



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

July 6, 2018

**MEMORANDUM**

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

**FROM:** Gary Larson – Interim Building Official

A handwritten signature in black ink, appearing to be "GL", written over the name Gary Larson.

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

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The Building Department issued 868 permits in July, 153 less than issued in June. Permit revenues received for July were \$152,332 or 39% less than June permit revenues of \$249,258. For comparison, there were 773 permits issued in July, 2017.

Permit revenues received thru:

July, 2018	\$2,010,417
July, 2017	\$1,921,421(for comparison only)

The Building Department continued to scan documents for digital archival of records during July. Scanning of current permits is now being completed upon issuance, and inspection tickets as completed, 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 ordinance draft that was presented to the Board of County Commissioners has been continued to August.

We continue to receive positive comments relating to customer service(see attached)

**Permitting Department:**

The Permitting Department processed and issued the following permits for the month of June.

- 40 New Single-family residence permits
  - a. 4 at less than \$200,000 valuation
  - b. 8 at \$200,000 to \$250,000 valuation
  - c. 28 above \$250,000 valuation
- 1 New Mobile Home Permit
- 5 Mobile Home Replacement Permits
- 4 Replacement single family residence permits
- 818 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.

Permit Specialist II/Licensing and Permit Specialist II/Zoning attended the Permit Technician Exam Prep Course 7/27/18 – at Jacksonville Beach City Hall, Jacksonville, Florida.

**Inspections Department:**

Building Inspectors completed 2737 inspections in July, 2018

NASSAU COUNTY BUILDING DEPARTMENT  
July, 2018

	5/31/2018 - 6/28/2018 <b>June 2018</b>		6/29/2018 - 7/30/18 <b>July 2018</b>		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		1		28	
<b>NEW SINGLE FAMILY RESIDENCE</b>						
On Island	4		4		41	
Off Island	96		36		667	
<b>NEW MULTI FAMILY RESIDENCE</b>	0		0		4	
<b>TOTAL PERMITS ISSUED</b>						
Total Building Permits (New, Add, R/R, Roof, Sign, Siding)	365	\$195,787	271	\$106,051	3106	\$1,536,481
M/H & Modular Permits( \$ incl in Bld)	13		6		79	
Electrical Permits	237	\$21,380	177	\$17,553	1935	\$186,020
Mechanical Permits	237	\$11,585	213	\$11,712	1765	\$104,874
Plumbing Permits (Plumbing, Gas, Irrigation)	169	\$19,221	201	\$16,256	1982	\$169,137
Comm Site Work Permits	0	\$0	0	\$0	0	\$0
<b>Total Permits Issued</b>	<b>1021</b>		<b>868</b>		<b>8867</b>	
<b>Total Permit Fees Collected</b>		<b>\$247,973</b>		<b>\$151,572</b>		<b>\$1,996,512</b>
<b>CONTRACTOR LICENSES</b> (renewals & new)	<b>37</b>	<b>\$1,285</b>	<b>19</b>	<b>\$760</b>	<b>519</b>	<b>\$13,905</b>
<b>Total Fees Collected</b>		<b>\$249,258</b>		<b>\$152,332</b>		<b>\$2,010,417</b>
<b>INSPECTIONS PERFORMED</b>	<b>3045</b>		<b>2737</b>		<b>30942</b>	
<b>CERTIFICATE OF OCCUPANCY ISSUED</b>	<b>113</b>		<b>88</b>		<b>881</b>	
	22working Days		21 working days 1 holiday			