

**City of Asheville**  
**Fire Marshal's Office**  
**PROCEDURE TO OBTAIN AN OPEN FLAME PERMIT**

The City of Asheville requires an open flame permit for the use of open flames or candles in connection with assembly areas, dining areas of restaurants or drinking establishments.

**Permit Applications, which typically take 2-3 business days to process, are available at the One Stop Development Center located at:**

Building Safety Department  
161 S. Charlotte St., A-101  
P.O. Box 7148, Asheville, NC  
Phone: (828) 259-5846

**Examples of open flame use include but are not limited to:**

- The use of fire for a display or theatrical stage performance.
- The use of candles and luminaries.
- Cooking devices using open flames.

**Permit Requirements:**

**Three (3) sets of documents must be submitted for approval. An inspection shall be required before the use of open flames. The following is a list of requirements:**

1. The site plan for outdoor uses shall show:
  - The location of nearest fire hydrant.
  - Location of nearest vehicle(s) with the distance specified.
  - The location of the nearest building and structures with the distance specified.
  - The location and distance to nearest street
  - The location and means provided for fire extinguishment.
2. The plan of the building shall show:
  - Seating plan, open flame locations, and exits.
  - The location and means provided for fire extinguishment.
3. Information on fuel type and devices being used.
4. Provide a Certificate of Liability Insurance. (theatrical stage performance only)
5. Provide written property owner consent information.
6. Provide a copy of your facility emergency plan.
7. Location shall have a current periodic approved Fire Inspection.

**Please call (828) 259-5441**  
**at least 24 hours in advance to request an Inspection.**