



TRANSYLVANIA COUNTY  
NORTH CAROLINA

BUILDING PERMITTING AND ENFORCEMENT  
[www.transylvaniacounty.org/departments/building-permitting-and-enforcement](http://www.transylvaniacounty.org/departments/building-permitting-and-enforcement)  
PHONE: (828) 884-3209

## Festival Requirements

### Complete the following Building Department application:

Mechanical/ Electrical/ Plumbing/ Special Permit Application (available on our webpage)

### Provide the following with the application:

City zoning approval within city jurisdiction

City Planning Department, City Hall, 95 W. Main St., 885-5630

<http://www.cityofbrevard.com/153/Planning-Zoning>

Fire Marshal preliminary approval

Gerald Grose, Public Safety Facility, 155 Public Safety Way, 884-3108, Ext 5

<http://www.transylvaniacounty.org/fire-marshal>

Health Department preliminary approval for food service vendors

Patricia Hawkins, Environmental Health Department, 106 E. Morgan St., 884-3139

(Click on link below for information and application form)

<http://transylvaniahealth.org/environment/>

Provide drawing showing locations of stages, tents, vendors. Include date(s) of event.

### Procedural Information:

*When are permits issued?*

The Building Department issues permits Monday - Friday, 8:30 – 12:00 and 1:00 – 4:00; allow 15 minutes.

*What are the fees for the permit?*

Festival \$75

The Health Department fee is \$75 per food service vendor.

*When will the Inspectors come?*

The Building Department shall inspect stages after the setup is complete.

The Fire Marshal shall inspect after the event setup is complete.

The Health Department shall be on site prior to food sales.

Additional inspections may be conducted during the event.

## **Specific Information:**

### **Tents:**

The following requires a permit:

Walled tents over 400 square feet

Open sided tents over 700 square feet

Tents for assembly purposes: occupant load shall be determined by the fire marshal, detailed floor plan provided, 2 exits with emergency lighting and fire extinguishers

Tents used with cooking operations and/or space heaters: multiple cooking tents shall have a separation of 20' between support ropes, provide fire extinguishers

12' separation required between tents and other structures. Exception: multiple open-sided tents within 12' of each other, not for cooking operations/space heating and not exceeding 700 sq. ft. aggregate area  
10' separation required from fuel storage tanks and generators

All tents shall bear fire-resistant certification and be properly anchored

Food service vendors must apply to the Health Department at least 2 week prior to the event

### **Bounce Houses:**

All bounce houses shall be properly anchored and labeled.

### **Stages:**

Structural integrity for all loads imposed must support 100 lb. per sq. ft. live load to deck and a 90 mph wind load to structure

Provide specifications for factory-made stages and detailed drawings for site-built stages

Metal units shall be grounded

### **Power Distribution:**

GFCI protection for all receptacles, except twist lock type not readily accessible to the public or not utilized for assembly and disassembly

Heavy duty extension cords

Trip hazards prevented with cord protection

No over loading of circuits

Overhead lighting properly attached

### **Generators:**

Shall be grounded

Fire extinguisher provided within sight and readily accessible

Trip hazards prevented with cord protection

Locate generator a minimum of 10' away from tents