



Nassau County Building Department
96161 Nassau Place
Yulee, Florida 32097

Bulletin G18-9

MEMORANDUM

To: All Permit Applicants
From: Keith Ellis, Interim Building Official, CBO, CEAP, MCP, CFM
Subject: Plans and Paperwork Reduction
Date: December 14, 2018

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Effective January 2, 2019, The Nassau County Building Department will require **ONLY (1) one** Complete set of construction documents be submitted with each permit application. This is a cost saving effort to benefit contractors / owner-builders and to help stream-line the permitting process. This will be a **50%** reduction in the required paperwork, plans and construction documents for ALL permits requiring plan review. We will review, approve and scan the approved set of plans into our system for our Record Set and plan retention requirements. The approved set of plans will then be given back to the contractor or owner-builder at the time of permit issuance, for placement at the job site.

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