



Watauga County Emergency Services

184 Hodges Gap Rd, Suite D
Boone, NC 28607
Phone 828-264-4235
Fax 828-265-7617



Fire Marshal ♦ Emergency Management ♦ Communications

Special Event Permit Application

Permit No.

Application Section

Name of Event: _____

Applicant Name & Title: _____

Organization: _____ ☐ Non Profit ☐ For Profit

Contact Email: _____ Phone: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Does the event have a Facebook, Twitter, or other social network page? ☐ Yes* ☐ No

*If yes, list URL's: _____

Event Category

☐ General Event - Organized activity which has a stationary footprint in an identifiable location for a specific duration of time, often including amplified noise, food, beverage, merchandise, and or other forms of entertainment. Examples include: *festivals, fairs, performances, rallies, markets, concerts, and other similar events.*

☐ Race / Walk, Parade - Organized activity involving running, biking, walking, or other means of transportation, involving three or more participants and utilizing a fixed course that involves the use of state roads or county sidewalks, trails and or greenways.

Event Operations

Location of Event: _____

Date(s) of Event: _____

Estimated Attendance - Total Event: _____ At Peak Period: _____

Event Operating Hours: Opening: _____ AM ☐ PM ☐ Closing: _____ AM ☐ PM

Set-Up Date(s): _____ Set-Up Time(s): _____ AM ☐ PM ☐

Tear-Down Date(s): _____ Tear-Down Time(s): _____ AM ☐ PM ☐

Primary On-Site Contact: _____ Cell: _____

Event Details

☐ One Time Event (events which happen **only once** or **once during a calendar year**)

☐ Recurring Event (an event that will occur **more than once during a calendar year**)

Mission / Purpose of Event: _____

Describe Event: _____

Marketing & Public Relations

Is this event planned to reoccur on an annual basis?

☐

Yes

☐

No

Will the event be publicized / open to the general public?

☐

Yes

☐

No

Will banners or signs be used outside the event site?

☐

Yes

☐

No

Safety & Security

☐

Daytime Security

☐

Overnight Security

☐

Security provided by private company?

☐

Will off-duty officers be needed?*

* Applicant may be required to hire off-duty officers to provide security to provide public safety. The number of officers required will be determined by the Fire Marshal in conjunction with the Watauga County Sheriff's Office.

Hazardous Materials

Will the event have hazardous materials such as propane, butane, gasoline, diesel tanks, helium cylinders or other upright tanks?*

☐

Yes

☐

No

*If yes, all tanks must be secured to prevent accidentally being knocked over. All upright tanks not in use shall have their caps in place.

Will there be portable heaters?

☐

Yes

☐

No

Will there be deep fat fryers?

☐

Yes

☐

No

Will there be fireworks, lasers, torches, candles or pyrotechnics?

☐

Yes*

☐

No

* If yes, a **Fireworks Display Event Permit** must also be filled out.

Sanitation / Portable Restrooms

Who will be in charge of trash and debris clean up?

Cell:

Will portable restrooms be used?

☐

Yes

☐

No

Provider Name:

Number:

Quantity:

Installation Date:

Removal Date:

Power Sources / Generator Contractor

Will you use generators?

☐

Yes*

☐

No

If no, will power distribution boxes be used?

☐

Yes*

☐

No

*If yes, location needs to be labeled on site map

Provider Name of contractor providing generator power:

Phone Number of generator contractor:

Voice / Music Amplification

Will the event require amplified sound? ☐ Yes* ☐ No

*If yes, indicate: Start Time: _____ Finish Time: _____

Watauga County Noise Ordinance in effect from 11 pm till 7 am.

Will a portable / temporary stage be utilized? ☐ Yes* ☐ No

*If yes, provide: the number of portable / temporary stages: _____

Provider Name of portable stages: _____

Phone Number of stage contractor: _____

Tents Canopies & Membrane Structures

Will tents (enclosed) or canopies (open on all sides) be used at the event? ☐ Yes* ☐ No

*If yes, indicate number of: Tents: _____ Canopies: _____

*If yes, **Tent Permit** may be required if gross area under tent is 800 sq ft.

Will Membrane Structure(s) (air-inflated or air supported structure) be used for the event? ☐ Yes* ☐ No

*If yes, indicate the number of: Membrane Structures: _____

Animal Exhibits & Pets

Will any livestock or domestic animals be on-site? ☐ Yes* ☐ No

*If yes, describe: _____

Food Vendors

Does the event include food vendors? ☐ Yes* ☐ No

*If yes, all must be permitted through Appalachian District Health Department and hold a Temporary Food Establishment permit as required.

For more information on what food vendors need permits:

<https://www.apphealthcare.com/environmental-health/food-protection-and-facilities-section/#temp-food-estd>

Event organizer Health Department application:

<https://www.apphealthcare.com/wp-content/uploads/2019/07/Event-Organizer-App-1-2019.pdf>

**Include a copy of COMPLETED Watauga County Health Department Event Organizer application with
Special Event Permit application**

Vendor Application:

<https://www.apphealthcare.com/environmental-health/food-protection-and-facilities-section/#temp-food-estd>

Alcohol

☐ Yes ☐ No

☐ Yes ☐ No

☐ Draft Beer

☐ Can/Bottled Beer

Wine

☐ Yes* ☐ No

*If yes, Copy must be attached to permit application

[illegible]

Event Schedule

Provide a detailed schedule of the event including dates and times for entertainment, activities, hours of event, start time, finish time, etc.

Date	Time	Action	Additional Notes

Permit Fee: \$25 (+ \$50 After Hours fee if Applicable)

Payment Method: ☐ Website ☐ Check (Payable to "Watauga County Emergency Services")

Payment MUST accompany permit application. Application will not be processed till payment is received.

Application for events expecting 500 participants and staff must be submitted at least one (1) month in advance.
Applications for events expecting less than 500 shall be turned in no later than two (2) weeks prior to the date of the event.

Return application and supporting documents to:

FireInspections@watgov.org or

Watauga County Emergency Services, 184 Hodges Gap Rd Bx D, Boone NC, 28607

Application Package Submittal Checklist

Please check off all that apply to your particular event and attach to application:

- ☐ A **Site Plan sketch (REQUIRED for all events)** for the entire event area to include maps, street closures, vendor locations, port-a-john locations, stage & entertainment locations, evacuation routes, provision of 20' minimum emergency access lanes throughout the event site and any other significant details. The plan should include the location of the event/activity on the property with approximate distances from road, fire hydrants, existing building, etc.; location of temporary structures that will be used during the event (include size of temporary structures, distances between temporary structures and existing buildings); identify how each temporary structure will be used (food preparation, alcohol sales, vendor, etc.); identify location of all cooking devices & open flames; location of all fencing, barricades or other restrictions that will impair access to & from the event or property; identify all designated parking areas; and identify location of any generators & fuel storage.

- ☐ An **Emergency Risk Management Plan**, if required, should take into consideration, but not be limited to: crowd management, emergency medical services, electrical & gas safety, responsible alcohol service, adverse weather conditions, security, slip/trip/fall/burn hazards, fire hazards, water hazards, evacuation plans, traffic control, etc. **REQUIRED for all events with 1,000 or more attendees and staff AND for all events with tents / membrane structures requiring a tent permit and/or mechanical rides and may be required for smaller events depending on the nature of the event, which will be determined by the Fire Marshal.** Template available upon request.

- ☐ Copy of permit from the North Carolina Alcoholic Beverage Control Commission, if applicable.

- ☐ Proof of Crowd Manager (1 manager for every 250 expected participants - after 1,000)
<https://www.ncosfm.gov/licensing-cert/pyrotechnics/classes-pyrotechnic-license-fusing-crowd-manager>

- ☐ Application for use of Watauga County Facilities, if applicable.

- ☐ Approval from the NCDOT: **REQUIRED** for any event that affects a highway under the jurisdiction of the NCDOT. This includes a road closure, lane closure or repurpose of the travel lanes or shoulders for something other than their intended use. Applicant is responsible for adhering to all NCDOT Special Event guidelines. If approved, NCDOT will send a notification in writing to you. Bring the completed Special Event Permit Application, along with a copy of the NCDOT approval and any other required documents to Watauga County Emergency Services office for a final decision. **DO NOT ADVERTISE YOUR EVENT UNTIL FINAL approval by Watauga County Emergency Services!**
https://connect.ncdot.gov/resources/safety/Tepp/TEPPL%20All%20Documents%20Library/S77_GDLNS.pdf

- ☐ Copy of COMPLETED Watauga County Health Department Event Organizer application if food vendors.

- ☐ Security for events larger than 500 staff and attendees. Notify Watauga County Sheriff's Office.

Documents REQUIRED when total expected participant and staff count exceed the thresholds below.		
Site plan sketch	All Events	
Sherriff office notification	500	
Emergency Risk Management Plan	1000	Or anytime alcohol is served
Crown managers	1000	Or anytime Alcohol is served
Medical team on standby	1000	
Medical Care Plan in place	2500	

*** This permit does not replace required permits by other agencies for your event.**