



Nassau County Building Department
96161 Nassau Place
Yulee, Florida 32097

Bulletin G-03-17

MEMORANDUM

Date: April 28, 2017
TO: All Permit Applicants
FROM: Michael Griffin, CBO, CFM, Building Official
SUBJECT: Over the Counter Permits

In an effort to expedite the permitting process Nassau County will issue an Over The Counter Permit (OTCP) (attached) permit for garage door replacement, window/door replacement, re-roofing and storm shutters. The same procedures for inspections will apply. An affidavit (from licensed contractor only) must be submitted for re-roofs and window/door replacement prior to the request for final inspection.

Window/shutter replacement will require 2 sets of floor plans showing affected areas. Bedroom emergency egress clear opening may not be reduced by more than five percent as required by the Florida Building Code (Residential).

An OTCP will require Florida Product Approval numbers for garage door replacement, window/door replacement and storm shutters.

If you have any questions, please let me know.

FERNANDINA
(904) 530-6250

TOLL FREE
1-800-948-3364

FAX
(904) 321-5763