



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

Bulletin G-07-17

**MEMORANDUM**

Date: July 21, 2017  
TO: Permit Applicants  
FROM: Michael Griffin, CBO, CFM, Building Official *MG*  
SUBJECT: Inspector cell phone policy

This is to clarify that permit holders may contact inspectors during business hours. Also, inspectors will be available to take calls between 8:00 and 8:30 each morning to estimate the time of arrival for an inspection. The inspector may give a morning or afternoon time frame. Please keep in mind that due to the inspector's route and/or difficulty making an inspection the estimated time may need to be adjusted. If an inspector needs to be contacted during times other than between 8:00 and 8:30 am please leave a message on the inspector's cell phone and a return call will be made whenever the inspector is able. Please do not call the office if an inspector does not return your call, if a message is left with the inspector, the call will be returned. Also, the inspector cannot give a call to the site prior to the inspection, it is the permit holders' responsibility to make sure the building is accessible and plans are on site. An exception for the inspector to call ahead will be made for air-conditioner change outs, a one hour window may be given by the inspector to allow a homeowner to provide access. Also, whenever a vacant structure needs to be locked a key may be left in the job-box for the inspector.

We will soon have the inspector's daily route posted on-line so permit holders may view the schedule and get an estimated idea of when their inspection may be made.

If you have questions, please let me know.

MG/

CC: Terry Cotter

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

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

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