



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

MEMORANDUM

Date: November 29, 2017
TO: Shanea Jones, County Manager
FROM: Michael Griffin, CBO, CFM, Building Official *MG*
SUBJECT: Achievements and Goals for FY 16/17 and 17/18

Below are FY 16/17 achievements and FY 17/18 goals for the Building and Code Enforcement Departments. These are a highlight of the accomplishments and future expectations of the departments.

Achievements 2016/17

- Hired four Permit Specialist, two Building Inspectors, one Deputy Building Official, one Technical Support staff and one Document Scanner Tech.
- Building and Code Enforcement staff completed the required Continuing Educational Units to maintain State of Florida certification. Staff also completed State of Florida employment required examinations related to plan review and inspection certification.
- Building Permit staff continues to conduct cross-training of jobs expanding the capabilities of each staff member related to permitting, licensing, routing plans, cashiering, and issuance of Certificate of Occupancy and daily reports.
- Completed software conversion to Munis for expanding ability to serve our customers through on-line services related to permits and inspections. Provided field inspectors with tablets for use to input inspection results. Provided plan review staff with large screen monitors for more efficient and effective review of scanned building plans.
- Created process for over-the-counter permit issuance for windows and doors. Additionally, created affidavit procedure eliminating the need for a rough inspection for window fastening.
- Organized/scanned current and archived records in accordance with F.S. 119 for prompt retrieval in compliance with Florida Statutes 119. Employed additional part time scanning staff to assist with organizing large archived document backlog.

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- Resolved FEMA's Community Assessment Visit audit findings related to floodplain administration allowing Nassau County to join the National Flood Insurance Program's Community Rating System.
- Continued to work with banks and field service companies on foreclosures and vacant properties.
- Updated Building Department internet "Bulletin" website for citizen and contractor information related to permitting and inspection.
- Placed telephone and signage in Public Services Building lobby to assist with contacting Code Enforcement, Engineering and Planning departments without disrupting permitting staff resulting in improved efficiency for customer service.
- Adopted 2017 Federal Insurance Program maps for east side of Nassau County, involving changes for coastal waterways, rivers and streams.
- Adopted revisions to 2014 Florida Building Code Chapter 1 Administration clarifying permit exemptions for certain single family dwelling improvements.
- Participated in the Federal Emergency Management Agency's Community Rating System program involving floodplain management including verification and maintenance of elevation certificates for new development.
- Conducted damage assessment survey for Hurricane Matthew using new IDAM software program.
- Conducted an average of 2,500 building inspections a month and issued an average of 70 single family dwelling permits a month. Accessory permits averaged 600 permits a month.
- Updated vehicle fleet with several trucks and SUV's.

Goals for 2017/18

- Maintain State mandatory and job required certifications for Building and Code Enforcement staff through education and training. Staff will continue to obtain additional State of Florida plan review and inspector certifications to expand their capabilities. Continue to conduct field training for inspectors.
- Update administrative provisions of 2017 State of Florida Building, Plumbing, Mechanical, Accessibility, Energy and Existing Building Codes, including 2014 National Electrical Code.

- Adopt unsafe building ordinance for action against dilapidated and dangerous buildings.
- Update existing Building/Code Enforcement Policies and Procedures Manual.
- Create method to receive digitally signed Elevation Certificates from survey professionals.
- Maintain outreach and communication to the Nassau County and North Florida Builders Association through participation in sponsored events.
- Continue to improve our Bulletin information website to builders and property owners.
- Continue to participate in FEMA's Community Rating System program involving floodplain management resulting in lower flood insurance rates for Nassau County property owners.
- Hire and train new Code Enforcement Officer for building abatement program.
- Improve Munis software program to expand ability receive on-line permitting for large or small projects involving plan review.
- Hire additional Building Inspector and Building Inspector Supervisor.
- Hire additional staff to assist with increased zoning setback review for single family dwelling permits.
- Review building permit fees to include provisions for expired permits and floodplain management fees.
- Conduct additional training for using IDAM damage assessment software.
- Continue to certify Permit Specialist in the International Code Council program for Permit Technicians.