

PERMIT FEES

Universally Applicable fees:

- Zoning Permit: \$50-\$100
- Business License: \$0-\$500 (See City Clerk)
- Signage (if applicable): \$100-\$200 per sign
- Utility Impact Fee: \$750 or greater
- Utility Account Deposit: \$50

Other fees that may apply:

- Zoning Permit for Structural Changes: \$200
- Purchase Knox Box: \$211 or greater
(Note that most businesses within the Heart of Brevard already have Knox Boxes, so this requirement is rarely applicable.)
- Parking Fee-In-Lieu: \$500 per space
(Note that parking fees are not required unless additional parking is required and cannot be provided by the applicant. This requirement is generally only applicable within the Heart of Brevard.)
- Stormwater Fee-In-Lieu: Variable.
(Note that stormwater fees only apply in situations involving extensive structural renovation or new construction.)
- Other utility fees may apply if water / sewer taps are created or modified.

CONTACT INFORMATION

CITY OF BREVARD PLANNING DEPARTMENT

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Brevard, NC 28712

Phone: (828) 885-5630
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BREVARD CITY CLERK

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CITY OF BREVARD PUBLIC SERVICES DEPARTMENT

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CITY of BREVARD

The mission of the City of Brevard is to promote a high quality of life, support economic prosperity, and cultivate community while honoring its heritage and culture.

OPENING A BUSINESS IN THE CITY OF BREVARD



CITY OF BREVARD
PLANNING DEPARTMENT

WHEN IS A PERMIT REQUIRED?

The following activities within the City of Brevard require permit approval:

1. New businesses locating to the City.
2. Existing businesses relocating to a new location.
3. Existing businesses undergoing physical expansion within the same location.
4. Remodeling / renovation / physical alteration of an existing structure.
5. The placement of any signage.
6. Special events, temporary or mobile vendors.
7. The closure of any street or sidewalk

Why are permits required?

- To protect public safety and quality of life.
- To ensure that proposed businesses are legally allowable in the proposed location.
- To ensure that structural alterations are safe and compliant with the City's requirements.
- To protect the integrity of the City's utility system.

This information applies to routine permitting activities. Prospective business owners should contact the City to verify applicable requirements.

SUBMITTAL REQUIREMENTS & PROCESS FOR NEW, RELOCATING, OR EXPANDING BUSINESSES

Submittal Requirements:

1. "Application for Zoning Site Plan Approval" to the Planning Department.
2. "Application for Privilege License" to the City Clerk.
3. "Application for Sign Permit".
4. Applicable fees (see reverse).
4. Floor plan & narrative describing business.
5. Scaled drawing depicting all proposed signage.
6. A key, which will be placed within existing Knox Box or, if necessary, application to purchase Knox Box.

Review Process:

1. Review is performed by Planning Department, Public Services Department Staff and City Clerk. Additional review by the various boards and commissions of the City is typically not required.
2. Approval timeframe: typically, one week or less.
3. Once approved, businesses may occupy and set up space. (Note: Restaurants and certain other businesses require additional approval by the Transylvania County Department of Public Health.)
4. Prior to opening to customers, schedule a final inspection with the Planning Department. Planning & Fire Department personnel will inspect for compliance with approved permit, install Knox Box keys and develop a pre-incident fire response plan for the business.

ADDITIONAL SUBMITTAL REQUIREMENTS & PROCESS FOR NEW, REMODELLED, OR RENOVATED STRUCTURES

Additional Submittal Requirements:

1. Construction drawings.
 - For interior work, submit detailed floor plan.
 - For exterior work, submit architectural elevations for all building facades.
2. Engineered utility plans (if applicable)

Additional Review Process:

1. Exterior renovations are reviewed Community Appearance Commission ("CAC").
2. Approval timeframe: typically, one week or less. Applications requiring CAC review may take up to five weeks.
3. Obtain relevant approvals from the Transylvania County Department Building Permitting & Enforcement Department and the Transylvania County Department of Public Health.
4. Various City & County inspections are required throughout the construction process.
5. Prior to securing a Certificate of Occupancy and opening to customers, schedule a final inspection with the Planning Department.