



Building Permitting and Enforcement
(828) 884-3209 Fax (828) 884-3275
www.transylvaniacounty.org/building-and-permitting

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., 883-8580

<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:

1. Walled tents over 400 square feet
2. Open sided tents over 700 square feet
3. 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
4. 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:

1. 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.
2. Metal units shall be grounded.

Power Distribution:

1. GFCI protection for all receptacles, except twist lock type not readily accessible to the public or not utilized for assembly and disassembly.
2. Heavy duty extension cords.
3. Trip hazards prevented with cord protection.
4. No over loading of circuits.
5. Overhead lighting properly attached.

Generators:

1. Shall be grounded.
2. Fire extinguisher provided within sight and readily accessible.
3. Trip hazards prevented with cord protection.
4. Locate generator a minimum of 10' away from tents.