



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

Bulletin 02-2020

**MEMORANDUM**

**Date:** March 26, 2020

**TO:** CONTRACTORS AND OWNER / BUILDERS

**FROM:** Keith Ellis, CBO, CEAP, MCP, CFM  
Nassau County Building Official /  
Floodplain Administrator

**SUBJECT:** Jobsite Approved Plans - (RESIDENTIAL CONSTRUCTION PROJECTS ONLY)

Effective March 30, 2020, The Nassau County Building Department will no longer require the approved plans to be on site for any required inspection for residential construction projects. This is an effort to go paperless and to streamline the inspection process for contractors and owner/builders. This only applies to residential construction projects inspected by Nassau County field Inspectors. Our field inspectors are working remotely and are able to access DocStar, (our digital plan storage file), to view the approved plans, truss engineering and Florida energy calc's, from the field using their Verizon cell phone or laptop with Verizon air card. This will take a few more minutes of our time but will save contractors and job superintendents a lot of time in the field. The permit, permit inspection card, N.O.C., notice of termite treatment, compaction test results, blower door test and other documents will need to remain on the job site. Our inspectors will also access DocStar to view the approved FEMA elevation certificates, (building under construction and finished construction).

Commercial construction projects still require the approved plans to be on site for all required inspections. We perform several partial inspections on commercial projects and the inspector will note the areas inspected on the field set of approved plans throughout the construction project.