



**Nassau County Building Department**  
96161 Nassau Place  
Yulee, Florida 32097

## **Construction Board of Adjustments and Appeals (Nassau County Citizen Volunteer Procedures)**

1. Provide a cover letter stating you would like to volunteer to be a member on the Construction Board of Adjustments and Appeals and which vacancy you would like to fill. (i.e. Architecture, General Contracting, Occupational (any occupancy) or Fire Related Occupation)
2. Provide your contact information: Home address, Phone number(s) and current Email address.
3. Provide a copy of your resume and work experience.

**Note:** All members on the board are required to fill out Form 1, "Statement of Financial Interests", by July 1st (This is done annually and the form will be sent to you when it is due)

**Please submit the above requested information to:**

Nassau County Building Department  
ATTN: Keith Ellis, Building Official  
96161 Nassau Place  
Yulee, FL 32097

[kellis@nassaucountyfl.com](mailto:kellis@nassaucountyfl.com)

cc: [cmarsh@nassaucountyfl.com](mailto:cmarsh@nassaucountyfl.com)

cc: [jwhite@nassaucountyfl.com](mailto:jwhite@nassaucountyfl.com)

**YULEE**  
**(904) 530-6250**

**TOLL FREE**  
**1-800-948-3364**

**FAX**  
**(904) 321-5763**