
Total Fees Collected		\$202,729		\$202,062		\$1,358,462
INSPECTIONS PERFORMED						
	3124		3052		22216	
CERTIFICATE OF OCCUPANCY ISSUED						
	118		94		596	
	21working Days 1 holidays		22working 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* 

RE: *Productivity of Code Enforcement — April 2018*

DATE: *May 2, 2018*

Code Enforcement Inspectors completed 90 initial inspections of possible code violations, of which all were initiated from complaints received. There were also 120 re-inspections completed with 72 cases where property owners corrected the violations resulting in cases being closed.

For comparison only:

April 2017		April 2018	
Complaints received:	81	Complaints received:	84
Initial inspections:	77	Initial inspections:	90
Complied:	32	Complied:	72
Presented to Code Board:	0	Presented to Code Board:	0
Lien Search Requests:	33	Lien Search Requests:	49



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:

Jessica White could not have been made helpful and friendly. She was able to answer questions that even the roofer and insurance company could not. As a home owner I couldn't have been more pleased with the service I received

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

Name Charles Schoy

Telephone 277-7007

Thank you!