



**Nassau County Building/Code  
Enforcement Department**  
96161 Nassau Place  
Yulee, Florida 32097

Bulletin G-02-14

**MEMORANDUM**

Date: September 3, 2014  
TO: All Property Owners and Contractors  
FROM: Michael Griffin, CBO, CFM, Building Official  
SUBJECT: Site Work Permit Required

There have been questions regarding site work permits in relationship to commercial property. Below pertains to Ordinance 2004-05 which became effective July 1, 2004.

**Site work permit required for commercial property related to the following:**

1. Installation of onsite accessible parking spaces and accessible routes.
2. Installation of underground electrical conduit and wiring.
3. Installation of underground gas piping.
4. Installation of underground plumbing piping for potable water and/or sewer systems.
5. Installation of any and all components of mechanical systems that are placed underground.
6. Installation of any piping or fire suppression controls that are placed on or underground.

**Exceptions to the Ordinance:**

1. Grubbing (Clearing the site of roots and stumps) (The on-Island Tree Ordinance Applies)
2. Filling and grading of the site.

**Commercial Property.**

**Any property other than a single-family residence, a duplex residence, or a triplex residence, including, but not limited to apartments, multi-family and condominiums.**

**Permit Application Process:**

The permit may be applied for by a Licensed General, Building or Underground utility and excavation contractor for the entire project or by individual properly licensed sub-contractors and be issued a single permit for the entire project or individual permits for each trade with the following exceptions:

1. A general, building or underground utility and excavation contractor is allowed to install all piping and conduit for water sewer and electrical but is not allowed to install the electrical wiring in the electrical conduit. Only a licensed electrical contractor may do the wiring installation (489.105 (3) (n) & (489.113 (3) (a)).

**FERNANDINA**  
**(904) 491-7337**

**TOLL FREE**  
**1-800-948-3364**

**FAX**  
**(904) 321-5763**



**Nassau County Building/Code  
Enforcement Department**  
96161 Nassau Place  
Yulee, Florida 32097

2. Any contractor that installs the underground piping for a pre-engineered fire protection system that uses water as an extinguishing agent requires a Class V Certification issued by the State Fire Marshall (633.021 (5) (e).

**Permit Issuance:**

The permit may be issued to the general, building or underground utility and excavation contractor if the total project cost is indicated and if all sub-contractors are listed on the application with their contractor license numbers including the Class V Fire Protection Contractor and a single “Building” permit may be issued.

Individual permits may be issued to the individual properly licensed sub-contractors after submission of any required insurance, bonding and other requirements have been submitted and the contract cost for that portion of the total contract is stated.

**Permit Fee Calculations:**

The permit fees are for the site work only and do not include any plan review, zoning, radon, or engineering fees and are calculated on the contract construction cost indicated using “Exhibit “B” of the adopted fee schedule.

**Contractor Responsibilities:**

The contractor(s) is responsible for application for the required permit prior to the initiation of any work that does not have an exception in the ordinance and is also responsible for the posting of the permit and for having an “Approved” copy of the Site Plan at the project location. The contractor of record is responsible for obtaining all required inspections relating to a rough, open ditch under construction, and a final inspection after the completion of the installation.

**SHALL COMPLY WITH FBC 110.3 – FINAL INSPECTIONS ARE REQUIRED ON ALL PERMITS, FAILURE TO OBTAIN FINAL INSPECTION MAY RESULT IN ADDITIONAL FEES.**