



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

## MEMORANDUM

Date: August 20, 2021  
TO: Taco Pope, County Manager  
FROM: Keith Ellis, Building Official

SUBJECT: **Achievements from FY 20/21 and Goals for FY 21/22**

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**Below are FY 20/21 achievements and FY 21/22 goals of the Building Department. This is a highlight of the accomplishments and future expectations of the department.**

### Achievements 2020/2021

- Our Department processed and issued a record number of permit applications including, (13,900 permit applications, 3,135 plan reviews and 26,482 field inspections). (7,756 additional inspections were performed by outside professional services, (Private Providers, hired by contractors & owners)
- We continued to receive and process permit applications & plan submission electronically to expedite the permitting process. (Process was originally created due to Coronavirus COVID-19 pandemic). We also continue to receive and process physical plans and permit applications.
- We updated our unsafe building abatement ordinance 2019-15 and the BOCC appointed (7) voluntary members to the Construction Board of Adjustment and Appeals, via resolution 2021-085.
- Prepared documentation for and assisted auditors during our ISO/BCEGS audit and CRS audit including annual permit list and review/approval of FEMA elevation certificates for a required minimum 90 % + accuracy.
- Performed annual budget development request in required timelines for OMB, etc.
- Reclassified and filled (2) permit specialist positions in our department. Created and filled (1)-Sr. accounting specialist position. Also, provided required training, computer equipment, desks, phones, supplies, etc.
- The Building Department staff completed the required Continuing Educational Units to maintain their State of Florida licensing and ICC certifications. Staff also completed the required examinations related to plan review and inspector certifications. The deputy Building Official obtained the (CFM certification), Certified Floodplain Manager.
- Performed 1,222 public records request (985 open permit/lien requests & 237 other requests) and provided required documents as requested in compliance with Florida Statute 119. Continued to organize and scan current/archived records for prompt retrieval in accordance with FAC 1B.24 which states, the electronic copy serves as the record copy.
- Performed Flood Zone Determination on all required permit applications and reviewed for FEMA Substantial Improvement / Substantial Damage using the FEMA 50% rule. Also ensured compliance with FEMA regulations on all new construction located in the special flood hazard areas.

- Updated Building Departments website for citizen and contractor information related to permitting and inspections.
- Participated in the FEMA/NFIP Community Rating System program involving floodplain management, including verification, approval, and archival/retention of elevation certificates for all new or substantially improved/damaged structures located in a special flood hazard area.
- Enforced our Unsafe Building Ordinance 2019-15, for corrective action against unsafe structures/public nuisances, dilapidated and dangerous buildings. We performed 314 unsafe structure inspections/follow up inspections, investigated 53 new complaints, cited 12 structures in violation and demolition was completed on 17 unsafe structures.
- Attended EOC operation Crisis-Track training classes for essential personnel performing damage assessment after storm events.
- Performed Class 1 Zoning for each permit application, verify zoning district, proper setback to property lines, lot coverage, etc.
- Verify contractor licensing requirements, along with sponsoring candidates to take the appropriate/required exam. Also updating/entering each contractor licensing and insurance information in our system.
- Field inspectors continue to utilize their I-Pad or Cell phone with Verizon air-card and remotely access DocStar, our electronic plan storage file to view the approved plans for required inspections.
- Building Official, Sr. Plans Examiner and Inspector attended the BOAF Conference in Orlando, Florida for required CEU's.
- Implemented the new 2020 FBC and worked with contractors and owner-builders with new code interpretations.
- We attended (52) DRC meetings and reviewed 139 site plan/plat submittals.
- We attended quarterly ADA meetings and worked with design professionals to ensure accessibility code items were met during the design phase of new construction and renovation projects.
- Purchased two new drones and provided required training for licensed inspectors and plans examiners to obtain the required drone pilots license to operate in the field. We will utilize these during our field inspections and to assist the EOC after a storm event with damage assessment.
- We currently have (4) licensed employees in the BOAF cross-training program to obtain additional commercial inspector licenses for plumbing and mechanical.
- Attended multiple NEFBA zoom meetings/field events and provided building department updates on our current permitting procedures, new code changes, etc.
- Implemented new approved Florida Senate/House Bills as required for our department for contractor licensing, private provider changes, permitting changes, etc.
- Assisted outside Private Provider companies with entering required inspection results throughout the inspection process and issued the certificate of occupancy within (2) business days as required by F.S.553.791.
- Provided inter-office cross training for plan review with licensed field inspectors.

## **Goals for 2021/2022**

- Continue to provide excellent customer service for contractors and owner/builders.
- Continue to improve on permit turnaround time and our efficiency during and after the COVID-19 pandemic.
- Maintain State of Florida licenses and ICC certifications for Building staff through education and training. Staff will continue to obtain additional State of Florida plans examiner and inspector licenses & certifications to expand their capabilities. Continue to conduct field training for inspectors and implement a cross-training program.
- Continue updating Building Departments Policies and Procedures as policies change.
- Maintain communication with Northeast Florida Builders Association through participation in sponsored events and zoom meetings.
- Continue to improve our website bulletin information for 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.
- Research software programs available to expand ability to receive on-line permitting for large or small projects involving planreview.