



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

Bulletin G-04-17

MEMORANDUM

Date: June 23, 2017
TO: All Permit Applicants
FROM: Michael Griffin, CBO, CFM, Building Official
SUBJECT: Guidelines for Shell Buildings and Tenant Build-Out Permits *MG*

To be consistent with surrounding jurisdictions, the Nassau County Building Department will use the following definitions for a **shell building permit**, **tenant build-out permit**, **alterations & repairs permit** and **new building**.

Shell Building: Generally Mercantile, Business or Storage occupancies occurring within the single or multiple tenant building where all tenant spaces are not being constructed. Includes the basic building structure, comprising of all exterior walls (including storefronts) and roof, sufficient to make the building watertight. Interior work such as tenant separation walls, other partitions, restrooms, mechanical, electrical plumbing (MEP), floor slab, ceiling and finishes, may or may not be constructed or installed at the time the shell building is constructed. All exterior improvements such as, but not necessarily limited to, paving, drainage, parking, sidewalks, landscaping, accessibility items and exterior utilities shall be included with the basic shell building project. An occupancy classification shall be indicated on the permit application form, for the purpose of these guidelines, a shell building will not be considered ready for human occupancy.

Tenant Build-Out Permit: Any construction work occurring in an individual tenant space when the tenant is new to that space. The tenant may be the initial or first time tenant in the space or the tenant may be a subsequent new tenant to an existing space requiring construction modifications to the space for the new tenant. The Tenant Build-Out Permit must provide all information necessary for issuance of a Certificate of Occupancy. Partial permits for building, plumbing, electrical and mechanical will not be issued.

Alterations and Repairs Permit: Any construction work occurring in an existing occupied space (no change in tenant), or exterior of a building, AFTER, the initial space has been permitted and inspected and a CERTIFICATE OF OCCUPANCY has been issued for the initial *Tenant Build-Out*.

New Building Permit: The construction work of any new building that is not defined above as a shell building, a tenant build-out, or alterations and repairs to an existing building. For the purpose of these guidelines, a new building may be a single or multi-tenant building as long as the plans submitted for the new building permit are complete to the point that the entire building may be occupied. If the plans do not include the entire build-out of the complete structure, then a Shell Building permit for the structure, and a Tenant Build-Out permit for each separate tenant must be obtained.

If you have any questions, please let me know.

Xc: Terry Cotter, CBO

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