



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

**Bulletin G-09-15**

**MEMORANDUM**

Date: August 27, 2015  
TO: Permit Applicants  
FROM: Michael Griffin, CBO, CFM, Building Official  
SUBJECT: Over the counter building permits

This is to clarify circumstances where over the counter building, plumbing, electrical and mechanical permits may or may not be issued.

**A review of the permit application is required by a Plans Examiner if:**

- There is a change of tenant being made where the use or space of the building may create a change of occupancy. Such as, from a store to a business office or from a business office to a restaurant.
- The work involves the removing, rearranging or addition of walls or exits.
- Any work that effects the structural components of the building.
- Increasing electrical service amperage or adding electrical meter for any property.

A plans review is not required for:

- Reroofing
- Replacing existing equipment such as water heaters and air conditioning units.
- Minor building, electrical, plumbing and mechanical repairs.

If you have any questions, please let me know

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

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

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