



## *Nassau County Building and Code*

*Michael Griffin, CBO, CFM*

### *Enforcement Departments*

*96161 Nassau Place*

*Yulee, Florida 32097*

Date: November 17, 2015  
TO: Ted Selby, County Manager  
FROM: Michael Griffin, CBO, CFM, Building Official  
SUBJECT: Building and Code Enforcement Achievements and Goals 14/15 and 15/16

As requested below are achievements of the Building and Code Enforcement Departments for FY 2014/15 also listed are goals for FY 2015/16.

If you have questions please let me know.

#### **Achievements 2014/15**

- Received a classification of **3 for Commercial and 3 for Residential** for Building Code Effectiveness Grading System from the Insurance Services Organization (ISO) which is rating our department within the top 1/3 of Building Departments in the country.
- Building and Code Enforcement staff continued to attend required training for completion of Continuing Educational Units for certification for licensed personnel.
- 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.
- Currently conducting 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 attaining code information and for future use as inspection results tool. Provided plan review staff with large screen monitors for more efficient and effective review of scanned building plans.
- Organized/scanned current and archived records for prompt retrieval in compliance with Florida Statutes 119. Employed two additional part time staff to assist with organizing large archived document backlog.
- Implemented adoption of 5<sup>th</sup> Edition of the Florida Building Code (2014).

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*1-800-948-3364*

*(904) 321-5763*

- Conducted on-site training for installation of mobile home set-up inspections.
- Conducted Model Florida Floodplain Ordinance workshop for County Commission and created adoption for the model floodplain ordinance.
- Conducted cross-training for permitting staff to allow for expanded customer service skills.
- Improved the archiving and retention of department records in accordance with Florida Statute 119.
- Currently working to resolve Community Assessment Visit findings found by FEMA audit related to noncompliant buildings and elevation certificates related to our Floodplain Management program.
- Continued to work with banks and field service companies on foreclosures and vacant properties.
- Hired new Zoning Technician for review of residential site plans for compliance with zoning regulations.
- Implemented GIS tracking system for Building/Code Enforcement vehicles.
- Improved and updated Building Department internet “Bulletin” website for citizen and contractor information.
- Continue to resolve expired and uncompleted permits that have not received a final inspection.

### **Goals 2015/16**

- Update Nassau County Ordinances related to subdivision review, building inspection fees, contractor licenses, unsafe building code and property maintenance code.
- Implement new Munis software for permitting, plan review and inspection processes.
- Join the Community System Rating program as provided by the Federal Emergency Management System which will allow for a discount for property owner flood insurance.
- Continue to implement our cross-training program for permitting staff in order to expand the capabilities of our staff for customers when applying for permits, contractors’ licenses, Certificates of Occupancy and routing plans to various departments.
- Work with the Northeast Florida Builders Council to keep contractors aware of code requirements and changes that may affect the building community.
- Continue to keep Plan Examiners, Inspectors and Code Officers licenses and certifications up to date by attending required Continuing Educational seminars and training.

- Continue to improve our records management system and methods of scanning new and older permit files for faster retrieval. This has greatly improved the past year.
- Maintain ISO's Building Code Effectiveness Grading Schedule level for plan review and inspection processes.
- Implement procedures for window and door inspections by allowing contractor to file notarized affidavit prior to final inspection that all fasteners are installed as required by the manufacture. This should save an inspection where such fasteners are covered by molding and cannot be seen on a final inspection.
- Implement procedure to have general, building and residential contractors list the sub-contractors that will be used on each job. This hopefully will reduce the number of unlicensed contractors that are being used that are coming in from other areas. The Department of Business and Professional Regulation use the list when investigating job sites.
- Implement procedure to allow permitting staff to observe field inspections in order to be aware of how the inspection process evolves during the construction of a building. This should help our permitting staff to understand what is happening in the field and better serve our applicants.