



Nassau County Building Department  
96161 Nassau Place  
Yulee, FL 32097

*Keith Ellis, CBO, CEAP, MCP, CFM  
Building Official*

**BUILDING PERMIT PROCESSING, REVIEWING & APPROVING PROCEDURES**  
( PER F.S.125.56 (4)(G) and HB 1059)

1. Go to: [www.nassaucountyfl.com](http://www.nassaucountyfl.com) , follow links... Departments, Building, on-line forms, permitting forms and select proper permit application for your project.
2. Complete permit application checklist as required (i.e., provide 8.5"x 11" site plan with setback dimensions to property lines, complete plan package, truss engineering, warranty deed, etc.)
3. Permit application submission: go to Building Department main page and click link, [Permitting Procedures - 7/1/21](#) and follow instructions.
4. After receiving a properly completed permit application packet, the application will be entered into our system and then routed to the appropriate departments for their review and approval. (i.e., Building, Planning, Engineering and Fire Department).
5. The application will be reviewed for compliance with the LDC/Zoning district, flood zone determination, lot grading, proposed FFE, proper access, plan reviewed for compliance with the Florida Building Codes and the Florida Fire Prevention Code, etc.
6. Each department approval is entered into our permitting system. If code deficient items are found, comments will be sent to the applicant VIA email, etc. and the permit approval will be delayed until corrections are received and approved.
7. After approval, the permit applications are scanned into our digital plan storage file for our archival records.
8. **FINAL APPROVAL PROCESS:** Staff will verify the following items prior to permit issuance:
  - Environmental Health Department approval for on-site well/septic.
  - Verify contractor licensing & workers comp are up to date.
  - Verify and adjust permit fees as required.

- Calculate applicable impact and mobility fees.
  - Verify if sidewalk & driveway permits are required and issued.
  - Verify & upload required inspections per plans examiner review.
9. Call or email applicant when permit is ready to be paid for and issued.  
Accepted forms of payment are Cash, E-Check, Check, Debit/Credit Card or Contractor Escrow Account.
  10. Upon receipt of payment of all permit fees, permit/plans/application are issued to applicant VIA email or at the front counter.

**Note: Separate permit application and direct payment of fees are required to the Environmental Health Department for well & septic (If applicable) and to the Engineering Department for sidewalk/ driveway permits, etc. Applicant must pay fees directly to those departments and send us a copy of the permit for our files prior to the permit being issued.**

