




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

November 2, 2018

**MEMORANDUM**

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

**FROM:** Keith Ellis – Interim Building Official 

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

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The Building Department issued 784 permits in October, 29 more than issued in September. Permit revenues received for October were \$203,053 or 13% higher than September permit revenues of \$178,716. For comparison, there were 812 permits issued in October, 2017.

Permit revenues received thru:

October, 2018	\$203,053
October, 2017	\$171,537(for comparison only)

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

- 70 New Single-family residence permits
  - a. 7 at less than \$200,000 valuation
  - b. 10 at \$200,000 to \$250,000 valuation
  - c. 53 above \$250,000 valuation
- 4 New Mobile Home Permit
- 5 Mobile Home Replacement Permits
- 4 Replacement single family residence permits
- 701 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 2752 inspections in October, 2018. There were 131 more inspections performed by outside services due to our limited number of Inspectors and licensing.

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 successfully completed examination for Building Coastal Construction Inspector License. This will enable him to obtain the Standard 1&2 Family Plans Examiner License also.

We are working on increasing our Inspection staff and allowing present Inspectors to receive more training and testing for additional licenses.

**NASSAU COUNTY BUILDING DEPARTMENT**

October, 2018

	8/31/2018 - 9/28/18 <b>September, 2018</b>		10/1/2018 -10/30/2018 <b>October, 2018</b>		Budget Year-To-Date	2018/2019
	# 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	4		4		4	
<b>NEW SINGLE FAMILY RESIDENCE</b>						
On Island	0		9		9	
Off Island	35		61		61	
<b>NEW MULTI FAMILY RESIDENCE</b>	6 (2 units ea)		0		0	
<b>TOTAL PERMITS ISSUED</b>						
Total Building Permits (New, Add, R/R, Roof, Sign, Siding)	265	\$126,774	203	\$158,404	203	\$158,404
MH & modular permits( \$ incl in Bld)	13		9		9	
Electrical Permits	180	\$21,710	162	\$16,339	162	\$16,339
Mechanical Permits	126	\$7,811	174	\$9,982	174	\$9,982
Plumbing Permits (Plumbing, Gas, Irrigation)	171	\$21,291	236	\$17,288	236	\$17,288
<b>Total Permits Issued</b>	<b>755</b>		<b>784</b>		<b>784</b>	
<b>Total Permit Fees Collected</b>		<b>\$177,586</b>		<b>\$202,013</b>		<b>\$202,013</b>
<b>CONTRACTOR LICENSES</b> (renewals & new)	<b>75</b>	<b>\$1,130</b>	<b>56</b>	<b>\$1,040</b>	<b>56</b>	<b>\$1,040</b>
<b>Total Fees Collected</b>		<b>\$178,716</b>		<b>\$203,053</b>		<b>\$203,053</b>
<b>INSPECTIONS PERFORMED</b>	<b>2935</b>		<b>2752</b>		<b>2752</b>	
<b>CERTIFICATE OF OCCUPANCY ISSUED</b>	<b>80</b>		<b>92</b>		<b>92</b>	
	20 working days		20 working days 1 holiday			




## 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 — October 2018*

**DATE:** *November 2, 2018*

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Code Enforcement Inspectors completed 89 initial inspections of possible code violations, of which all were initiated from complaints received. There were also 123 re-inspections completed with 66 cases where property owners corrected the violations resulting in cases being closed.

For comparison only:

October 2017		October 2018	
Complaints received:	70	Complaints received:	46
Initial inspections:	88	Initial inspections:	89
Complied:	49	Complied:	66
Presented to Code Board:	2	Presented to Code Board:	2
Lien Search Requests:	41	Lien Search Requests:	70



## 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:

*All employees were wonderfully helpful.*

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

Name JULIAN C. WALKER

Telephone 904.879.5004

Thank you!



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Comments:

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

Name Cheryl L Clark

Telephone 468-0004

Thank you!