



**Nassau County Building Department**  
96161 Nassau Place  
Yulee, Florida 32097

## MEMORANDUM

Date: October 29, 2019  
TO: Mike Mullin, County Attorney/Manager  
FROM: Keith Ellis, Building Official  
SUBJECT: Achievements from FY 18/19

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Below are FY 18/19 achievements for the Building Department. This is a highlight of the accomplishments and future expectations of the department.

### Achievements 2018/2019

- Our Department processed and issued a total of 10,709 Permits, performed 2,334 total Plan Reviews and performed a total of 34,452 Field Inspections.
- Created process for accepting certain digitally signed & sealed documents.
- Master filing residential plans now available for contractors, volume builders, etc. per F.S. 553.794. This will reduce plan review time and time to obtain permit by approximately one week.
- We hired three additional permitting staff to better serve our customers due to increased permitting.
- The Building staff completed the required Continuing Educational Units to maintain State of Florida licensing. Staff also completed State of Florida required examinations related to plan review and inspection certification.
- Continued to organize and scan current / archived records in accordance with F.S. 119 for prompt retrieval in compliance with Florida Statutes 119.
- Received approval for salary increases for licensed personnel (Inspectors and Plans Examiners) and Permit Specialist Supervisor for additional responsibilities.
- Received incentive program approval for seven percent salary increase for Building Inspectors and Plans Examiners that obtain additional State of Florida Licenses.
- Performed Flood Zone Determination on all permits and reviewed for FEMA Substantial Improvement / Substantial Damage using the 50% rule, also, assist realtors with Flood Zone Determinations on listed properties.
- Update Building Departments internet “bulletin” website for citizen and contractor information related to permitting and inspections.
- 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.

- Updated Building Departments vehicle fleet with seven new SUV's and one new truck.
- Adopted Unsafe Building Ordinance 2019-15 for action against unsafe structures, dilapidated and dangerous buildings. Implementing policies and procedures needed for the staff to follow.
- Attended EOC operations during storm events and performed damage assessments, also attended training classes at the EOC for essential personnel.
- Performed Class 1 Zoning for each permit application, verify zoning, setback, lot coverage, etc.
- Verify Contractor licensing requirements, along with sponsoring candidates to take the appropriate/required exam, updating/entering each contractor licensing and insurance requirements with Nassau County.
- **Changes made to benefit contractors, owner-builders and developers and to help stream line the permitting process:**
- 50 % reduction in the required plans and construction documents for each building permit. We review, approve, scan and issue the original set of plans back to the contractor or owner-builder.
- We no longer require building permit for temporary construction trailers on construction sites. (2017 FBC Sec. 102.2, Exempt)
- We no longer require permit to add equipment to existing cell towers. (2017 FBC Sec. 102.2, Exempt)
- Reduced the cost of Model home/sales center annual renewal fees by 90%, this equals \$1,000 savings a year.
- We no longer require pre-power agreement from electrical contractor for electrical meter set.
- Started accepting commercial building permit applications prior to having final site engineering plan approval from the DRC committee, now reviewed concurrently.
- We no longer charge reinspection fees unless excessive abuse by contractor.
- We provide same day reinspection's for priority inspections when possible.
- Authorized contractors to start work on residential projects after application has been submitted, while awaiting permit approval. (excluding ocean front properties or subdivisions on Amelia Island with tree protection requirements) (Per 2017 FBC Sec. 105.12)
- We now issue over-the-counter site work permits upon final DRC site engineering plan approval. (No longer route the application for redundant approval signatures) also, reduced commercial Site Work permit fees by reducing the job valuation to only work we inspect versus total site construction costs.