

City of Fernley Christmas Village

Building Specifications

Contained herein are specifications that must be met when constructing a cottage for the Fernley Christmas Village. Some of these requirements may seem a little extreme, but they are written with an eye towards longevity, and durability. These cottages will be on ground, that will possibly be wet, during some of the harshest weather we have during the year. The information used to develop these guidelines comes from other groups experience in hosting events like this for years past. They are designed to prevent vandalism, and survive multiple transportation events.

1. Cottage plans must be reviewed and approved by the Fernley Builders Association, prior to construction.
2. Cottages must be completed and ready to set up no later than October 15th. Cottages not completed by this deadline may not be used in the village until the following year.
3. **Construction Site:** Cottages must be built at the builder's site, or an approved construction site such as a warehouse or carpentry shop. The location must be able to accommodate the cottage as mounted on the trailer without requiring assistance from the City of Fernley. The builder will be responsible for the moving and set-up of the cottage with the City of Fernley's direction, on or prior to Nevada Day each year.
4. **Theme:** Cottages may have sponsor-specific themes, such as the Bank of Santa's Village, or can be more Christmas oriented, i.e. Santa's Toy Shop. The inside decorations should be consistent with the outside of the structure, for instance if it says it is a bank, it should look like a bank inside. Each sponsor will be honored on the sponsor recognition sign, and on a cottage plaque, the name of the cottage will be permanently attached to the cottage and the name of the cottage will be chosen by the original builder or purchaser. For instance the cottage could be named North Pole Gas Station, or Bud's Texaco.
5. **Cottage Size:** Size specifications are 4'W x 6'L x 8'H, up to 8'W x 10'L x 10'H. The total height includes the base or trailer that the cottage will be displayed on, as well as any chimneys, towers, or decorative elements mounted on the trailer. The length portion of the cottage will be the side the public will view the interior from. Overhangs or eaves should not extend more than a foot beyond the building front and back, or beyond the tires of the trailer, whichever applies. Overhangs should be configured so accumulated snow does not slide off the roof onto the viewing public. Cottages must be completed as

one structure, (no two part cottages).

6. **Trailer:** Cottages must be bolted to a trailer or mounted on skids. The trailer must be adequate to support the weight of the cottage, if it is mounted on skids they must be a minimum of 6" x 6" pressure treated wood, or metal capable of supporting the structure for a number of years. Weight of the cottage should be evenly distributed with the weight centered as much as possible, no one side heavier than the other, more weight should be concentrated to the tongue side of the trailer when possible.

7. **Platform:** The platform for the cottage must be constructed of weather-resistant materials, i.e. redwood or pressure treated exterior grade materials. Decking must be exterior grade 3/4" plywood or other approved material. (No wafer board or OSB, *organized strand board*, allowed). Platform must be constructed like a pallet with 4" x 4" interior bracing and 2" x 6" top and bottom rails. Bracing may be spaced at 32" o.c., top and bottom rails should be 24" o.c.. Pallet must be through bolted at the corners with 3/8" x 8" carriage bolts with the heads and nuts counter sunk so as not to extend past the wood. Platform must be bolted to trailer. Sill sealer, (caulking) should be used between platform and walls to prevent moisture from leaking in to the unit.

8. **Roof:** Trusses must be hung with hurricane hangers, (Simpson rafter and truss hold down model # H2.5), for stability and strength during moving, as well as to handle the strong winds sometimes prevalent in the winter. Standard drip edge is to be used and any valleys must have metal Flashing. Chimneys must be capped and attached securely to the roof. Roof must be sealed and roofed with typical tarpaper, (30lb felt), and asphalt, wood shingles, or metal roofing, per standard building codes. Shingles should not extend over the edges so that they flap when the cottage is being moved to location. Roofs should be designed so that accumulated rain or snow does not run off the roof onto spectators viewing the interiors.

9. **Access Door:** The access door should be located where it will not interfere with the trailer wheels. Door location is best at back of cottage, centered if possible. Door size is flexible, they don't need to be standard size, but must be large enough to move decorations in and out. Doors must be an exterior grade, capable of handling the weather in the area, and must be framed, trimmed, and sealed to keep weather out. Door should be secured with either a conventional locking exterior hardware lockset, or a hasp and padlock.

The lock and extra keys will be the responsibility of the cottage sponsors. Sponsors are responsible for assuring that locks are kept on the cottages, and the keys are assigned to their personnel.

10. **Exterior Construction:** The exterior of the cottage must be covered with a minimum of 1/2" exterior structural rated siding, or stucco with a minimum of 1/2" structural ply or OSB beneath it. The outer edges of the cottage should extend all the way to the edge of the platform, or trailer. There should be no platform around the cottage as this invites children to climb on the cottage, which becomes a liability issue. Exterior sheathing or stucco should cover the platform "pallet" base. All soffits, fascia, and rafters must be enclosed.

11. **Exterior Finishing:** All seams must be sealed with waterproof silicone caulking prior to priming and painting. Cottages must be painted with primer per finish specs based on the design of each individual cottage.

12. **Windows:** Windows should be large, and as low as possible to allow children to see the interior design and decorations without climbing on the cottages, or being lifted. Windows must be constructed of 1/4" or thicker Plexiglas or Lexan. Thinner material is not allowed because it will not hold up to the stresses of being moved, and potential vandalism. Windows need to be sealed inside and out with silicone caulking, and framed in solid, (no opening windows).

13. **Interiors:** Interior walls need to be covered with 1/4" or 3/8" AC plywood, after electric wiring is completed. No sheetrock may be used as it does not hold up to the conditions and abuse. All walls should be primed and painted, texturing is optional. The floor of the cottage should be primed, then can be painted, or covered with floor covering of choice.

14. **Electrical Requirements:**

A. **General:** Cottages must have 110 volt electrical circuitry, Romex 2-12 wiring should be used for all wiring. Connections for electrical will be by two male plugs extending from the bottom corner of the cottage, one for interior, and one for exterior. The plugs should be in a sealed exterior rated junction box. All lighting should be LED or other energy saving design, each cottage should draw no more than 20 amps per circuit, a total of no more than 40 amp draw from any cottage. All wiring and conduit shall be enclosed with in the wall or ceiling structure. Any exterior plugs must be exterior rated.

B. **Exterior:** Cottages must have four exterior plugs, located under the eaves, one in each corner. There must also be one exterior plug in each forward lower corner for exterior additional decorations, such as trees located next to the cottage. No spotlights may be used outside, LED lights only, may be twinkle lights or standard, no neon either.

C. **Interior:** Cottages should have four plug available inside the structure to accommodate interior lighting and mechanical objects. There should be one or two ceiling outlets as well. Light switches or breaker should be with in easy reach of the access door so they may be reached without disturbing the decorations.

15. **Skirting:** Cottage construction must include skirting to mask the under framing of the cottage and/or the trailer. Skirting must be sized to meet the height requirements of the cottage while the trailer is on display. Skirting used to wrap the cottage should be placed inside the cottage when not on display, and should always stay with the cottage.
16. **Blocking:** Blocks must be used to brace up the cottage while on display, all blocks will be placed inside the cottage when it is moved out of the park, or off of display after Christmas.
17. **Cottage Placement:** The Christmas Village Committee, and the City of Fernley will determine the cottage placement in the Christmas Village. Sponsors are not allowed to relocate, turn or adjust placement in any way. Driving on the grounds of the Christmas Village once the cottages have been placed is not allowed. If materials need to be transferred to the cottages after placement please use dollies, or hand trucks.
18. **Take Down:** All cottages are to be cleared of decorations starting one week after New Year's Eve, and decorations and cottages must be completely removed by the 15th of January.

General Notes Regarding Christmas Village Competition

As this will be the inaugural year for the Christmas Village, and the Decorating Competition, there may be some wiggle room in these requirements/suggestions.

The Builders, or financiers of the building of a cottage, will be allowed to provide a permanent name for the cottage. A permanent plaque will be attached to the cottage displaying this name, which will stay with the cottage regardless of who is responsible for the decorating during the current year of display. A separate plaque placed next to the cottage will display the persons/entities responsible for the decorating of the particular cottage. (May be split with a separate entity handling the decorations on each side.) The initial year of a cottages build it will be allowed into the competition free of charge, subsequent years the fee will be \$200 per cottage, this fee can be paid by the decorating entity if so desired. This money will be used to defray the cost of putting on the Christmas Village, as well as to fund a \$500 Prize for First Place. The first year of the competition the Fernley Chamber of Commerce will provide the \$500 Prize. Additional prizes may also be provided if donations can be found by the Christmas Village committee. It is suggested that a Nevada Day Parade be formed to kick off the installation of the Christmas Village, and therefore give an official beginning to the Christmas season. The Cottages could all be displayed in the parade on their way to be installed at the Main Street Park.