



Nassau County Building Department
96161 Nassau Place
Yulee, Florida 32097

Revised Monday, May 4, 2020, until further notice. Starting Monday, May 11, 2020, Due to the Coronavirus COVID-19, the Nassau County Building Department office and lobby will remain closed to the public. Permit processing will begin **after** receipt of a completed permit application and all required documents. **We are still processing and issuing permits via the follow methods.**

- **All permit applications and revisions must be submitted using one of the following options:**
 1. Email to permitting@nassaucountyfl.com,
 2. Fax to (904-321-5763),
 3. Upload to Munis Self Service on our web site at www.nassaucountyfl.com ,
 4. Drop-off permit application & plans at our office utilizing outside drop-box at front entry doors, M-F 8am-5pm. (excluding government holidays)
(48-hour quarantine prior to processing)
 5. Mail-in permit application & plans to our office at the above address.
(48-hour quarantine prior to processing)

- **Permit applications and revisions with large plans must be submitted using one of the following options:**
 1. Drop-off permit application & plans at our office utilizing outside drop-box at front entry doors, M-F 8am-5pm (excluding government holidays).
(48-hour quarantine prior to processing)

 2. Email permit application with separate PDF attachments, (no jpg pictures), to our department at permitting@nassaucountyfl.com, **email size limited to less than 50 mb per email**. For larger files, you can use a cloud storage space like OneDrive or Dropbox, if you need assistance with larger documents, please contact us and we will be glad to assist you. **Email to include:**
 - 1 PDF- Permit Application, (Properly completed)
 - 1 PDF- Structural Engineering, (Digitally Signed & Sealed & unlocked)
 - 1 PDF - Architectural Plans (If required, Digitally Signed & Sealed & unlocked)
 - 1 PDF- Truss Engineering and layout sheet (Digitally Signed & Sealed & unlocked)
 - 1 PDF - Florida Energy Calculations
 - 1 PDF- Florida Product Approvals

 3. Mail-in permit application and plans to our office at the above address.
(48-hour quarantine prior to processing)

FERNANDINA
(904) 530-6250

TOLL FREE
1-800-948-3364

FAX
(904) 321-5763

- Emailed plans and documents, required to be signed and sealed by Florida Statute (i.e. Structural Engineering, Elevation Certificates, etc.), will need to be digitally signed and sealed by the design professional of record. Send files “unlocked”. Architects, Engineers, Surveyors and other design professionals, must initially register with our department by completing and submitting the Digital Signature Delivery Form (see attached form).
- To better assist our customers, during the COVID-19 Pandemic and per FBPE, we will accept scanned originals of manually or digitally signed and sealed plans through July 14, 2020. This will give design professionals adequate time to obtain a digital signature certificate from any valid 3rd party certification authority and register their digital signature with our department.
- Permit applications will be routed to all required departments, for their review and approval.
- All permit applications must be paid for via Credit Card, E-Check or Contractor Escrow account, **you must call 904-530-6250 to verify the amount and get the permit number, to use as a reference.**
- All approved permit applications and documents will be scanned by our department and emailed to the permit applicant. A 48-hour quarantine will be required for all plans and documents picked up from our office , utilizing outside drop-box at our front entry.
- **Elevation Certificates:** Building Under Construction and Finished Construction Elevation Certificates; Digitally signed and sealed, email to kellis@nassaucountyfl.com for approval. Manually signed and sealed elevation certificates can be dropped off at our office utilizing outside drop-box or mail to our office at the above address.

Thank you in advance for your cooperation to implement this new revised process. If you have any questions or need additional information, please contact the Building Department at 904-530-6250 or by email at permitting@nassaucountyfl.com



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For your convenience, we have provided a few printing companies listed below, that offer scanning services, including the ability to scan large 24" x 36" sheets.

Company	Location	City	Telephone #
Amelia Graphics	2162 Sadler Rd	Fernandina	904-261-0740
Digital Village	961687 Gateway Blvd.	Fernandina	904-277-1277
Nassau Printing	542028 US Highway 1,	Callahan	904-879-2305
Launch Printing	2402 Osborne Rd,	St Mary's Ga	912-882-4731
Office Depot	10601 San Jose Blvd, Suite 200	Jacksonville	904-268-9656
Staples Office Supplies	1445 Sadler Rd	Fernandina	904-261-2824
Staples Office Supplies	10261 River Marsh Dr	Jacksonville	904-998-1761

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Submit Digital Signature for Initial Verification

In order to submit a digital signature for initial verification, you must first complete and digitally sign and seal the [Digital Signature Delivery form](#):

1. Obtain a digital signature certificate from any valid 3rd party Certification Authority (this is a commercial service provided by several companies including Entrust, eTrust, GeoTrust, GlobalSign, IdenTrust, Verisign, etc.). Once received, create your digital signature to include your security certificate provided by the 3rd Party Certification Authority as well as the digital signature appearance requirements shown in the table (see attached). This is not a complete list and Nassau County does not recommend one firm over another.
2. Apply your digital signature containing the security certificate obtained through a 3rd Party Certification Authority (all required appearance elements shown in the table below) in the space indicated on the form and re-save the file.
3. Send the digitally signed/sealed Digital Signature Delivery Form to: mmccune@nassaucountyfl.com
You may submit this form as described above at any time prior to the time of application submittal.
4. **NOTE:** Permit applications with large plans may be emailed with PDF attachments to our department at permitting@nassaucountyfl.com, **email size limited to less than 50 mb per email.** ([include project description and property identification number \(PIN\) or address](#)) For larger files you can use a cloud storage space like OneDrive or Dropbox, if you need assistance with larger documents, please contact us and we will be glad to assist you.

Digital signatures must comply with Florida Statutes Chapter 481 and Florida Administrative Rule 61G1-16.005 for Architects or Florida Statutes Chapter 471 and Florida Administrative Code Rule 61G15-23.003 for Engineers or Florida Statutes Chapter 472 and Florida Administrative Code Rule 5J-17.062 Surveyors.



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Digital Signature Delivery form

Digital Signature Appearance Requirements Table:

*Digital Signature Appearance Requirements for State Licensed Design Professional Disciplines	
Design Professional License Type	Requirements
<u>Professional Engineer</u>	<p>PROFESSIONAL ENGINEERS: TWO signing options are available:</p> <p>OPTION 1: [RECOMMENDED OPTION]</p> <p>Signing with a digital signature issued to you by a 3rd Party Certification Authority that is accompanied by a digitally created image of your seal and required language (see bulleted sentences below). Signing information should be placed where an original signature would appear if the item were being physically signed, dated and sealed. The seal and sentences can be part of the digital signature custom appearance available in the signing tool, or they can be placed on the document outside of the digital signature block. If part of the custom digital signature appearance, you must ensure that the seal meets the size requirements of the Florida Board of Professional Engineers.</p> <ul style="list-style-type: none"> This item has been electronically signed and sealed by [Licensee, PE] on the Date and/or Time Stamp shown using a digital signature. Printed copies of this document are not considered signed and sealed and the signature must be verified on any electronic copies. <p>OPTION 2: (currently only available to Licensed PE's):</p> <p>Signing with a digital signature issued to you by a 3rd Party Certification Authority WITHOUT a digitally created image of your seal. The required language (see sentences below), should be placed where an original signature would appear if the item were being physically signed, dated and sealed. The sentences can be part of the digital signature custom appearance available in the signing tool, or they can be placed on the document outside of the digital signature block.</p> <ul style="list-style-type: none"> [Licensee] State of Florida, Professional Engineer, License No. X This item has been electronically signed and sealed by [Licensee, PE] on the Date and/or Time Stamp shown using a digital signature. Printed copies of this document are not considered signed and sealed and the signature must be verified on any electronic copy.

<p><u>Architects, Interior Designers and Landscape Architects</u></p>	<p>Signing with a digital signature issued to you by a 3rd Party Certification Authority. Place a digitally created image of your seal and the following sentences where an original signature would appear if the item were being physically signed, dated and sealed. The sentences can be part of the digital signature custom appearance available in the signing tool, or they can be placed on the document outside of the digital signature block.</p> <p>This item has been electronically signed and sealed by [Licensee, RA or RLA] on the Date and/or Time Stamp shown using a digital signature.</p> <p>Printed copies of this document are not considered signed and sealed and the signature must be verified on any electronic copies.</p>
<p><u>Professional Surveyors and Mappers</u></p>	<p>Signing with a digital signature issued to you by a 3rd Party Certification Authority. Place a digitally created image of your seal and the following sentences where an original signature would appear if the item were being physically signed, dated and sealed. The sentences can be part of the digital signature custom appearance available in the signing tool, or they can be placed on the document outside of the digital signature block.</p> <p>This item has been electronically signed and sealed by [Licensee, PSM] on the Date/Time Stamp shown] using a digital signature.</p> <p>Printed copies of this document are not considered signed and sealed and the signature must be verified on any electronic copies.</p>
<p><u>Professional Geologist</u></p>	<p>Signing with a digital signature issued to you by a 3rd Party Certification Authority. Place a digitally created image of your seal and the following sentences where an original signature would appear if the item were being physically signed, dated and sealed. The sentences can be part of the digital signature custom appearance available in the signing tool, or they can be placed on the document outside of the digital signature block.</p> <p>This item has been electronically signed and sealed by [Licensee, PG] on the Date/Time Stamp shown using a digital signature.</p> <p>Printed copies of this document are not considered signed and sealed and the signature must be verified on any electronic copies.</p>



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DIGITAL SIGNATURE DELIVERY
(FOR INITIAL VERIFICATION ONLY)

Authorization and Acknowledgement

The undersigned architect, engineer, surveyor or contractor ("Undersigned") understands that (s)he is authorizing Nassau County Building Department, through its application and review process, to accept documents electronically using the seal and signature appearing below and desire to submit their digital signature for initial verification and subsequent routing to assigned County review staff if found to contain the required elements in the digital signature as applied to this Digital Signature Delivery form. It is the Undersigned's obligation to maintain its information in a secure environment to ensure that all documents electronically submitted are in fact submitted by the Undersigned. The Undersigned acknowledges that submittal of this form does NOT imply or intend that actual work provided to Nassau County as prepared by the Undersigned need not be signed and also acknowledges that ALL work submitted to Nassau County must meet all signing and sealing requirements governed by the Undersigned's discipline governing Board, as well as additional elements required by Nassau County to ensure the County is establishing processes and systems for accepting digitally signed and sealed work that meet the intent of the Electronic Signature Act of 1996. If, after verifying the signature, it is found that the Undersigned's digital signature does not meet requirements, the Undersigned will be notified how to correct the signature so that it does meet requirements.

Governing Law

The Undersigned understands that the electronic signing and sealing of documents is governed by Florida law, specifically but not limited to Florida Statute Chapter 471, 472 and 481 respectively, The Electronic Signature Act of 1996 (F.S. 668.01-668.006) and Florida Administrative Code sections 61G15-23.00, 61G1-16, 61G17-7. Nassau County has attempted to create an electronic signature process in compliance with Florida law but shall not be liable in any manner for any violations of professional licensure regulations. It is the Undersigned's responsibility to ensure compliance with all laws, regulations, and ordinances that govern his/her professional license.

APPLICANT NAME (Please print)

NAME OF COMPANY

CONTACT PHONE NUMBER

DIGITAL SIGNATURE:

Place your digital signature block using the signature field shown below:

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(904) 530-6250

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**BUILDING
DEPARTMENT**

Mike McCune
Technical Support Coordinator
904-530-6279

96161 Nassau Place
Yulee, Florida 32097
Email: mmccune@nassaucountyfl.com

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