



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

## **MEMORANDUM**

Date: December 10, 2018  
TO: Mike Mullin, County Manager  
FROM: Keith Ellis, Interim Building Official  
SUBJECT: Achievements and Goals for FY 17/18 and 18/19

Below are FY 17/18 achievements and FY 18/19 goals for the Building and Code Enforcement Departments. These are a highlight of the accomplishments and future expectations of the departments.

### **Achievements 2017/2018**

- Filled two Building Inspector vacancies. Hired two additional Building Inspectors and three Permitting Specialist.
- 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 continued to conduct cross-training of jobs expanding the capabilities of each staff member related to permitting, licensing, routing plans, cashiering, issuance of Certificate of Occupancy and daily reports.
- Created process for over-the-counter site work permit issuance provided site plan has already been approved by DRC. Therefore, eliminating duplicate process of two copies of site plan being submitted with sitework permit.
- Continued to organize and scan current and archived records in accordance with F.S. 119 for prompt retrieval in compliance with Florida Statutes 119.

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- Received approval for salary increases for licensed personnel (Inspectors and Plans Examiners) and Permit Specialist Supervisor for additional responsibilities.
- Established and received incentive program approval for seven percent salary increases for Building Inspectors and Plans Examiners that obtain additional State of Florida Licenses.
- Continued to work with banks and field service companies on foreclosures and vacant properties.
- Updated Building Departments internet "Bulletin" website for citizen and contractor information related to permitting and inspection.
- 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 an average of 2,900 building inspections a month and issued an average of 65 single family dwelling permits a month. The accessory permits increased from an average of 600 to 800 permits a month.
- Updated Building Department vehicle fleet with two new trucks and Code Enforcement Department with one new truck.
- Created the ability and instructions for building contractors to submit a master file residential plan application in order to maintain a master plan on file with the Building Department. This will allow contractors to submit a building application and use the plans we have on file for them, therefore eliminating the need to submit plans with each permit application submitted. (F.S. 553.794 Master Building Permit Program)
- Created process for accepting digital signatures for electronic documents.

### **Goals for 2018/19**

- 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.
- Continue updating existing Building/Code Enforcement Policies and Procedures Manual as policies change.
- 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.
- Research software programs available to expand ability to receive on-line permitting for large or small projects involving plan review.
- Hire two additional Building Inspectors, one additional Plans Examiner, three additional permitting staff and a front desk receptionist to better serve our customers due to increased permitting. Hire Deputy Building Official and Code Enforcement officer to fill vacancies.
- Complete operating fee study for verification of current building permit fees and to include provisions for expired permits and other items not having a current fee.