



Community Events  
Permit (CEP)  
Virtual  
Outreach Workshop

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March 25, 2026





# AGENDA

## **I. Welcome**

## **II. Understanding CEPs**

- What does/doesn't Qualify
- Submission Process + Avoiding Delays

## **III. Department Overviews/Speakers – Part 1**

- Dept. of Planning and Development Services (PDS), Zoning Division
- Sheriff's Office Licensing Division
- California Department of Tax and Fee Administration (CDTFA)
- DEHQ Food, Water, and Housing Division, Temporary Food Events
- California Department of Alcoholic Beverage Control (ABC)
- Dept. of Human Resources Risk Management Division
- Dept. of Public Works (DPW) Transportation Division



# AGENDA

## **BREAK**

## **II. Department Overviews/Speakers – Part 2**

- PDS, Building Division
- PDS, Code Compliance Noise Abatement
- Department of Parks and Recreation (DPR)
- San Diego County Fire Protection District
- Department of Agriculture, Weights, and Measures (AWM)
- DPW, Solid Waste Planning and Recycling
- DPW Watershed Protection Program (WPP)
- Department of Animal Services (DAS)

## **III. Questions & Answers**

## **IV. Acknowledgments**



# **Department of Environmental Health and Quality**

**Jescel May Esteban**

**Community Events Permit  
(CEP) Coordinator**  
Policy, Outreach, and Data Division



## DISTRICT Board of Supervisor

District 1 Paloma Aguirre

District 2 Joel Anderson

District 3 Terra Lawson-Remer

District 4 Monica Montgomery

District 5 Jim Desmond





# DISTRICT 1

Bonita

Sunnyside

Lincoln Acres

East Otay Mesa

La Presa

parts of Spring Valley





## DISTRICT 2

4S Ranch, Alpine, Barrett, Blossom Valley, Bostonia, Boulevard, Campo, Crest, Cuyamaca, Dehesa, Del Dios, Descanso, Dulzura, El Cajon, Eucalyptus Hills, Fernbrook, Flinn Springs, Granite Hills, Guatay, Harbison Canyon, Jacumba, Jamul, Johnstown, Julian, Lake Hodges, Lake Morena, Lakeside, Morena Village, Mount Laguna, Pine Hills, Pine Valley, Potrero, Ramona, San Diego Country Estates, San Pasqual, Santa Fe Valley, Tecate, Tierra del Sol, Winter Gardens, Wynola





## DISTRICT 3

Harmony Grove

Rancho Santa Fe

Elfin Forest



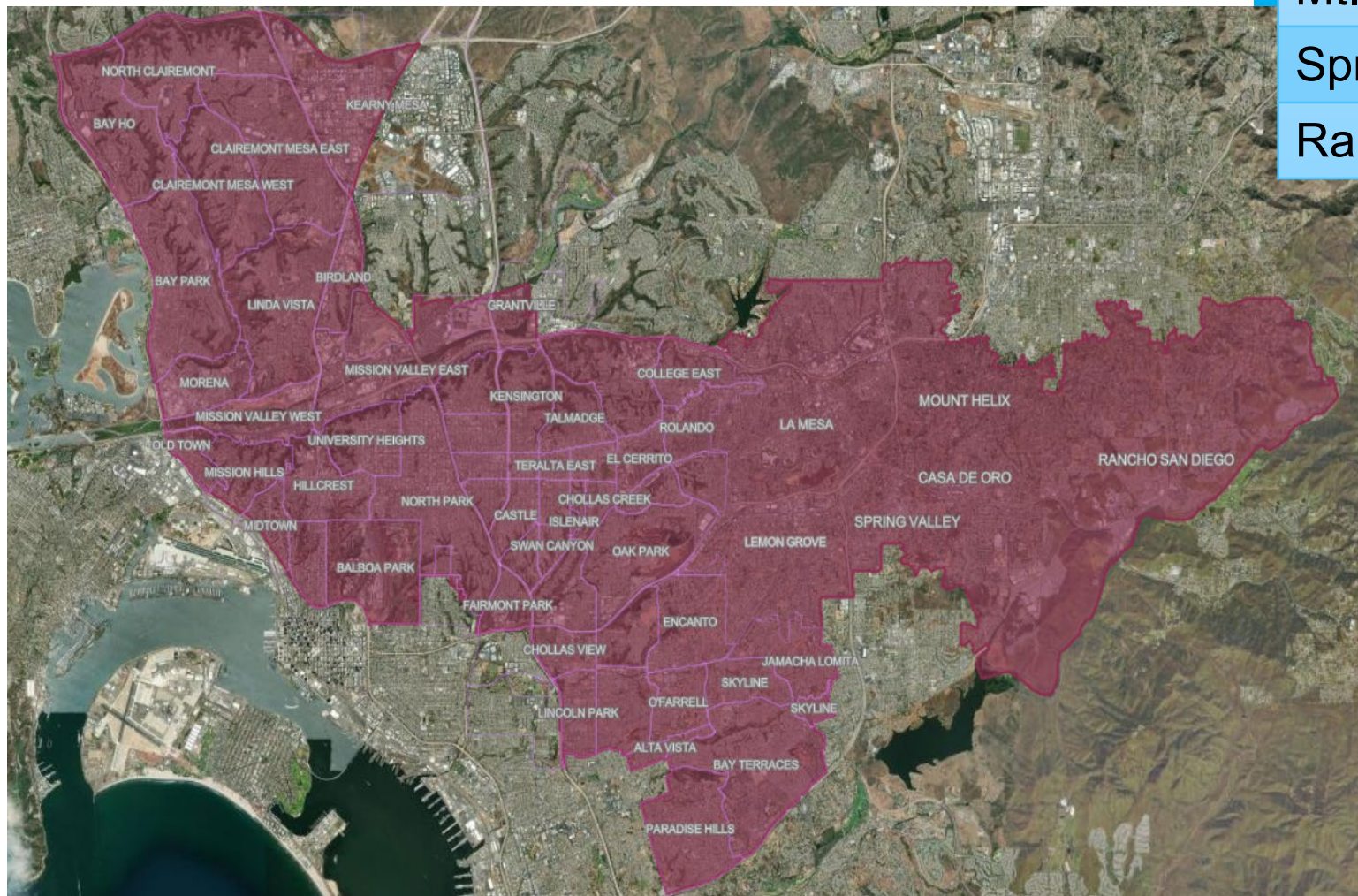
## DISTRICT 4

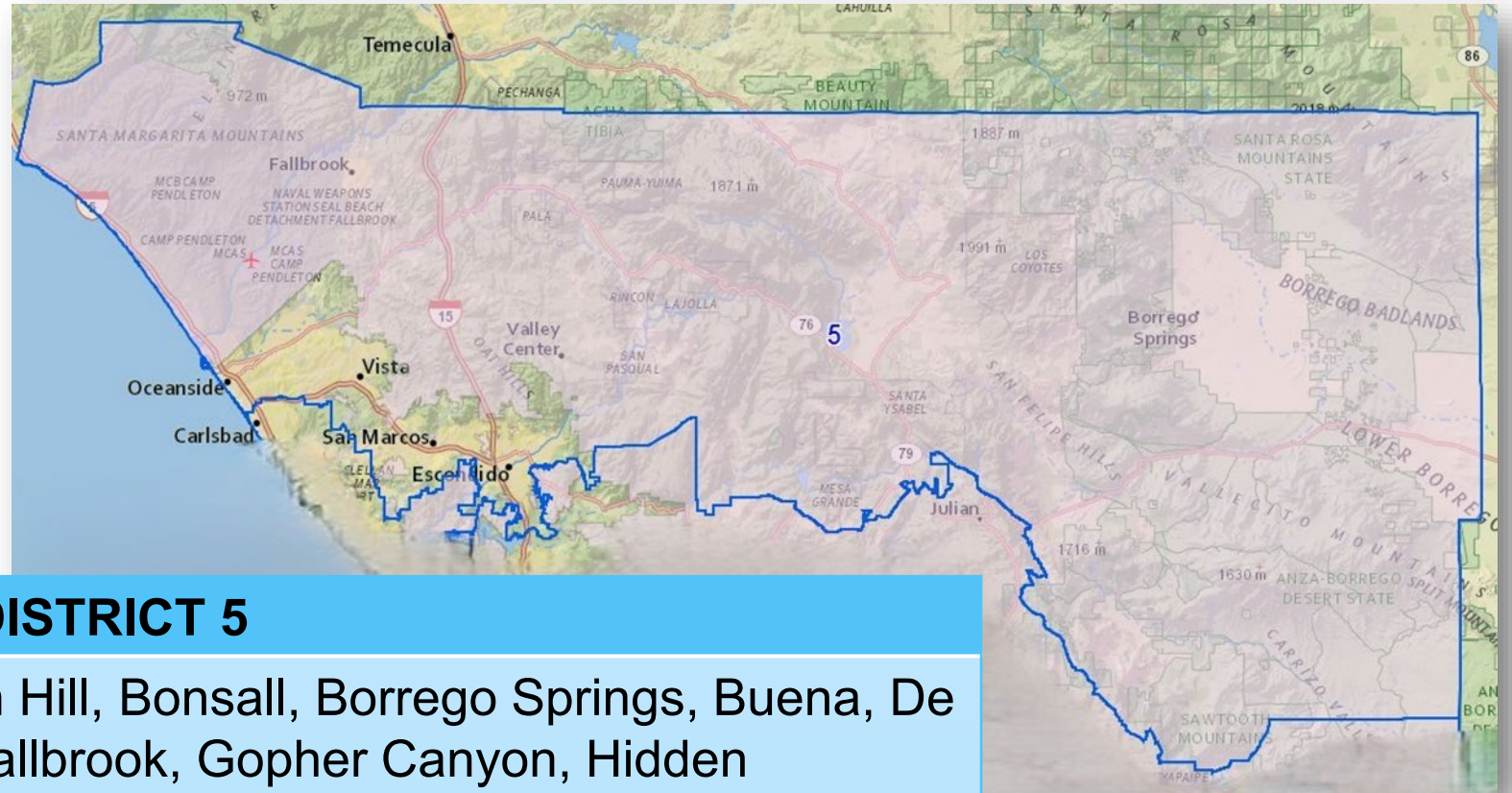
Casa de Oro

Mt. Helix

Spring Valley

Rancho San Diego





## DISTRICT 5

Agua Caliente, Bear Valley, Birch Hill, Bonsall, Borrego Springs, Buena, De Luz, Eagles Nest, Elfin Forest, Fallbrook, Gopher Canyon, Hidden Meadows, Jesmond Dene, La Jolla Amago, Lake Henshaw, Lake San Marcos, Lake Wohlford, Lilac, Mesa Grande, Morettis, Oak Grove, Ocotillo Wells, Pala, Palomar Mountain, Pauma Valley, Rainbow, Ranchita, Rincon Springs, San Felipe, San Ignacio, San Luis Rey, San Pasqual, Santa Ysabel, Sunshine Summit, Twin Oaks Valley, Valley Center, Warner Springs, Winterwarm



# Qualifying Events

Non-Profit Organization  
Any agency of the  
federal, State or local  
government

Open to  
the public

4 or more hours  
4 consecutive days  
or less

## Community Events Permit (CEP)

# Community Event Permit (CEP)

- The official written approval from the County of San Diego to operate a public event in unincorporated areas of the county.

## What is allowed?

- Maximum of 6 events within 12 months



## Events that do not Qualify:

- For-Profit Organizations
- Community events less than 4 hours in duration
- Incorporated Cities
- Private Events





## What if event does not qualify for CEP processing?

Event Information Intake Form

Event Site Map



Department of Environmental Health and Quality  
Policy, Outreach, and Data Division  
ATTN: CEP COORDINATOR  
P.O. BOX 129261  
San Diego, CA 92112-9261

**EMAIL:** [DEHCommunityEvents@sdcounty.ca.gov](mailto:DEHCommunityEvents@sdcounty.ca.gov)



**FAX:**  
ATTN: CEP COORDINATOR  
(858) 999-8920

### **IN PERSON:**

5500 Overland Avenue, Suite 170  
San Diego, CA 92123  
Monday to Friday: 8:00 a.m. to 4:00 p.m.  
Closed for lunch: 12:00 p.m. to 1:00 p.m.

# CEP Requirements

- **CEP Application** – Submit at least 30 days before the first day of the proposed event
- **Proof of non-profit organization's status** from the California Secretary of State
  - Certificate of Status
  - California Non-Profit Entity Number
- **Letter from the California Franchise Tax Board** verifying that the Non-Profit Organization *is exempt from taxation pursuant to sections 23701a, 23701b, 23701d, 23701e, 23701f, 23701g, 23701k, 23701l, 23701t, or 23701w of the California Revenue and Taxation Code and is in good standing.*



# CEP Requirements

- **Insurance documents**
- **Event Site Map**
- **Supplemental documents**

[Form A](#) – Event organizer’s Health Permit application.

[Temporary Event Food VENDOR application](#) – Food provider’s or vendor’s Health Permit application.

[Form B](#) – Merchandise vendors (**not** food related products),  
Hired security, Fireworks, Pyrotechnics.

[Form C](#) – Required if your event has a BIKE RIDE.

[Form D](#) – Required if your event has ROAD CLOSURES.

[Form E](#) – If event has 2,000+ total in attendance **PER DAY**.

[Form E1](#) – To be submitted within 30 days after the event





## How to submit completed forms:

CEP Application

Supplemental  
Documents



Department of Environmental  
Health and Quality  
Policy, Outreach, and Data Division  
ATTN: CEP COORDINATOR  
P.O. BOX 129261  
San Diego, CA 92112-9261

**EMAIL:** [DEHCommunityEvents@sdcounty.ca.gov](mailto:DEHCommunityEvents@sdcounty.ca.gov)



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Closed for lunch: 12:00 p.m. to 1:00 p.m.

# Issuance

- Within 15 days of submitting all (COMPLETE) requirements.
- Approval letter will be emailed.
- A copy of the letter must be available during the entire duration of the event.



# Denial

- Incomplete application.
- Not timely submitted.
- Event causes a threat.
- Event diverts a significant number of law enforcement personnel from normal duties.
- Applicant violated the San Diego County Code of Regulatory Ordinance or State law during a previous community event.



# Approval Delays

- Event venue does not allow temporary events as zoned.
- CA Non-Profit Organization (NPO) is not registered with California Secretary of State (SOS)
- NPO has a suspended status with the California SOS or California Franchise Tax Board.
- Incomplete submission, missing or incorrect event information.



# Approval Delays

- Incomplete, incorrect, missing, or insufficient insurance documents.
- Missing or incomplete Event Site Map.
- Merchandise and food vendors list are missing or incomplete.
- Food vendors do not have acceptable Health Permit for Temporary Events.



# How To Avoid Approval Delay

- Check the status of your NPO with the CA Secretary of State and Franchise Tax Board.
- Contact the CEP Coordinator ahead of time to discuss planned event for requirements.
- Use the CEP Checklist.
- Submit complete CEP Application together with the required supplemental documents.



# How To Avoid Approval Delay

- Follow the instructions on the CEP Insurance Requirements Guidelines.
- If there are other people involved who are not listed as representatives and are submitting documents to all County departments, the NPO shall inform the CEP Coordinator to avoid confusion with the other departments.



# Application Status



A screenshot of the San Diego County website's public services page. The page header includes the "SanDiegoCounty.gov" logo and a navigation menu with "Home", "APCD", "AWM", "DEHQ" (highlighted with a black arrow), "DPW", and "PDS". Below the navigation is a search bar and a "Select Language" dropdown. The main content area is titled "Pay Your Fees, Apply for a Permit or Search" and contains sections for "Pay Your Fee Online", "Online Application", and "Search for Records". The "Search for Records" section includes a "General Search" dropdown and input fields for "Record Number" (DEH2024-FCEP-001608) and "Record Type" (Community Event Permit). A black arrow points to the "DEHQ" menu item, and another black arrow points to the "Record Number" input field.

# PUBLIC SERVICES CITIZEN ACCESS WEBSITE

<https://publicservices.sandiegocounty.gov/CitizenAccess/Default.aspx>

# Application Status



**Application Details**

Click to expand; Click Collapse to collapse.

**Project Description:**  
DPR - FALLBROOK - BREAKFAST WITH SANTA 2024

▶ **More Details**

- Application Information**
- Application Information Table**

**APPROVING AGENCY**

<b>Approving Agency:</b>	DEH (FHD-FOOD)
<b>Date:</b>	12/06/2024
<b>Status:</b>	Approved
<b>Approving Agency:</b>	DPR (PARKS)
<b>Date:</b>	12/06/2024
<b>Status:</b>	Approved
<b>Approving Agency:</b>	PDS (DPW-TRAFFIC CONTROL)
<b>Date:</b>	12/06/2024
<b>Status:</b>	Approved
<b>Approving Agency:</b>	PDS (NOISE)
<b>Date:</b>	12/09/2024
<b>Status:</b>	Approved
<b>Approving Agency:</b>	PDS (ZONING)
<b>Date:</b>	12/06/2024
<b>Status:</b>	Approved
<b>Approving Agency:</b>	RM (INSURANCE)
<b>Date:</b>	12/09/2024
<b>Status:</b>	Approved
<b>Approving Agency:</b>	SLD (SHERIFF)
<b>Date:</b>	12/13/2024
<b>Status:</b>	Approved
<b>Approving Agency:</b>	PDS (BUILDING)
<b>Date:</b>	12/09/2024
<b>Status:</b>	Approved

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**DATES AND TIMES**

<b>Event Date:</b>	12/21/2024
<b>From Time:</b>	06:00
<b>To Time:</b>	11:00

**PUBLIC  
SERVICES  
CITIZEN  
ACCESS  
WEBSITE**

<https://publicservices.sandiegocounty.gov/CitizenAccess/Default.aspx>

# Updates



## CEP

- CEP Application
- Event Information Intake Form

## Fire Department

- County Fire Ambulance Services
- San Diego County Fire Protection District Temporary Tents Checklist

## Temporary Food Events

- Non-Profit Organization

# CEP Application Updates

## NUMBER OF EVENTS:

II. EVENT DETAILS												
Event	1	<input type="text"/>	2	<input type="text"/>	3	<input type="text"/>	4	<input type="text"/>	5	<input type="text"/>	6	<input type="text"/>



**TRAFFIC CONTROL:** Includes use of the road for event support, such as parking or equipment staging, even if the event is not conducted within the right-of way.

## STAGE, BRIDGE, OTHER PLATFORMS: EXISTING

Height:	<input type="text"/>	Dimension:	<input type="text"/>	Material:	<input type="text"/>
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# CEP Application Updates



## **FIRE DEPARTMENT : SAFETY**

Will you need fire services at the event?

Will you need ambulance services at this event?

## **WASTE MANAGEMENT PLAN**

Name of Waste Disposal Company and/or other organizations contracted for cleanup effort.


Does your event charge admission?

## **PARADE WITH ANIMALS**



Person responsible for cleaning up after animals during/after event.





SanDiegoCounty.gov Home


 Environmental Health and Quality


ENHANCED BY Google

 MENU  PAY ONLINE CONTACT US DISASTER INFORMATION


## Community Event Permits

 *Click!* to SCHEDULE



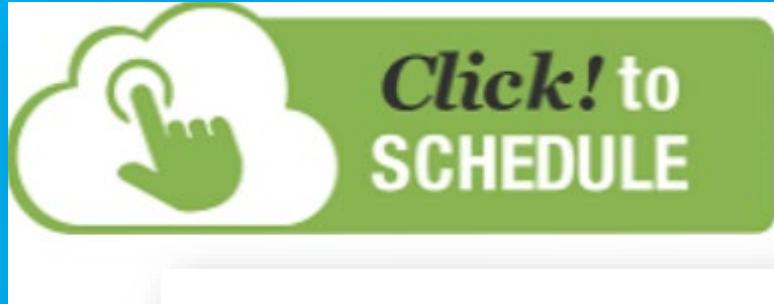
A photograph of a busy outdoor community event. People are walking, talking, and sitting at tables. There are colorful decorations and a blue tent in the background.



A large QR code located below the "Click! to SCHEDULE" button.



SERVICES AND RESOURCES



Select an Appointment Type:

**(FHD) Community Event Permit (CEP) Consultation**

15 minutes

Have questions regarding the Community Event Permit process for Non-Profit Organizations hosting public community events in Unincorporated County of San Diego? We've set aside 15 minutes for an informative session where you can ask questions and receive answers.

<https://www.sandiegocounty.gov/content/sdc/deh/fhd/food/cep.html>



@sdcountycep.org



CEP Outreach March 25,  
2026 (2:00 pm - 4:00 pm)



Website: Community Event Permits (CEPs)



Frequently Asked Questions (FAQs)



How to Obtain a Permit for your Public Event



Community Event Permit Application



County of San Diego Community Events...

YouTube · Department of Environmental Health...



Presentation: Community  
Event Permit Process



Department of  
Agriculture, Weights,  
and Measures

Department of Animal  
Services

Department of  
Environmental Health  
and Quality

- Community Events
- Temporary Food Events

Department of  
Human Resources  
Risk Management  
Division

Department of Parks  
and Recreation

Department of  
Public Works  
Solid Waste Planning  
and Recycling

Department of  
Public Works  
Transportation  
Division

Department of  
Public Works  
Watershed Protection  
Program

Planning and  
Development  
Services  
Building Division

Planning and  
Development  
Services  
Code Compliance  
(Noise)

Planning and  
Development  
Services  
Zoning Division

San Diego County  
Fire Protection  
District

San Diego County  
Sheriff's Office  
Licensing Division

# County Departments





**Department of  
Planning and  
Development Services**

**Luisangel Melendrez**

Environmental Planner II  
Zoning Division



## Zoning Regulations

### Part Six: General Regulations

- Temporary Use Regulations
- Accessory Use Regulations
- Parking Regulations
- Miscellaneous Regulations



### Property Summary Report

Enter your Assessor Parcel Number to Check your Property's Zoning



**The Zoning Ordinance shall not apply to County, State, Federal, Indian Reservation owned lands.**



**PRIVATE PROPERTY**



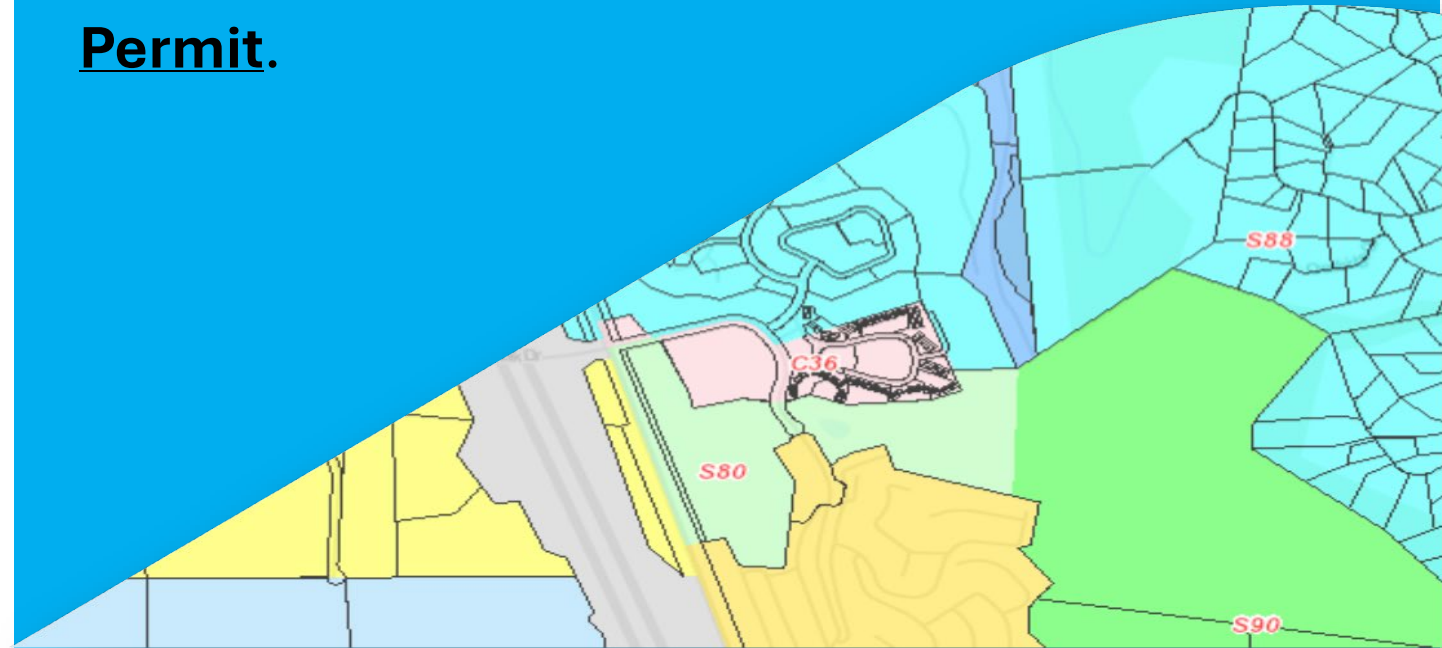
# Where are temporary events allowed?

## Part Six: General Regulations

- Temporary Use Regulations
- Accessory Use Regulations
- Parking Regulations
- Miscellaneous Regulations

Pursuant to Section 6106(a) of the Zoning Ordinance, a circus, carnival or other outdoor entertainment event may be permitted in any zone **except zones subject to the RS, RD, RM, and RV Use Regulations.**

**RS, RD, RM, and RV Use Regulations** may have temporary events with a **valid Major Use Permit.**





## Part Six: General Regulations

- Temporary Use Regulations
- Accessory Use Regulations
- Parking Regulations
- Miscellaneous Regulations

# Duration

The period of operation of the circus, carnival or other outdoor entertainment event shall not exceed five consecutive days.

# Interval

There shall be a minimum of 14 consecutive days between events.

# Frequency

No more than six events per year on the same property.

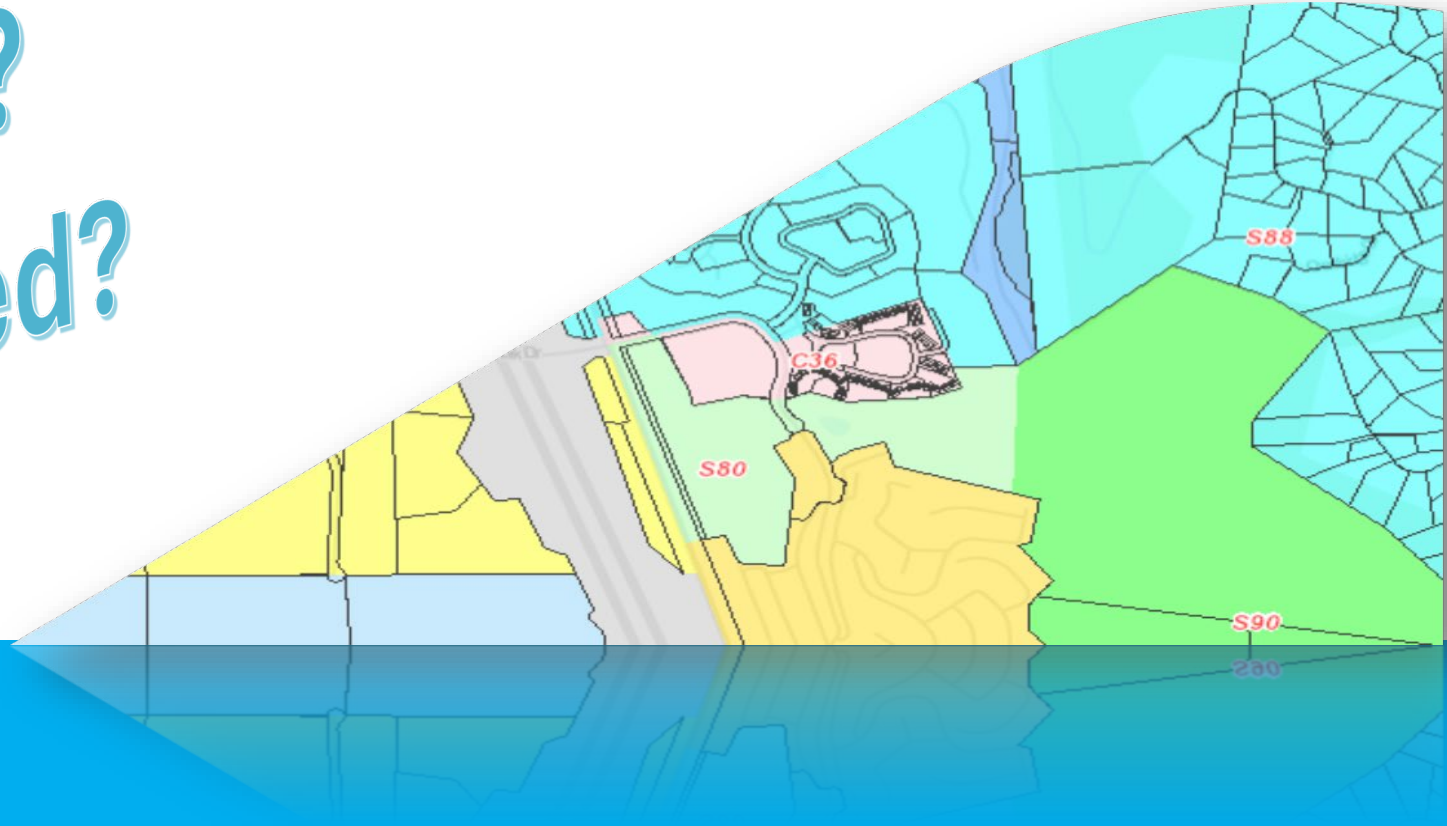
Events exceeding these limitations shall be considered Participant Sport and Recreation Use type.



# Interval between events

FIRST EVENT	SECOND EVENT
October 16 -18, 2025	October 30 - November 2, 2025

Allowed?  
Not allowed?

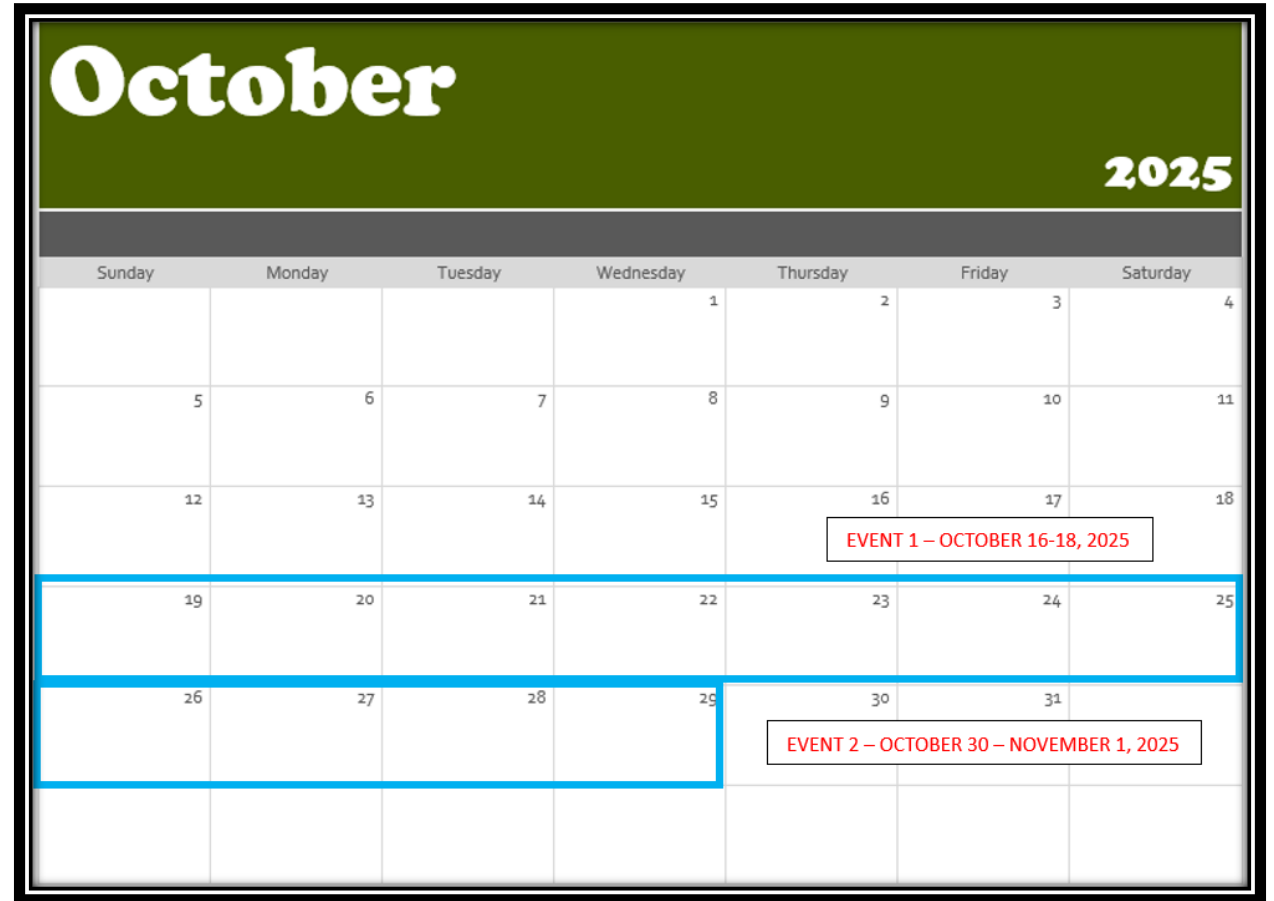




FIRST EVENT	SECOND EVENT
October 16 -18, 2025	October 30 - November 2, 2025

There is an 11-day interval.

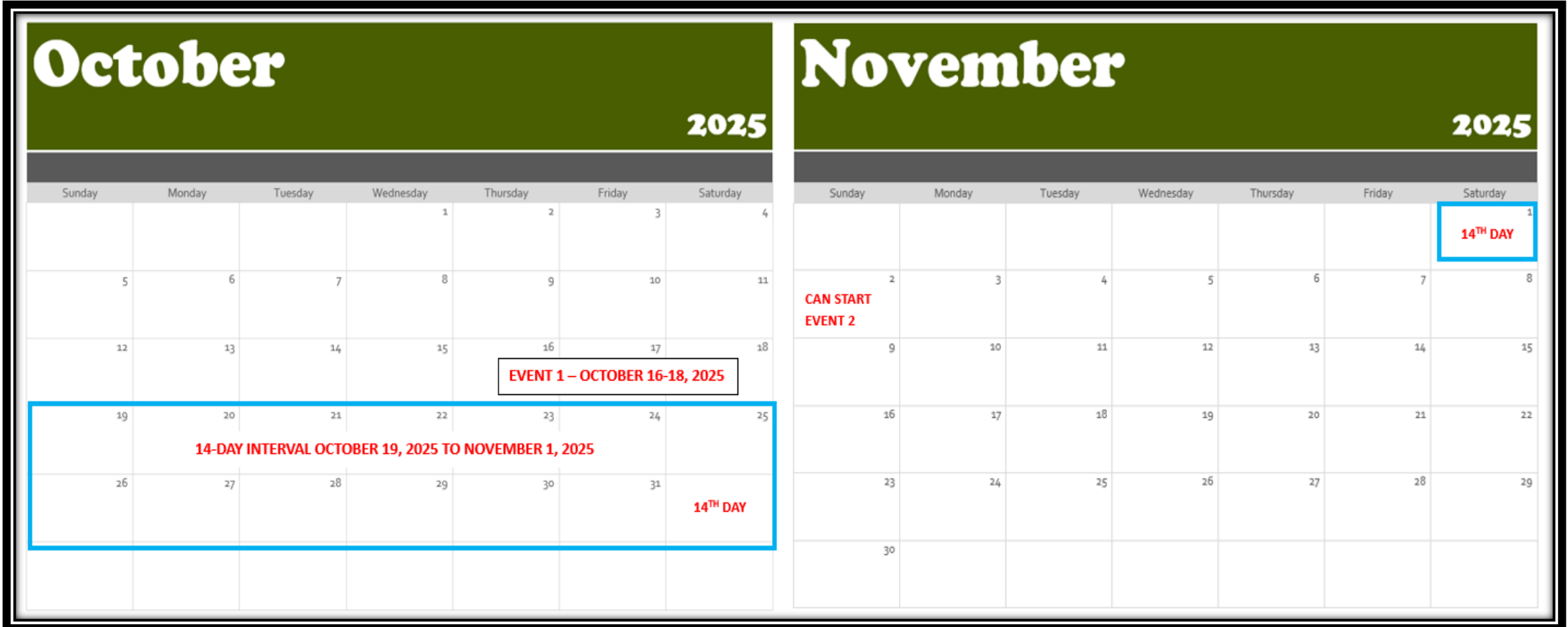
It does not comply with the 14-day interval requirement.



**Interval between events**




FIRST EVENT	SECOND EVENT
October 16 -18, 2025	Can start from November 2, 2025



**Interval between events**



# How to find Zoning information?



**Property Summary Report**

Enter your Assessor Parcel Number to Check your Property's Zoning

The card has a black border. The top image shows a hand holding a red pen over a document with a small house model on it. Below the image, the title "Property Summary Report" is in bold. Underneath, there is a line of text: "Enter your Assessor Parcel Number to Check your Property's Zoning".

Please input report parameter(s):

\*Enter APN as XXX-XXX-XX-XX:

Submit

Cancel

The form has a light blue background and a black border. It contains a title, a label for the input field, an empty text input box, and two blue buttons labeled "Submit" and "Cancel".

<https://www.sandiegocounty.gov/pds/>



COUNTY OF SAN DIEGO  
PLANNING & DEVELOPMENT SERVICES  
PROPERTY SUMMARY REPORT

ZONING INFORMATION BLOCK

USE REGULATIONS:	RR	Rural Residential. Family Residential uses permitted with Group Residential, limited packing and processing, and other uses allowed by Use Permit. <i>If there is more than one attribute associated with the parcel please refer to the zoning ordinance sections referenced below.</i> <a href="http://www.sdcounty.ca.gov/pds/zoning/z2000.pdf">http://www.sdcounty.ca.gov/pds/zoning/z2000.pdf</a>
ANIMAL REGULATIONS:	J	<i>Please refer to Part Three of the zoning ordinance for information regarding animal regulations.</i> <a href="http://www.sdcounty.ca.gov/pds/zoning/z3000.pdf">http://www.sdcounty.ca.gov/pds/zoning/z3000.pdf</a>
DENSITY:	-	If "-"refer to general plan designation. <i>Refer to Part Four section 4100 of the zoning ordinance for density information.</i> <a href="http://www.sdcounty.ca.gov/pds/zoning/z4000.pdf">http://www.sdcounty.ca.gov/pds/zoning/z4000.pdf</a>
LOT SIZE:	1AC	Minimum lot size. <i>Refer to Part Four Section 4200 of the zoning ordinance for Lot Size information.</i> <a href="http://www.sdcounty.ca.gov/pds/zoning/z4000.pdf">http://www.sdcounty.ca.gov/pds/zoning/z4000.pdf</a> <i>Please note the County General Plan may be more restrictive for proposed subdivisions</i>

**Example of Property Summary Report**



# Thank you!

## Contact Information:

**Chloe Hird**

[Chloe.Hird@sdcounty.ca.gov](mailto:Chloe.Hird@sdcounty.ca.gov)

**Luisangel Melendrez**

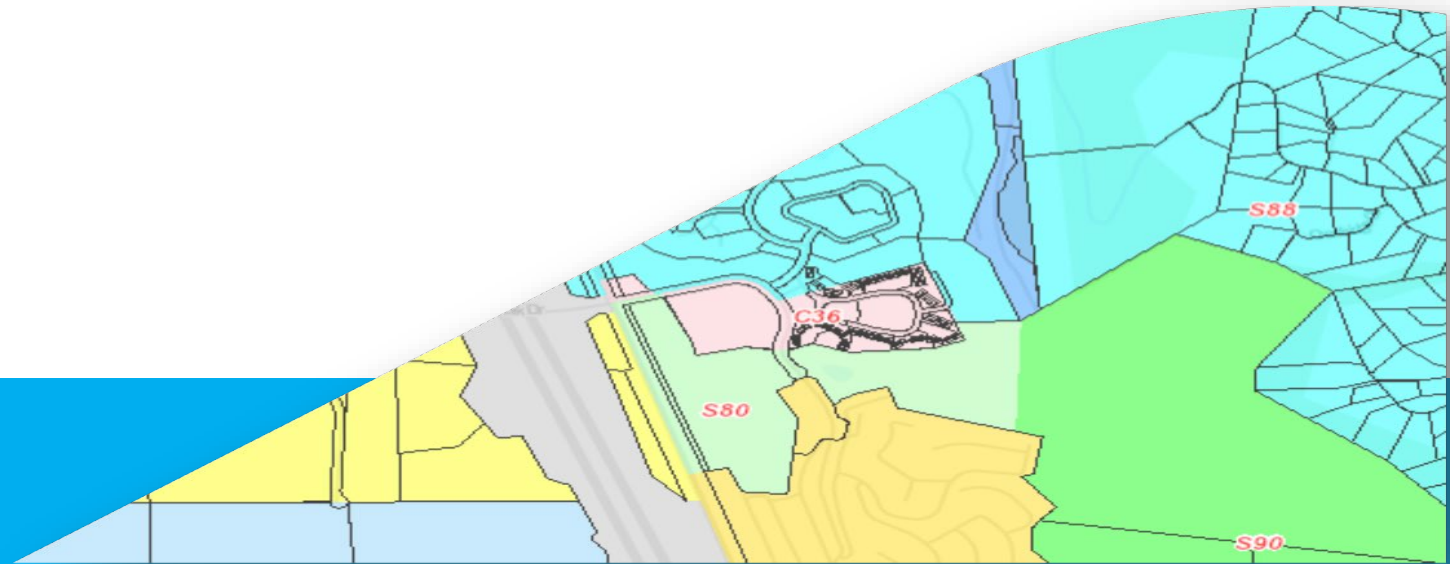
[Luisangel.Melendrez@sdcounty.ca.gov](mailto:Luisangel.Melendrez@sdcounty.ca.gov)

**AJ Aziz**

[AJ.Aziz@sdcounty.ca.gov](mailto:AJ.Aziz@sdcounty.ca.gov)

**Jeffrey Melo**

[Jeffrey.Melo@sdcounty.ca.gov](mailto:Jeffrey.Melo@sdcounty.ca.gov)





**San Diego  
County  
Sheriff's Office**

**Alma Garcia Rubio**

Sheriff's Licensing Clerk I  
Licensing Division



- Submitted CEP Application and supplemental documents will be reviewed by the Lieutenant assigned at the local Sheriff's Station.
- Act as the primary liaison with the California Department of Alcoholic Beverage Control (ABC).



SAN DIEGO COUNTY ———  
**Sheriff's Office**

- Application shall be submitted **NO LESS THAN 30 days** and **NO MORE THAN 60 days** in advance.



- **Merchandise Vendors**
  - Requires Form B **Section I**
- **Hired Security**
  - Requires Form B **Section II**
  - Security Contract signed by both parties
- **Fireworks**
  - Requires Form B **Section III**
  - Requires Fireworks Permit



SAN DIEGO COUNTY ———  
**Sheriff's Office**



# When is a license or permit required at a public event?



CARNIVAL



CIRCUS



OUTDOOR  
ASSEMBLY



FORTUNE  
TELLING



CASINO  
PARTY



# What activities need clearance?



SANTA



FACE  
PAINTER



EASTER  
BUNNY



BOUNCE  
HOUSE  
SUPERVISORS



KID'S GAMES  
SUPERVISORS



**Thank you!**

**Contact Information:**

**Alma Garcia Rubio**

Phone: (858) 974 - 2020

Email: [alma.garciarubio@gmail.com](mailto:alma.garciarubio@gmail.com)



SAN DIEGO COUNTY ———  
**Sheriff's Office**



**CDTFA**  
CALIFORNIA DEPARTMENT OF  
TAX AND FEE ADMINISTRATION

**Lance Christiansen**  
Information Officer I



**CDTFA**  
CALIFORNIA DEPARTMENT OF  
TAX AND FEE ADMINISTRATION

# **Sales and Use Tax for Nonprofit and Charitable Organizations**



# No Blanket Exemption

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- In general, no blanket exemption from sales or use tax exists for nonprofit or charitable organizations.
- The organization's sales of tangible personal property are generally subject to tax.
- The organization's purchases of tangible personal property, including supplies, are generally subject to tax.
- Certain exemptions may apply depending on the type of organization and activities.



# Charitable Organizations that Relieve Poverty and Distress

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Your sales (and some purchases) are not subject to sales or use tax if your organization meets all the following qualifications:

- Formed and operated for charitable purposes.
- Qualified for the property tax “welfare exemption” at the retail site where you sell merchandise.
- Engaged in activities that relieve poverty and distress.
- Sell or donate items principally to assist recipients in distressed financial conditions.
- Make, prepare, assemble, or manufacture items you sell or donate.



# Activities That May Be Considered Sales

- Auctions including silent auctions
- Food sales
- Rummage sales
- Bazaars
- Carnival booths
- Internet sales
- Vending machine sales
- Raffles





## Other Nontaxable Activities

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- Gifting of merchandise for a true donation
- Sales of event tickets when food is not included in the ticket price
- Sales of raffle tickets when prizes are not guaranteed to every purchaser
- Sales of travel, home rentals, or other services
- Sales of gift cards, certificates, coupon books
- Membership drives
- Sales of advertising



www.cdtfa.ca.gov

# How Do I Apply for a Seller's Permit?

The screenshot shows the CDTFA website interface. At the top left is the 'CA.GOV' logo. To its right are 'Login' and 'Register' buttons. Below this is the CDTFA logo and name, followed by a search bar labeled 'Search CDTFA'. A navigation menu includes 'How Do I...', 'Tax Programs', 'Tax Resources', and 'Join Us'. A large yellow arrow points to the 'Register' button. Below the navigation are four teal-colored boxes with white text and yellow buttons:

- File a Return & Pay Taxes**  
File a return or make a payment online by logging into our secure site using your username and password.  
[File & Make a Payment](#)
- Register for a Permit**  
Online registration is a convenient, fast, and free way to register online for a permit, license, or account with the CDTFA.  
[Register Online](#)
- Tax & Fee Rates**  
The California Department of Tax and Fee Administration is responsible for the administration of 37 different taxes and fees.  
[See Tax Rates](#)
- Received a Letter or Notice?**  
Did you receive a notice or letter from us? See our Letters and Notices page to learn more.  
[Letters and Notices](#)



## Temporary Seller's Permits?

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- If you will be selling items at a location for less than 90 days, you may register for a temporary seller's permit.
- You may find it easier to hold a *regular* seller's permit to avoid having to reapply before each event, or if you hold annual fundraisers.
- Tax returns for temporary seller's permit holders are due the month following the closure of the temporary sales location.



# FAQS

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- Why is a seller's permit needed or required?
- Who is required to have a seller's permit?
- Do Non-Profit Organizations file sales tax collected from donated merchandise sold at an event?
- Are there any exemptions that allow participation in a community event without requiring a seller's permit?
- Is a seller's permit required for conducting a bake sale?
- If I create arts and crafts, including wood crafts, at home and intend to sell them at a public community event, am I required to obtain a seller's permit?
- If I will sell my old house items (antiques) at the event, am I required to obtain a seller's permit?



# Publication 18 – Nonprofit Organizations



**CDTFA**  
CALIFORNIA DEPARTMENT OF  
TAX AND FEE ADMINISTRATION

Nonprofit Organizations

[www.cdtfa.ca.gov](http://www.cdtfa.ca.gov)

The screenshot shows the CDTFA website interface. At the top, there is a navigation bar with the CA.GOV logo and the text 'CALIFORNIA DEPARTMENT OF TAX AND FEE ADMINISTRATION'. A search bar is located on the right side of the navigation bar. Below the navigation bar, there are three main menu items: 'How Do I...', 'Tax Programs', and 'Tax Resources'. The 'Tax Resources' menu is expanded, showing a list of options: 'Calculators', 'Events & Education', 'Forms & Publications', 'Industry Guides', 'Information for Local Jurisdictions and Districts', 'Research & Data Tools', and 'Taxpayers' Rights Advocate'. The 'Forms & Publications' option is highlighted with a red circle. Below the navigation bar, there are two main content areas: 'File a Return & Pay Taxes' and 'Register for a Permit'. The 'File a Return & Pay Taxes' section includes a 'File & Make a Payment' button. The 'Register for a Permit' section includes a 'Register Online' button.



# Tax Guide for Nonprofit Organizations

CA .GOV    f    t    y    i    n    i    g    a    Login/Register    Contact

 CALIFORNIA DEPARTMENT OF TAX AND FEE ADMINISTRATION    Search CDTFA    🔍

How Do I... ▾    Tax Programs ▾    Tax Resources ▾    Join Us ▾



- For more information, please refer to our Industry Guide: [Tax Guide for Nonprofit Organizations](#)

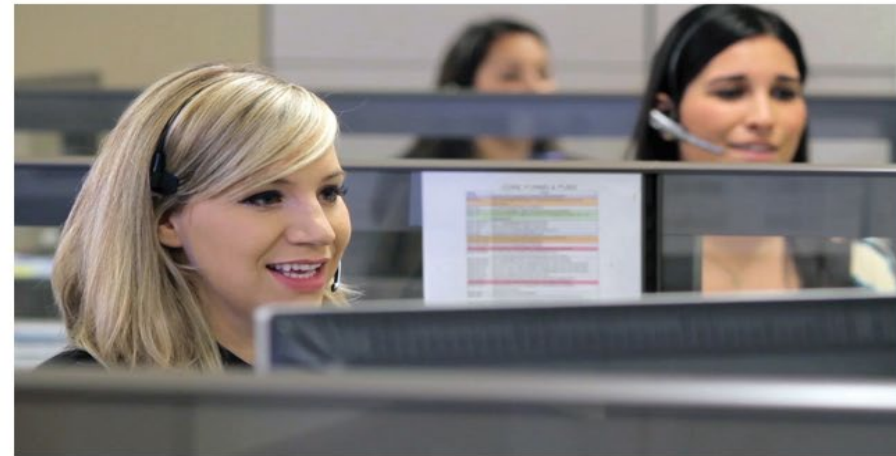
[www.cdtfa.ca.gov](http://www.cdtfa.ca.gov)



# Customer Service

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- Call our Customer Service Center at 1-800-400-7115.
- CRS:711 is available for the hearing and speech impaired.
- Customer service representatives are available Monday through Friday from 7:30 a.m. to 5:00 p.m. (Pacific time), except state holidays.
- Customer service representatives can:
  - Walk you through the return preparation process
  - Walk you through the registration process
  - Answer general tax questions





**CDTFA**  
CALIFORNIA DEPARTMENT OF  
TAX AND FEE ADMINISTRATION

**Thank you!**

**Lance Christiansen**  
Information Officer I



**Department of  
Environmental  
Health and Quality**

**Luisa Angeles**

Environmental Health  
Technician

Food, Water, and Housing Division  
Temporary Food Events



# Temporary Food Facilities Updates

- Temporary Event **Permit Type** document available.
- **Late fees** will apply if the applications is received or modified within 14 days of event start date. Includes: correcting incomplete applications, menu changes, adding vendors, warewashing facilities, etc.
- Exemption for vendors with 25 sq. ft. of prepackaged, non-PHF/beverages from an approved source if they have approval from the event organizer to participate in the event. **Form A is still required.**



# Temporary Food Facilities Updates

## NONPROFIT CHARITABLE ORGANIZATIONS

- A permit application (**Form A**) is required to process a health permit for a nonprofit charitable organization.
- Exempt from permit fees for **two** Single Event Organizer or Vendor permits (or a combination of both) **per year**.
- Proof of nonprofit status (Federal IRS 501(c)(3) documentation) must be submitted along with the complete health permit application (**Form A**) to receive a fee waiver for the first two permits.
- **A 50% reduction in fees** will apply to the organization's **third and subsequent** Organizer and Vendor Permits for the remainder of the fiscal year.
- **Late fees will apply** if the application is submitted **less than 14 days** prior to the event start date.

# 3-Compartment Sink Requirements



- One 3-compartment sink per **8 open food vendors**
- **No more than 100 feet** from the farthest vendor
- **Overhead protection** required
- Not technically an organizer requirement
- Warewashing agreement letter with a restaurant
- Each vendor must bring dish soap and sanitizer (i.e. bleach) to clean utensils/equipment.



# Handwashing Station Requirements



Warm water potable (100°F – 108°F) and capable of providing a continuous stream (at least 5 gallons) hands-free.



Single-service soap and paper towels in dispenser.



Catch basin to collect the waste-water from handwashing.



Handwash set-up must be inside each booth.





# SCENARIO 1

Food Facility  
(Restaurant) permitted in  
San Diego County by  
DEHQ



Can I use my restaurant and  
catering permit (DEH2026-  
**FFPP-012345**) in a  
Temporary Event as a food  
vendor?



You need to submit  
the Temporary Event  
Vendor Permit  
Application and pay  
applicable fees



How can I be a  
food vendor in a  
Temporary  
Event?



**NO**



# SCENARIO 2





# Questions:

What are the requirements in selling bottled water?

What are the requirements for beer gardens or selling alcohol?

How many waived Health Permits are allowed to NPOs?

Are there associated Health Permit fees to NPOs?



# Thank you!

## Contact Information:

Phone: (858) 505-6809

Fax: (858) 999-8920

Email: [FHDTEMPEVENTS@sdcounty.ca.gov](mailto:FHDTEMPEVENTS@sdcounty.ca.gov)



**California Department  
of  
Alcoholic Beverage  
Control (ABC)**

**Rebekkah Epstein**

Licensing Manager  
San Diego & San Marcos Region

**DAILY LICENSE APPLICATION**

Complete all applicable items. Submit this application to your local ABC district office with the required fee (cashier's check or money order) payable to ABC. Once the daily license is issued, fees cannot be refunded. Listing of ABC district office is available at <https://www.abc.ca.gov/contact/district-offices/>. Please visit <https://www.abc.ca.gov/abc-221-instructions/> for further instructions.

ABC USE ONLY		
License #	Receipt #	Fee \$
Conditions Requested <input type="checkbox"/> Yes <input type="checkbox"/> No		Diagram Requested <input type="checkbox"/> Yes <input type="checkbox"/> No
License Type <input type="checkbox"/> B & W <input type="checkbox"/> General <input type="checkbox"/> Special		

**SECTION 1. ORGANIZATION AND LICENSE TYPE INFORMATION**

Organization Name	Tax ID
Organization Mailing Address	

**LICENSE TYPE**

<input type="checkbox"/> <b>Special Daily Beer and Wine (\$50.00)</b> <input type="checkbox"/> Amateur Sports Organization <input type="checkbox"/> Charitable <input type="checkbox"/> Civic <input type="checkbox"/> Cultural <input type="checkbox"/> Fraternal <input type="checkbox"/> Political <input type="checkbox"/> Religious <input type="checkbox"/> Social <input type="checkbox"/> Other: _____	<input type="checkbox"/> <b>Daily General (\$75.00)</b> <input type="checkbox"/> Political Party/Affiliate Supporting Candidate for Public Office or Ballot Measure <input type="checkbox"/> Organization Formed for Specific Charitable or Civic Purpose <input type="checkbox"/> Fraternal Organization in Existence over Five Years with Regular Membership <input type="checkbox"/> Religious Organization <input type="checkbox"/> Vessel per Section 24045.10 B&P (\$50.00)	<input type="checkbox"/> <b>Special Temporary License (\$100.00)</b> <input type="checkbox"/> Television Station per Section 24045.2 or 24045.9 B&P <input type="checkbox"/> Non-profit Corporation per Section 24045.4 and 24045.6 B&P <input type="checkbox"/> Person Conducting Estate Wine Sale per Section 24045.8 B&P <input type="checkbox"/> Women's Educational and Charitable Organization per Section 24045.3 B&P <input type="checkbox"/> Other Special Temporary License Per Section: _____ License #: _____ Amount: _____
---	--	---

**SECTION 2. EVENT DETAILS**

Event Dates	Total # of Days	Hours of Alcoholic Beverage Sales, Service and/or Consumption To	Virtual Event <input type="checkbox"/> Yes <input type="checkbox"/> No	Mark Yes, if the event is 100% virtual
Event Address (Street #, Name, and City)		Event Location Description (Jones Park, Pavilion A, etc.)	Location Within the City Limit <input type="checkbox"/> Yes <input type="checkbox"/> No	
Event Type <input type="checkbox"/> Barbeque <input type="checkbox"/> Dinner <input type="checkbox"/> Sporting Event <input type="checkbox"/> Birthday <input type="checkbox"/> Festival <input type="checkbox"/> Social Gathering <input type="checkbox"/> Concert <input type="checkbox"/> Lunch <input type="checkbox"/> Wedding <input type="checkbox"/> Carnival <input type="checkbox"/> Mixer <input type="checkbox"/> Other: _____ <input type="checkbox"/> Dance <input type="checkbox"/> Picnic		Type of Entertainment	Event Open to Public <input type="checkbox"/> Yes <input type="checkbox"/> No	
Estimated Attendance		Security Guard If Yes, How Many <input type="checkbox"/> Yes <input type="checkbox"/> No	Outdoor Event <input type="checkbox"/> Yes* <i>If Yes, a diagram of the event area is required</i> <input type="checkbox"/> No	

**REQUIRED**

By checking this box, you are certifying that you understand the requirements detailed in Business and Professions (B&P) Code Section 25682(c) which state that a nonprofit organization that has obtained a temporary daily license from the department must designate a person(s) to receive RBS training certification prior to the event, and that designated person(s) shall remain onsite for the duration of the event.

**SECTION 3. CONTACT INFORMATION**

Contact Person	Phone Number	Email Address
----------------	--------------	---------------

**SECTION 4. SIGNATURES AND APPROVALS**

I attest that I am authorized by the organization named above to make this application on its behalf.

Organization's Authorized Representative Name	Phone Number	Signature	Date Signed
Property Owner Approval By (Name) Required	Phone Number	Signature	Date Signed
Law Enforcement Approval By (Name), If applicable	Phone Number	Signature	Date Signed
District Office Approval By (Name)	Phone Number	ABC Employee Signature	Issuance Date

The above named organization is hereby licensed, pursuant to the California B&P Code Division 9 and California Code of Regulations, to engage in the temporary sale of alcoholic beverages for consumption at the abovenamed location for the period authorized above. B&P Code Section 25682(c) requires that a designated RBS-trained person(s) shall remain on site for the duration of the event. Failure to comply with this requirement will result in immediate cancellation of the permit. **This license may be revoked summarily by the department if, in the opinion of the department and/or the local law enforcement agency, it is necessary to protect the safety, welfare, health, peace and morals of the people of the State.**

# Daily License Application (ABC-221)

Must be submitted at least ten (10) business days prior to the event

May be submitted up to 90 days prior to the event







## Payment

Cashier's check or money order only

Payable to the **California Department of Alcoholic Beverage Control (ABC)**





## **BEER GARDENS/ ALCOHOL GARDENS**

- These are areas that are separated from the rest of the event that are solely for the sales, service and consumption of alcohol.
- Typically, only for patrons 21 years of age and older.

## **ALCOHOL SERVICE**

- All servers and event organizers are responsible to ensure that no one under 21 years of age obtains alcohol at the event and that no one who is obviously intoxicated is served alcohol.

## **IMPORTANT:**

A daily permit may be revoked summarily by the department if the department and/or the local law enforcement agency determines it is necessary to protect the safety, welfare, health, peace and morals of the people of the State.





CALIFORNIA DEPARTMENT OF

**Alcoholic Beverage Control**

## **RESPONSIBLE BEVERAGE SERVICE (RBS)**

- At least one person must be RBS trained and certified for events.
- This person must be present at the event and actively oversee the alcohol service for the entire duration of the event.
- Additionally, this person must also create and implement policies for the event that mandate and foster responsible alcoholic beverage service.

## **ONE-DAY LICENSE**

**Does AB 1221 apply to applicants  
for daily on-sale license?**

**Answer: Yes.**





CALIFORNIA DEPARTMENT OF

# Alcoholic Beverage Control

**Step One:** Create your account as a server in the RBS Portal and pay the registration fee

**Step Two:** Complete training from an approved RBS Training Provider

**Step Three:** Pass ABC's Alcohol Server Certification Exam

Training from an approved training provider may take anywhere from 90 minutes to 4 hours.

Certification is valid for 3 years

Do not wait until the day of the event to try and obtain certification- work on the process prior to allow time in case of technology issues as the process involved both ABC and the outside approved training providers



Department of Alcoholic Beverage Control



**Responsible Beverage Service  
Get Certified Now!**

## Three Step Certification Process

- 1 Register with ABC as a server on the RBS Portal
- 2 Take RBS training from an approved RBS Training Provider
- 3 Return to the RBS Portal to take ABC's alcohol server certification exam

The passage of Assembly Bill 1221 in 2017 created the Responsible Beverage Service Training Program Act.

AB 1221 required the Alcoholic Beverage Control (ABC) to create the Responsible Beverage Service Training Program and mandates a new training requirement for on-premises alcohol servers and their managers.

Beginning July 1, 2022, any ABC licensee who has an "ABC On-Premises License" will be required to ensure specific staff (alcohol servers and managers of alcohol servers) have received training from an ABC approved RBS Training Provider within 60 days of employment. This includes staff employed prior to July 1, 2022.

## DEFINITIONS

### ABC On Premises License

ABC license that grants the privilege to serve alcoholic drinks to patrons who then consume them within the licensed premises.

### Alcohol Server

Anyone who:

- A) checks customer IDs for the purpose of alcoholic beverage service or entry to an ABC on-premises licensed establishment,
- B) takes customer alcoholic beverage orders,
- C) pours alcoholic beverages for customers, or
- D) delivers alcoholic beverages to customers.

### Manager

Anyone who directly hires alcohol servers, oversees alcohol servers at an ABC licensed premises, or trains alcohol servers how to perform the service of alcohol for consumption for an ABC on-premises licensee.

Get started on [abcbiz.abc.ca.gov](http://abcbiz.abc.ca.gov)



CALIFORNIA DEPARTMENT OF

# Alcoholic Beverage Control

No license or permit shall be required for the serving and otherwise disposing of alcoholic beverages where **ALL** of the following conditions prevail:

1. That there is no sale of an alcoholic beverage.
2. That the premises are not open to the general public during the time alcoholic beverages are served, consumed or otherwise disposed of.
3. That the premises are not maintained for the purpose of keeping, serving, consuming or otherwise disposing of alcoholic beverages.

Provided, however, that nothing in this section shall be construed to permit any person to violate any provision of the Alcoholic Beverage Control Act.

## When is a license not needed?

### 23399.1 Business and Professions Code

#### **IMPORTANT:**

If alcohol is being donated by a wholesaler or manufacturer, you must obtain a permit.





# Thank you!

Information about one day permits and RBS Requirements is also available on the ABC website at [www.abc.ca.gov](http://www.abc.ca.gov)

## ONLINE LICENSE APPLICATION

Apply for a license online using an existing or newly created account.

## LICENSE FEES

Find fee schedules for new license applications, annual renewals and penalties.

## APPLICATION REQUIREMENTS

Understand which requirements you must meet in order to successfully apply for an ABC license.

## APPLICATION PROCESS

Walk through the application process step by step, including details about the hearing and appeals process.

## LICENSING FORMS

A resource to help you find the forms you need to complete your license application.

## LICENSE TYPES

A list of every ABC license type, with a description of each.

## DISTRICT OFFICES

Find contact information for your local district office.



CALIFORNIA DEPARTMENT OF

**Alcoholic Beverage Control**

Any questions about ABC licenses or requirements can be sent to the District Office:

## San Diego

8620 Spectrum Center Blvd., Suite 302

San Diego, CA 92123

Phone: (858) 300-6855

Email: [SanDiego@abc.ca.gov](mailto:SanDiego@abc.ca.gov)

## San Marcos

570 Rancheros Drive, Suite 240

San Marcos, CA 92069

Phone: (760) 471-4237

Email: [SanMarcos@abc.ca.gov](mailto:SanMarcos@abc.ca.gov)



# Department of Human Resources

**Jose Barrera**

Human Resources Analyst  
Risk Management Division

# Insurance Requirements

## Insurance Coverage

### Certificate of Liability Insurance

\$1M per Occurrence

\$2M General Aggregate

### Separate Additional Insured Endorsement

CG2012, CG2026 or equivalent

Naming "The County of San Diego, its agents, officers and employees" as additional insured

# Insurance Requirements

## OFF-SITE EVENT PARKING REQUIREMENTS

Shuttle transportation services requires insurance coverage

### Certificate of Liability Insurance

9 passengers and under - \$1M  
10 -15 passengers - \$2M  
16+ passengers - \$5M

### Separate Additional Insured Endorsement

CG2012, CG2026  
or equivalent

Naming "**The County of San Diego, its agents, officers and employees**" as additional insured

# Insurance Requirements

Vendors or service providers

- Petting Zoos, Bounce Houses, Dunk tank, Hayride, Professional services (massage, lashes, etc.)

Events with alcohol

- Retail Liquor Liability
- Host Liquor Liability is NOT acceptable

Coverage

- Include set up and break down dates



# Insurance Requirements

Insurance Requirements depend on the level of risk and are subject to approval

Risk could ask for additional information

Requirements DO NOT pertain to FOR-PROFIT EVENTS

# Thank you!

## Contact Information:

**Jose Barrera**

Email: [Jose.Barrera@sdcounty.ca.gov](mailto:Jose.Barrera@sdcounty.ca.gov)





# Department of Public Works

**Danilo Mappala**

Engineering Technician III  
Transportation Division



# Department of Public Works Transportation Division

## ROLE

- Issue Special Event Permits (SEP) for Temporary Traffic Controls
- Review Traffic Control Plans
- Review course map/turn by turn routes for sporting events





# Department of Public Works Transportation Division

## REQUIREMENTS

- DPW Special Event Permits (SEP) Application
- CEP Application (if CEP is required from DEHQ)
- Traffic Control Plans signed by a Licensed Civil Engineer or Traffic Control Contractor
- Site Map
- Insurance documents
- Document stating active CA Business Entity status
- Approval Letter from 3 agencies (Sheriff, CHP, Fire Department)
- Course maps/route maps & “turn by turn” directions for sporting events
- Emergency Medical Services Plan
- Contract or Letter of Agreement between nonprofit sponsor and event organizer if co-sponsoring the event





# Department of Public Works Transportation Division

## SUBMISSION

- Thirty (30) to one hundred and eighty (180) days in advance of the event.





# Thank you!

## Contact Information:

**Danilo Mappala**

Phone: (858) 694 – 3866

Email: [DPWSESpecialEvent.Permit@sdcounty.ca.gov](mailto:DPWSESpecialEvent.Permit@sdcounty.ca.gov)





# Community Events Permit (CEP) Virtual Outreach Workshop

March 25, 2026





# Planning and Development Services

**Michael Casady**

Senior Civil Engineer  
Building Division



**Community Events Permit**

**Building Division**

# Community Events Permit

## Building Permits



- Building permits are required by California law to ensure public health, safety and general welfare and to protect life and property.
- A permit is required to construct, enlarge, alter, convert (including change of occupancy, use, or character), repair, move, or demolish a structure. Permits are also required for grading, plumbing, electrical, and mechanical work.
- In most cases, a Community Event Permit (CEP) is considered a valid permit in lieu of a building permit.

# Community Events Permit

## Temporary Structures



- Review of CEP application and Event Map for any temporary structures or fixed wiring to be used.
- Temporary is defined as 180 days or less
- Structures we typically review include stages, bleachers, and grandstands.
- In addition to the CEP application and site plan, for temporary structures we may ask for the manufacturer's drawings, the installation manual, or an installation certification.
- Temporary tents are governed by the California Fire Code which are enforced by the local fire district.



# Building Division

Thank you for coming!



FOR MORE INFORMATION, PLEASE CONTACT:

**Michael Casady**

**[Michael.Casady@sdcounty.ca.gov](mailto:Michael.Casady@sdcounty.ca.gov)**

**(858) 694-3063**



# Planning and Development Services

**Brandy Contreras**

Environmental Planner I  
Code Compliance Division  
Noise Abatement

# Noise Abatement and Control

## **San Diego County Code or Regulatory Ordinances (SDCCRO) Section 36.401**

Disturbing, excessive or offensive noise interferes with a person's right to enjoy life and property and is detrimental to the public health and safety. Every person is entitled to an environment free of annoying and harmful noise. The purpose of this chapter is to regulate noise in the unincorporated area of the County to promote the public health, comfort and convenience of the County's inhabitants and its visitors.

### **"Sound amplifying equipment"**

Means any machine or device used to amplify music, the human voice or any sound and does not include a standard automobile radio when used and heard only by the occupants of the vehicle in which it is installed.



# General Sound Level Limits

It shall be unlawful for any person to cause or allow the creation of any noise, which exceeds the **one-hour average sound level limits** in [Table 36.404](#), when the one-hour average sound level is measured at the property line of the property on which the noise is produced or at any location on a property that is receiving the noise.

**TABLE 36.404  
SOUND LEVEL LIMITS IN DECIBELS (dBA)**

ZONE	TIME	ONE-HOUR AVERAGE SOUND LEVEL LIMITS (dBA)
(1) RS, RD, RR, RMH, A70, A72, S80, S81, S90, S92, RV, and RU with a General Plan Land Use Designation density of less than 10.9 dwelling units per acre.	7 a.m. to 10 p.m.	50
	10 p.m. to 7 a.m.	45
(2) RRO, RC, RM, S86, FB-V5, RV and RU with a General Plan Land Use Designation density of 10.9 or more dwelling units per acre.	7 a.m. to 10 p.m.	55
	10 p.m. to 7 a.m.	50



# Noise Review of CEP

Review the **map of the event property** and **surrounding properties** including **outstanding violations**

Review **time** and **duration** of the event

Review the **Public Address sound system, direction, and number of speakers** to ensure noise will impact the least amount of the surrounding community

**Non-amplified noise is not** reviewed or regulated by Planning & Development Services

Examples:  
Traffic  
Vendors



# Thank you!

## Contact Information:

### **Brandy Contreras**

Environmental Planner I, Code Compliance

Phone: (619) 517 - 1047

Email: [Brandy.Contreras@sdcounty.ca.gov](mailto:Brandy.Contreras@sdcounty.ca.gov)

### **Michael Pittman**

Environmental Planner III, Code Compliance

Phone: (619) 433 - 7030

Email: [Michael.Pittman@sdcounty.ca.gov](mailto:Michael.Pittman@sdcounty.ca.gov)

### **Code Compliance Call Center**

Phone: (858) 694 - 2705

Email: [PDS.CodeCompliance@sdcounty.ca.gov](mailto:PDS.CodeCompliance@sdcounty.ca.gov)





# Department of Parks and Recreation

**Jessie Vasquez-Ortiz**

Office Support Specialist

# COUNTY OF SAN DIEGO PARKS AND RECREATION



Community Event Permit  
process





# COUNTY OF SAN DIEGO PARKS AND RECREATION



Reservation desk phone number: **858-565-3600**

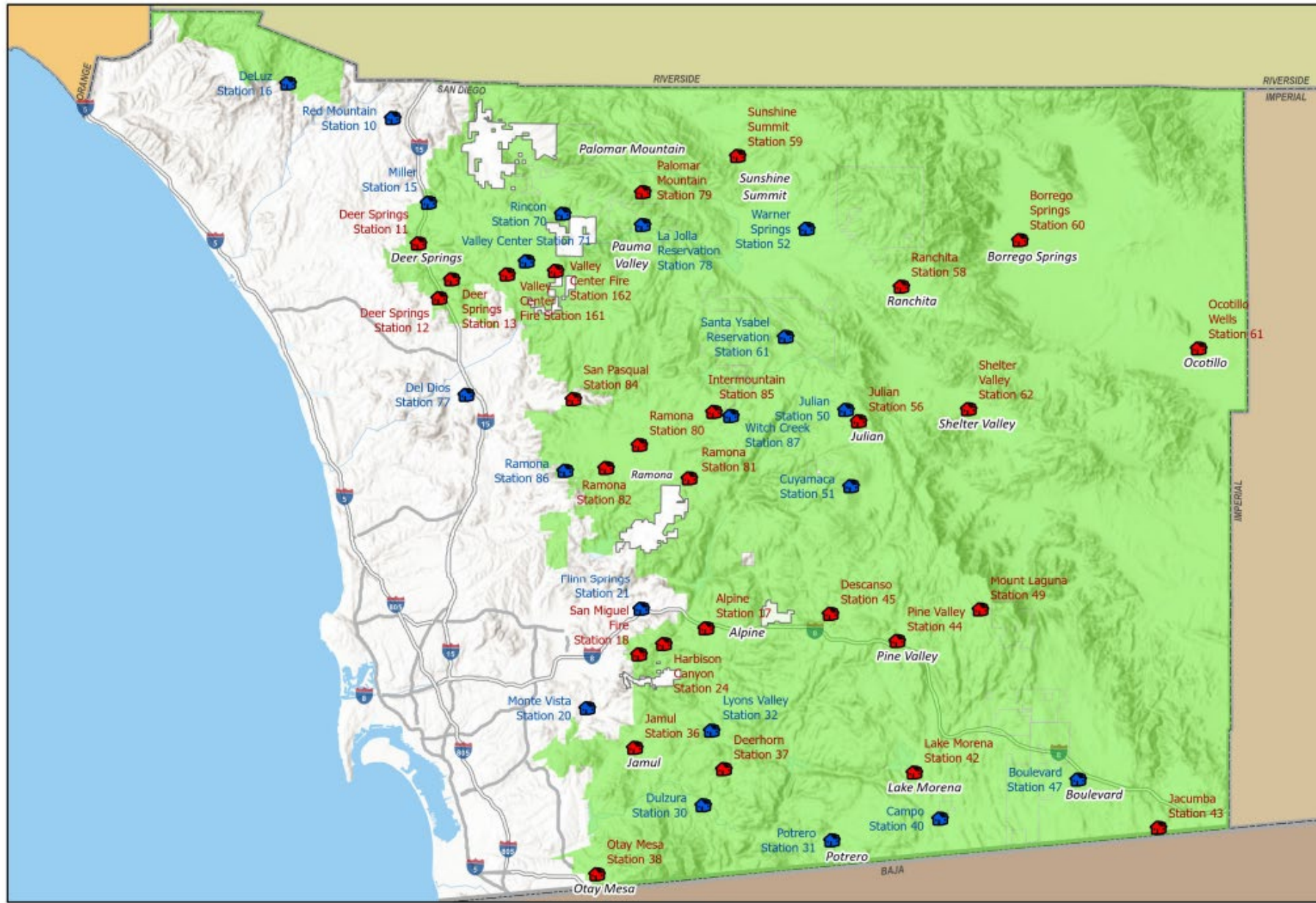




# **San Diego County Fire Protection District**

**David Sibbet**

Fire Services Coordinator  
Community Risk Reduction Division



**San Diego County Fire Protection District  
Ground Ambulance Service Areas and  
Fire Stations**

- ALS First Responder Units
- BLS First Responder Units
- Ground Ambulance Service Area
- Exclusions



CALFIRE San Diego County Fire GIS  
Data: ALS\_BLS\_Stations\_Sorted  
Map Date: 12/20/2023



# CEP APPLICATION

VI. SAFETY AND SECURITY PROCEDURES		
<b>A</b>	Explain set up, operation, internal security, and crowd control. If the event is to occur at night, describe how you are going to light the event area to increase the safety of participants and spectators. If events will be hiring licensed security officers, you will need to complete FORM B – Section II. Do not list local Sheriff's Department as they do not provide internal security for events. Additional hired security may be required at the discretion of the local station.	
<b>B</b>	If your event includes vehicles or animals on parade, describe the minimum and maximum speeds of the event and the minimum and maximum intervals of space to be maintained between units.	
<b>C</b>	Which of the following items will be used at your event?	
<input type="checkbox"/> Air Supported structures	<input type="checkbox"/> Canopies: How Many: <input type="text"/> Dimensions: <input type="text"/>	<input type="checkbox"/> Fabric shelters
<input type="checkbox"/> Cooking Facilities	<input type="checkbox"/> Tents: How Many: <input type="text"/> Dimensions: <input type="text"/>	<input type="checkbox"/> Fireworks/Pyrotechnics*
<input type="checkbox"/> Open Flames	<input type="checkbox"/> Enclosures: How Many: <input type="text"/>	<input type="checkbox"/> Parade Floats
		<input type="checkbox"/> Vehicle Fuel
*If you checked Fireworks/Pyrotechnics, you would need to complete Form B – Section III. Form B Attached. <input type="checkbox"/> YES <input type="checkbox"/> NO		
Fire Department permit or letter of authorization attached. <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A		
Will you need fire services at the event? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A		
Will you need ambulance services at this event? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A		



# Request for Standby Ambulance

Complete and submit the Request for Standby Ambulance form.



## SAN DIEGO COUNTY FIRE PROTECTION DISTRICT GROUND AMBULANCE SERVICE AREA

### REQUEST FOR STANDBY AMBULANCE FOR SPECIAL EVENT

1	ENTITY NAME		
2	ENTITY TYPE (public, private, 501c3, etc)		
3	EVENT NAME		
4	EVENT LOCATION		
5	SERVICE/EVENT DESCRIPTION		
6	EVENT START DATE	EVENT END DATE	
7	EVENT START TIME	EVENT END TIME	
8	ADMIN REPRESENTATIVE		
9	ADMIN REPRESENTATIVE TITLE		
10	ADMIN REPRESENTATIVE ADDRESS		
11	ADMIN REPRESENTATIVE NUMBER		
12	ADMIN REPRESENTATIVE EMAIL		
13	FY 25/26 HOURLY RATE	\$235/hour, minimum of 6 hours	

**Invoicing** SDCFPD reserves the right to require a deposit of the minimum charge of 6 hours for a total of \$1,410, upon approval of the agreement. Failure to pay the deposit will result in the cancellation of this agreement. If required charges exceed the deposit, Requestor shall pay the additional cost, as invoiced by SDCFPD within 30 days of the event end date. Requestor shall make payment, no later than 30 days upon invoice receipt. Payment shall be made to: "San Diego County Fire Protection District".

By signing this form, the Entity referenced above agrees to the Terms & Conditions as outlined on pages 2-3.

Please submit at least 30 days prior to your special event via email to [Fire@sdcounty.ca.gov](mailto:Fire@sdcounty.ca.gov).

**Clear Form**

NAME OF PERSON COMPLETING FORM	
SIGNATURE	
DATE	

\*COMPLETING THIS FORM IS NOT A GUARANTEE THAT AN AMBULANCE WILL BE AVAILABLE FOR YOUR EVENT. WE WILL CONTACT YOU AS SOON AS POSSIBLE IF WE ARE ABLE TO ACCOMMODATE YOUR EVENT REQUEST, OR NOT\*

The San Diego County Fire Protection District Ground Ambulance Service Area is a County government entity. Our ambulance services provided are on a fee for service basis. Our County Board of Supervisor approved fees are located in the San Diego County Administrative Code, Article XX, Section 369 at the link below.

[https://codellibrary.amlegal.com/codes/san\\_diego/latest/sandiego\\_admin/0-0-0-38759](https://codellibrary.amlegal.com/codes/san_diego/latest/sandiego_admin/0-0-0-38759)



## ADDITIONAL PROGRAM SUPPORT:

- [Frequently Asked Questions](#)
- [Public Events Permitting Workflow](#)
- [Community Event Insurance Requirements](#)
- [Sample CEP Site Map](#)
- [Sample Food and Housing Division Temporary Events Site Map](#)
- [Sample Traffic Plan](#)
- [San Diego County Fire Protection District Temporary Tents Checklist](#)
- [Portable Toilet Requirements](#)
- [Pollution Prevention at Events](#)
- [Encroachment Permits | Caltrans](#)
- [Daily License Application \(ABC-221\)](#)
- [Supplemental Diagram \(ABC-253\)](#)
- [Verify Non-Profit Organization Status](#)
- [Nonprofit Raffles](#)
- [Seller's Permit: Operators of Swap Meets, Flea Markets, or Special Events](#)
  - [Verify Seller's Permit Status](#)



**Thank you!**

**Contact Information:**

**David Sibbet**

Phone: (619) 672 - 7112

Email: [david.sibbet@sdcounty.ca.gov](mailto:david.sibbet@sdcounty.ca.gov)



**Department of  
Agriculture, Weights,  
and Measures**

**Monica Winters**

Supervising Agricultural  
Standards Inspector



## ROLE

- Issue Certified Farmer's Market Certificates
- Conduct inspections
- Compliance with Direct Marketing Laws and Regulation



# Agriculture, Weights and Measures



## APPLICANTS

- Certified Producer
- Non-Profit Organization
- Government agency



**Agriculture, Weights  
and Measures**



## COMPLIANCE WITH OTHER COUNTY DEPARTMENTS

- Department of Planning and Development Services
- Department of Environmental Health and Quality
- Department of Public Works
- Sheriff's Office



# Agriculture, Weights and Measures



**Thank you!**

**Contact Information:**

**Monica Winters**

**Phone: (858) 705 - 8991**

**Email: [Monica.Winters@sdcounty.ca.gov](mailto:Monica.Winters@sdcounty.ca.gov)**



**Agriculture, Weights  
and Measures**



# Department of Public Works

**Kirk Kinder**

Recycling Specialist I  
Solid Waste Planning and  
Recycling



# County of San Diego

## DEPARTMENT OF PUBLIC WORKS

Solid Waste Planning & Recycling

5510 Overland Avenue, Suite 310 San Diego, CA 92123-1237

858-694-2456

### WASTE MANAGEMENT PLAN

**Form E -** To be filled out if your event has over 2,000 attendees per day.

The Regional Water Quality Control Board, Section D.3.a(2)(f), advises:

Events expected to generate significant trash and litter shall consider controls such as:

- i. Temporary screens on catch basins and storm drain inlets
- ii. Temporary fencing to prevent windblown trash from entering adjacent water bodies and MS4 channels
- iii. Proper management of trash and litter
- iv. Catch basin cleaning following the special event and prior to an anticipated rain event
- v. Other equivalent controls

As required under AB 2176, special event organizers are required to develop a Waste Management Plan for their events. The County of San Diego is committed to minimizing the amount of waste going to landfills. Staff are available to help event organizers develop their Waste Management Plans and offer free resources as available. After the last day of your event, the **WASTE DIVERSION REPORT (Form E1) is due within 30 days.**

For questions or assistance, please contact [Recycle@sdcounty.ca.gov](mailto:Recycle@sdcounty.ca.gov) or (858) 694-2456.

Event Name: \_\_\_\_\_

Event Date(s): \_\_\_\_\_

Event Attendance (per day): \_\_\_\_\_

Provide a brief description in the field below of how you plan to implement a waste reduction and recycling program, including names of your waste and recycling hauler(s), food recovery organization(s) and related service provider(s) as applicable:

Requirements and Other Questions	Y	N
I understand that the following materials are required to be recycled by attendees and vendors: aluminum, tin & bi-metal cans; glass bottles & jars; cardboard, newspaper & mixed paper; rigid plastics & plastic beverage bottles.		
I understand that if collection of organic waste is available in the area where the event is being held, organic waste (such as food scraps and food-soiled paper) is required to be recycled by attendees and vendors, and will be collected separately in appropriate bins.		
I understand that recycling and organics bins must be co-located with all trash bins, and bins must be clearly marked with educational signage indicating what is appropriate to place in them.		
If the event charges admission or is operated by a local agency, I will be contracting with a food recovery organization and educating food vendors in order to recover the maximum amount of surplus edible food after the event.		
I would like to receive free technical assistance and/or recycling resources for my event (recycling bins, signage, stickers, etc.).		
I understand that a Waste Diversion Report is due within 30 days of the last day of the event.		

Coordinator Name Printed: \_\_\_\_\_

Coordinator Name Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# County of San Diego

## DEPARTMENT OF PUBLIC WORKS

Solid Waste Planning & Recycling

5510 Overland Avenue, Suite 310 San Diego, CA 92123-1237

858-694-2456

### WASTE DIVERSION REPORT FOR SPECIAL EVENTS

**Form E 1 - This form is due within 30 days following the event** and will help event organizers report on the success of the recycling program. For questions or assistance, please contact [Recycle@sdcounty.ca.gov](mailto:Recycle@sdcounty.ca.gov) or 858-694-2456. Please submit completed reports via email.

Event Name: \_\_\_\_\_

Event Date: \_\_\_\_\_ Number in Attendance: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

#### A. How were trash, recyclable, and donatable items managed?

	Waste	Recycling	Organics	Donation
Company Name				
Weight of Materials				

#### B. Diversion Rate?

Using receipts from your those who collected waste, recycling, and donations, determine the event's diversion rate. **\*Include donations and organics quantities into the Amount Recycled category.**

( \_\_\_\_\_ ) / ( \_\_\_\_\_ + \_\_\_\_\_ ) X 100 = \_\_\_\_\_ %

**Amount Recycled\* / Amount Recycled\* + Amount Disposed      Diversion Rate (%)**

#### C. Identify which materials were generated at the event and how they were handled.

Material	Recycle	Donate	Trash
Cardboard			
Paper (newspaper, flyers, magazines, brochures)			
Beverage Containers			
Food Scraps and Food-Soiled Paper			
Surplus Edible Food			
Plastics (film, bags, wrap, etc.)			
Other:			

**D. Provide a brief description of the waste reduction and recycling programs implemented at the event, including a site map showing the locations of trash and recycling receptacles. Also, please specify if you received any resources or technical assistance from the County to implement the recycling program and your level of satisfaction with the assistance and/or resources.**



**Thank you!**

**Contact Information:**

**Kirk Kinder**

Phone: (619) 371 - 2775

Email: [Kirk.Kinder@sdcounty.ca.gov](mailto:Kirk.Kinder@sdcounty.ca.gov)



# Department of Public Works

**Michael Condon**

Planning Manager  
Watershed Protection Program

The background is a light blue gradient with several realistic water droplets of various sizes scattered across it. The droplets have highlights and shadows, giving them a three-dimensional appearance. The main text is centered in the middle of the page.

# **SPECIAL EVENT STORMWATER BMPS**

SAN DIEGO COUNTY WATERSHED PROTECTION PROGRAM (WPP)



Our cities and towns have lots of paved surfaces that wash pollution into our lakes and rivers when it rains.

We want clean water for fishing, boating & swimming

Storm sewers carry rain and pollution directly into our lakes and rivers

Healthy ecosystems need clean water

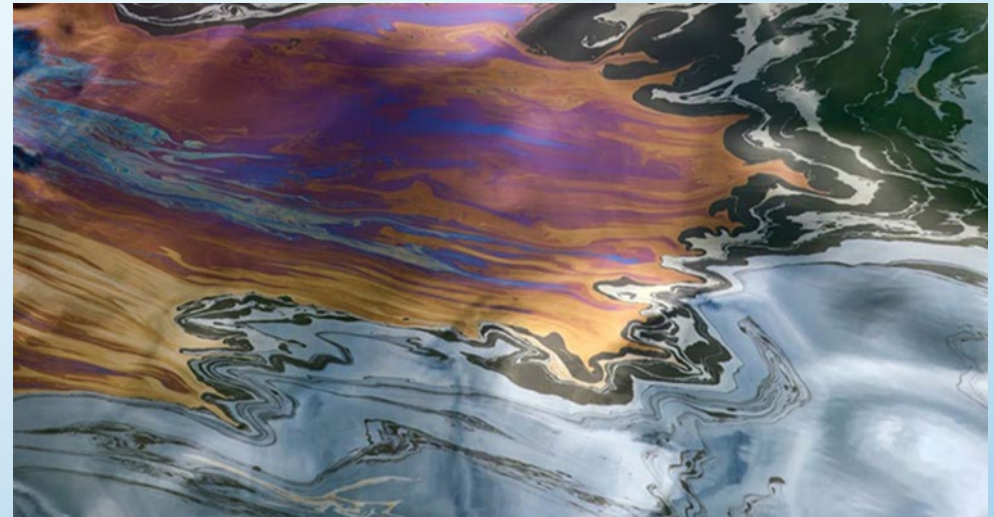
# MAIN POLLUTANTS OF CONCERN FOR SPECIAL EVENTS

- BACTERIA: MAKES PEOPLE SICK
  - PORTABLE TOILETS, TRASH, ANIMAL WASTE



# MAIN POLLUTANTS OF CONCERN FOR SPECIAL EVENTS

- OILS AND SOAPS: KILL AQUATIC LIFE
  - MOTOR OIL, FOOD GREASE, WASHING



# MAIN POLLUTANTS OF CONCERN FOR SPECIAL EVENTS

- TRASH: ALL OF THE ABOVE!
  - OVERFLOWING TRASH CANS, LITTER



# PREVENTING POLLUTION BEST MANAGEMENT PRACTICES (BMP)

- PROTECT AND COVER ALL STORM DRAIN INLETS IN THE EVENT AREA



we can  
**protect our  
waterways**  
with just  
a few steps.

# PREVENTING POLLUTION BEST MANAGEMENT PRACTICES (BMP)

- LOCATE PORTABLE TOILETS AWAY FROM INLETS/WATERBODIES, AND WE STRONGLY RECOMMEND PURCHASING SECONDARY CONTAINMENT TRAYS



we can  
**protect our  
waterways**  
with just  
a few steps.

# PREVENTING POLLUTION BEST MANAGEMENT PRACTICES (BMP)

- PLACE TRASH CANS/RECYCLE BINS IN CONVENIENT LOCATIONS AND KEEP LIDS CLOSED



we can  
**protect our**  
waterways

with just  
a few steps.

# PREVENTING POLLUTION BEST MANAGEMENT PRACTICES (BMP)

- MAINTAIN SPILL RESPONSE MATERIALS ON SITE (E.G. SPILL PADS AND RAGS) AND TRAIN STAFF TO IMPLEMENT SPILL CLEANUP PROCEDURES
- **NEVER** WASH POLLUTANTS INTO THE STORM DRAIN



NO WASH DOWN  
  
DRAINS TO RIVER



we can  
**protect our**  
waterways

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with just  
a few steps.

# PREVENTING POLLUTION BEST MANAGEMENT PRACTICES (BMP)

- CLEANUP ANY LOOSE LITTER AFTER THE EVENT AND REMOVE ALL STORM DRAIN PROTECTION



we can  
**protect our**  
**waterways**

with just  
a few steps.



# Thank you!

## Contact Information:

**Kenny Haskins**

Phone: (858) 444 - 0011

Email: [KennethR.Haskins@sdcounty.ca.gov](mailto:KennethR.Haskins@sdcounty.ca.gov)

Website: [sandiegocounty.gov/stormwater](http://sandiegocounty.gov/stormwater)



# Department of Animal Services

**Karla Orduno**

Administrative Analyst I

# Animal Welfare Act (AWA)

## AWA

- Federal Law
- Regulates treatment of animals in:
  - Research
  - Teaching
  - Testing
  - Exhibitions
  - Transport
  - And by Dealers

## CEP Animal Activities

- Rodeos
- Petting Zoos
- Animal Rides
- Exhibitors
- Animal Adoption Events



# Licensing and Registration Under AWA

License Type	Account Name	City, State
Class C – Exhibitor	Lions, Tigers & Bears	Alpine, CA
Class C – Exhibitor	Children’s Nature Retreat Foundation	Alpine, CA
Class C – Exhibitor	Wild Wonders	Bonsall, CA
Class C – Exhibitor	Avian Behavior International LLC	Escondido, CA
Class C – Exhibitor	Kevin Yates	Valley Center, CA

Under the AWA, dealers, exhibitors, research facilities, carriers and intermediate handlers must be licensed and/or registered.

Website: <https://aphis.my.site.com/PublicSearchTool/s/>



# CEP Application

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“All animals are to be treated in a humane manner and be provided with proper care, and attention at all times. Animal Control Officers are, at all reasonable times, to be permitted full access to examine any/all animals to be used in and/or kept on the premises of the event. Failure to provide access and/or immediate correction of any violations may result in immediate suspension of the CEP.” INITIAL : \_\_\_\_\_



# RODEOS

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Name of Veterinarian

Address

Phone number



# Thank you!

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## Contact Information:

Karla Orduno

Phone: (760) 845 - 7913

Email: [Karla.Orduno@sdcounty.ca.gov](mailto:Karla.Orduno@sdcounty.ca.gov)

Lewis Petersen

Phone: (619) 823 - 5023

Email: [Lewis.Petersen@sdcounty.ca.gov](mailto:Lewis.Petersen@sdcounty.ca.gov)





Questions?



# Acknowledgments

- County of San Diego Board of Supervisors
- California Department of Alcoholic Beverage Control
- California Department of Tax and Fee Administration
- Non-Profit Organizations and Event Organizers
- County of San Diego Departments



# Thank You!

**Jescel May Esteban**

**(858) 694 - 3614**

[DEHCommunityEvents@sdcounty.ca.gov](mailto:DEHCommunityEvents@sdcounty.ca.gov)

