



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

Bulletin G-01-15

**MEMORANDUM**

Date: January 8, 2015  
TO: Permitting Staff and Permit Applicants  
FROM: Michael Griffin, CBO, CFM, Building Official  
SUBJECT: Specialty Trade Permits

This memorandum is to clarify permitting procedures for specialty contractors that are licensed by Nassau County Code Sec. 7-112. Certification (copy attached). Specialty trades may obtain a permit for projects within their specialty category only and where there is no need to subcontract additional work such as building, plumbing, electrical or mechanical. Where additional work is subcontracted a master permit must be obtained FIRST by the appropriate contractor. For new construction and renovations of any building a licensed general building contractor (unlimited in scope) or, building contractor (limited to buildings not more than 3 stories) or, residential building contractor (limited to one-two or three family dwellings not exceeding 2 stories) should obtain the master permit. All other subcontractors will then follow with obtaining the necessary electrical, mechanical, plumbing, roofing, low voltage and other permits.

When there is no other work being done, other than the work performed by the licensed specialty contractor, a permit may be issued directly to the specialty contractor. A specialty carpentry contractor may obtain a permit to build a wood deck. However, a specialty carpentry contractor may not remove and replace the framing for an existing single family dwelling unless a master permit has been issued to the appropriate general, building or residential contractor FIRST so that any necessary electrical, plumbing and mechanical work is properly subcontracted. Specialty contractor trades that generally need close attention for work that may need to be subcontracted are drywall, concrete and carpentry specialty trades. Also, please make sure that permits issued for electrical signs are issued to appropriate electrical sign contractors. We have a non-electrical sign contractor category that may not obtain electrical sign permits.

If you have any questions, please let me know

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

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

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