

**CITY OF ASHEVILLE OUTDOOR SPECIAL EVENT PERMIT APPLICATION**

OFFICE OF ECONOMIC DEVELOPMENT - 70 COURT PLAZA - PO BOX 7148 - ASHEVILLE, NC 28802  
[WWW.ASHEVILLENC.GOV](http://WWW.ASHEVILLENC.GOV)

**SELECT ALL CORRESPONDING BOXES FOR EACH ITEM REQUIRED FOR THIS PROJECT**

**GENERAL DETAILS (check all that apply)**

Event Category:  Assembly  Festival  Run/Walk  Parade  Concert/Performance  Block Party  
 Roadside Solicitation  Educational  Private Gathering  Other: \_\_\_\_\_

Title of Event \_\_\_\_\_ Locations \_\_\_\_\_

Property Address \_\_\_\_\_ PIN# \_\_\_\_\_

Property Owners:  City of Asheville  Buncombe County  Private Property  Other \_\_\_\_\_

Dates of Event \_\_\_\_\_ Event Operating Hours \_\_\_\_\_

Event Set-up Begins \_\_\_\_\_ Event Tear Down Ends \_\_\_\_\_ Total # of Hours Reserved \_\_\_\_\_

Estimated Event Attendance: Per Day \_\_\_\_\_ Total Event \_\_\_\_\_ Peak Periods \_\_\_\_\_

**EVENT DESCRIPTION**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SPECIAL CONSIDERATIONS (check all that apply)**

- ALCOHOLIC BEVERAGES  FOOD SALES  COOKING / GRILLING  MERCHANDISE SALES  
 PETS OR ANIMALS  USE OF EXISTING ELECTRICITY  SOUND AMPLIFICATION  
 TICKETED ADMISSION  PORTABLE RESTROOMS  REOCCURING EVENT  501C NON PROFIT

**OPERATIONAL FIRE (description/locations)** \_\_\_\_\_

\_\_\_\_\_

**FUEL TYPE(S) USED:**

Site plan must include detail on nearest fire hydrant, location of nearest vehicle(s) within the distance specified, location of nearest building and structures within the distance specified, the location and distance to nearest street, the location and means of providing fire extinguishment. Provides permit to allow use of fire/open flames in connection with assembly areas, most commonly required for cooking devices, candles and luminaries, fire performances and demonstrations. Pyrotechnics and fireworks require additional detail, review, oversight and approval in accordance with the NC State Fire Prevention Code.

**STRUCTURAL & ELECTRICAL**

List all temporary structural and electrical site additions below. Basic items such as small tents and platforms may qualify to be self-installed if a contractor is not providing a rental or installation service. Common furnishings do not typically require structural permits.

Structural	Electrical	Item Type	Qty	Dimensions	Contractor	Self Install	Cost of Work
<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	

Accompanying Site Plans Must Identify:

- All property boundaries
- All adjacent streets
- All drive entrances and access roads
- All existing structures
- Proposed location of all temporary tents, structures, inflatables, temporary electrical additions, generators, and label distance to all property lines

