




Nassau County Building Department
96161 Nassau Place
Yulee, Florida 32097

December 4, 2018

MEMORANDUM

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

The Building Department issued 608 permits in November, 176 less than issued in October. Permit revenues received for November were \$129,478 or 56% lower than October permit revenues of \$203,053. For comparison, there were 847 permits issued in November, 2017.

Permit revenues received thru:

November, 2018	\$129,478
November, 2017	\$350,476(for comparison only)

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

Plans Examiner completed examination and received certification as Commercial Building Inspector in November. Plans Examiner also received a Certificate of Attendance from Contractors Institute for completion of education courses, Building Codes & Plan Interpretation and Fundamentals of Construction.

Permitting Department:

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

- 33 New Single-family residence permits
 - a. 2 at less than \$200,000 valuation
 - b. 8 at \$200,000 to \$250,000 valuation
 - c. 23 above \$250,000 valuation
- 2 New Mobile Home Permit
- 6 Mobile Home Replacement Permits
- 3 Replacement single family residence permits
- 564 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 2511 inspections in November, 2018. There were 203 more inspections performed by outside services due to our limited number of Inspectors and licensing.

A Building Inspector I successfully completed testing and board review, receiving certification as a Provisional 1& 2 Family Dwelling Inspector.

A Building Inspector I successfully completed examination and received certification as Commercial Electrical Inspector.

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
November, 2018

	10/1/2018 -10/30/2018 October, 2018		10/31/2018 -11/29/2018 November 2018		Budget Year-To-Date	2018/2019
	# Permits	Fees Collected	# Permits	Fees Collected	# Permits	Fees Collected
PERMITS ISSUED						
NEW MOBILE & MODULAR HOMES						
On Island	0		0		0	
Off Island	4		2		6	
NEW SINGLE FAMILY RESIDENCE						
On Island	9		3		12	
Off Island	64		31		92	
NEW MULTI FAMILY RESIDENCE	0		0		0	
TOTAL PERMITS ISSUED						
Total Building Permits (New, Add, R/R, Roof, Sign, Siding)	203	\$158,404	165	\$91,568	368	\$249,972
MH & modular permits(\$ incl in Bld)	9		2		11	
Electrical Permits	162	\$16,339	154	\$15,909	316	\$32,248
Mechanical Permits	174	\$9,982	111	\$6,919	285	\$16,901
Plumbing Permits (Plumbing, Gas, Irrigation)	236	\$17,288	176	\$14,507	412	\$31,795
Total Permits Issued	784		608		1392	
Total Permit Fees Collected		\$202,013		\$128,903		\$330,916
CONTRACTOR LICENSES (renewals & new)	56	\$1,040	26	\$575	82	\$1,615
Total Fees Collected		\$203,053		\$129,478		\$332,531
INSPECTIONS PERFORMED	2752		2714		5466	
CERTIFICATE OF OCCUPANCY ISSUED	92		89		181	
	20 working days 1 holiday		19 working days 3 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 — November 2018
DATE: December 3, 2018

Code Enforcement Inspectors completed 54 initial inspections of possible code violations, of which all were initiated from complaints received. There were also 88 re-inspections completed with 28 cases where property owners corrected the violations resulting in cases being closed.

For comparison only:

November 2017		November 2018	
Complaints received:	78	Complaints received:	33
Initial inspections:	148	Initial inspections:	54
Complied:	28	Complied:	28
Presented to Code Board:	2	Presented to Code Board:	5
Lien Search Requests:	45	Lien Search Requests:	41