




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

October 5, 2018

**MEMORANDUM**

**TO:** Nassau County Board of County Commissioners  
**FROM:** Keith Ellis – Interim Building Official   
**DATE:** Monthly Activity Report September, 2018

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The Building Department issued 755 permits in September, 262 less than issued in August. Permit revenues received for September were \$178,716 or 19% lower than August permit revenues of \$213,289. For comparison, there were 674 permits issued in September, 2017.

Permit revenues received thru:

September, 2018	\$2,402,422
September, 2017	\$2,249,435(for comparison only)

The Building Department continued to scan documents for digital archival of records during September. 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 a future meeting.

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 September.

- 35 New Single-family residence permits
  - a. 1 at less than \$200,000 valuation
  - b. 9 at \$200,000 to \$250,000 valuation
  - c. 25 above \$250,000 valuation
- 3 New Mobile Home Permit
- 9 Mobile Home Replacement Permits
- 7 Replacement single family residence permits
- 6 Multi Family residences with 2 units each
- 695 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 three weeks on commercial projects provided there are no unforeseen problems with the application. The department is working on ways to expedite permit issuance in a more timely manner.

**Inspections Department:**

Building Inspectors completed 2935 inspections in September, 2018

Building Inspector I received certification as Residential Combination Inspector, completing certification for Residential Building Inspector, Residential Plumbing Inspector, Residential Mechanical Inspector and Residential Electrical Inspector.

Building Inspector I obtained licensing approval from the Building Code Administrators and Inspectors Board for Provisional Building Plans Examiner.

Building Inspector I successfully completed examination for DBPR Commercial Building Inspector certification and licensing.

Building Inspector I successfully completed DBPR examination for certification and licensing ad Commercial Electrical Inspector.

NASSAU COUNTY BUILDING DEPARTMENT  
September, 2018

	7/31/2018 - 8/30/2018 August, 2018		8/31/2018 - 9/28/18 September, 2018		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		4		37	
<b>NEW SINGLE FAMILY RESIDENCE</b>						
On Island	6		0		47	
Off Island	74		35		776	
<b>NEW MULTI FAMILY RESIDENCE</b>	0		6 (2 units ea)		10	
<b>TOTAL PERMITS ISSUED</b>						
Total Building Permits (New, Add, R/R, Roof, Sign, Siding)	319	\$163,359	265	\$126,774	3690	\$1,826,614
MH & modular permits( \$ incl in Bld)	10		13		102	
Electrical Permits	206	\$18,465	180	\$21,710	2321	\$226,195
Mechanical Permits	240	\$12,934	126	\$7,811	2131	\$125,619
Plumbing Permits (Plumbing, Gas, Irrigation)	242	\$17,521	171	\$21,291	2395	\$207,949
Comm Site Work Permits	0	\$0	0	\$0	0	\$0
<b>Total Permits Issued</b>	<b>1017</b>		<b>755</b>		<b>10639</b>	
<b>Total Permit Fees Collected</b>		<b>\$212,279</b>		<b>\$177,586</b>		<b>\$2,386,377</b>
<b>CONTRACTOR LICENSES</b> (renewals & new)	<b>60</b>	<b>\$1,010</b>	<b>75</b>	<b>\$1,130</b>	<b>654</b>	<b>\$16,045</b>
<b>Total Fees Collected</b>		<b>\$213,289</b>		<b>\$178,716</b>		<b>\$2,402,422</b>
<b>INSPECTIONS PERFORMED</b>	<b>2921</b>		<b>2935</b>		<b>36798</b>	
<b>CERTIFICATE OF OCCUPANCY ISSUED</b>	<b>92</b>		<b>80</b>		<b>1,053</b>	
	23 working days		20 working days			




## 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:** Keith Ellis, Interim Building Official 

**RE:** Productivity of Code Enforcement — September 2018

**DATE:** October 2, 2018

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Code Enforcement Inspectors completed 114 initial inspections of possible code violations, of which all were initiated from complaints received. There were also 128 re-inspections completed with 66 cases where property owners corrected the violations resulting in cases being closed.

For comparison only:

September 2017		September 2018	
Complaints received:	39	Complaints received:	54
Initial inspections:	63	Initial inspections:	114
Complied:	28	Complied:	66
Presented to Code Board:	0	Presented to Code Board:	1
Lien Search Requests:	29	Lien Search Requests:	43



## 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:**

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( ) 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 STAN WESEL

Telephone \_\_\_\_\_

Thank you!



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( ) Planning ( ☒ ) Engineering ( ☒ ) Permitting ( ) Code Enforcement

Comments:

The girls in permitting are  
very helpful and nice.  
Also the girls in engineering (5)

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

Name Ilo Stenger

Telephone 334-7471

Thank you!



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Comments:

Great Staff But they could use some help.  
No way to improve on quality of staff But  
Need to work on Quantity

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

Name Ben Salter

Telephone 704-626-5824

Thank you!