

Community Events Permit (CEP) Virtual Outreach Workshop

March 21, 2025



[SANDIEGOCOUNTY.GOV](https://www.sandiegocounty.gov)

Agenda



I. Welcome

II. Workshop 1

- Department of Environmental Health and Quality (DEHQ) – CEP
- Department of Planning and Development Services (PDS) – Zoning Division
- Department of Parks and Recreation (DPR)
- Department of Human Resources – Risk Management Division
- Sheriff's Department – License and Registration Division
- PDS Code Compliance – Noise Abatement
- PDS Building Division
- San Diego County Fire Protection District

BREAK

Agenda



II. Workshop 2

- California Department of Transportation (Caltrans)
- Department of Public Works (DPW) – Transportation Division
- Department of Agriculture, Weights, and Measures (AWM)
- DEHQ – Temporary Food Facility Events
- California Department of Alcoholic Beverage Control (ABC)
- Department of Animal Services (DAS)
- DPW – Solid Waste Planning and Recycling
- DPW – Watershed Protection Program (WPP)

Agenda



III. Question and Answer

IV. Acknowledgement

CEP



Jescel May Esteban
Community Events Permit
Coordinator

**Department of Environmental
Health and Quality**

Unincorporated County of San Diego



DISTRICT	COMMUNITIES
District 1	Bonita, Otay Mesa, Tijuana River 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

Unincorporated County of San Diego



DISTRICT	COMMUNITIES
District 4	Spring Valley, Casa de Oro, Mt. Helix, 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

San Diego County Code of Regulatory Ordinance



COMMUNITY EVENT

- An event sponsored by a nonprofit organization or any agency of the federal, state or local government
- 4+ hours
- 4 or less consecutive days
- Open to the general public
- Requires a permit
- Department of Environmental Health and Quality is the Issuing Officer

Limitations



What is allowed?

- A maximum of 6 events within a 12-month period

Who/what doesn't qualify?

- For-profit organizations
- Community events less than 4 hours
 - Event Information Intake Form
 - Event Site Map

Requirements



- **CEP application**
- **Proof of non-profit organization's status** from the California Secretary of State
 - Certificate of Status
 - California Non-Profit Organization Entity Number
- **Insurance documents**
- **Event Site Map**
- **Supplemental documents**

Supplemental Documents



Form A – Event organizer application.

Temporary Event Food VENDOR application – Food provider or vendor 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 (i.e., Parade or Race).

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 a CEP Application



@
EMAIL

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.

Issuance and Denial



Issuance or Denial

- Within 15 days of submitting all (COMPLETE) requirements

Denial



Denial

- Incomplete application and not timely submitted.
- Event causes a threat.
- Event will require diverting a significant number of law enforcement personnel from their 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 to have temporary events as zoned

CA Non-Profit Organization (NPO) is not registered with the California Secretary of State (SOS)

NPO has a suspended status with the California SOS

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



Contact the CEP Coordinator ahead of time to discuss planned event for requirements

Check the status of your NPO with the California SOS

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



SanDiegoCounty.gov

Select Language ▼

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Search...

[Home](#) [APCD](#) [AWM](#) **DEHQ** [DPW](#) [PDS](#)

[Create an Application](#) **Search Applications**

Pay Your Fees, Apply for a Permit or Search

Pay Your Fee Online

To pay your fees online, follow the steps below or follow use [step-by-step instructions](#) in English or [Espanol](#).

1. Enter your record number (permit number) from your invoice in the Record Number field.
2. Click on the Search button near the bottom of the page.
3. Click on the Pay Fees link.
4. Review your fees and click on Continue Application.
5. Select a payment method and complete all required information. Click Submit only one time.
6. Print your receipt.

Online Application

You must be a registered user to apply for an online application. Please Login to your account or Register for an Account before proceeding.

Search for Records

Tip: If you are still unable to find your record, try deleting or removing the pre-populated "Start Date" field and search again.

Enter information in the General Search section below to search for records.

- Site Address
- Contractor License Information
- Parcel Number
- Record Information
- Contact Information

Select the search type from the drop-down list.

General Search

General Search ▼

Record Number: DEH2024-FCEP-001608	Record Type: Community Event Permit ▼
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PUBLIC SERVICES CITIZEN ACCESS WEBSITE



PUBLIC SERVICES CITIZEN ACCESS WEBSITE

Application Details

Click  to expand; Click  to collapse.

Project Description:

DPR - FALLBROOK - BREAKFAST WITH SANTA 2024

More Details

☒ Application Information

☒ Application Information Table

APPROVING AGENCY

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

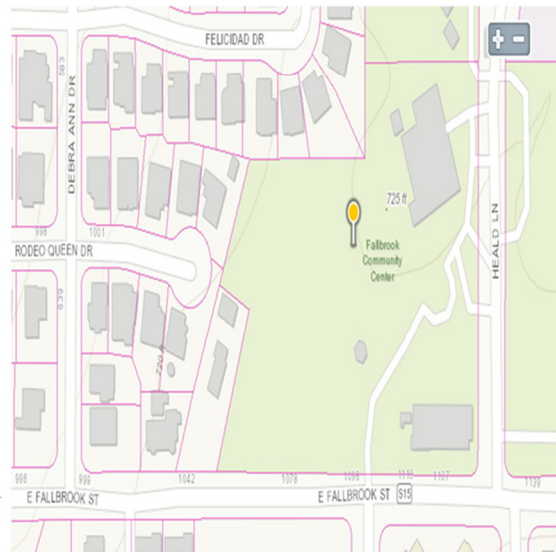
DATES AND TIMES

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

Work Location

Please wait while the map is loading. This may take up to 30 seconds.

341 HEALD LN
FALLBROOK CA 92028



Updates



CEP

- Event Information Intake Form
- CEP Application

Insurance requirements

- Shuttle Service

Supplemental Forms

- DPW (Form C, D)
- Form E
- Form E-1

County of San Diego



- Department of Agriculture, Weights, and Measures
- Department of Animal Services
- Department of Environmental Health and Quality,
 - Community Events
 - Temporary Events (Food)
- 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
- San Diego County Fire Protection District
- San Diego County Sheriff's Department

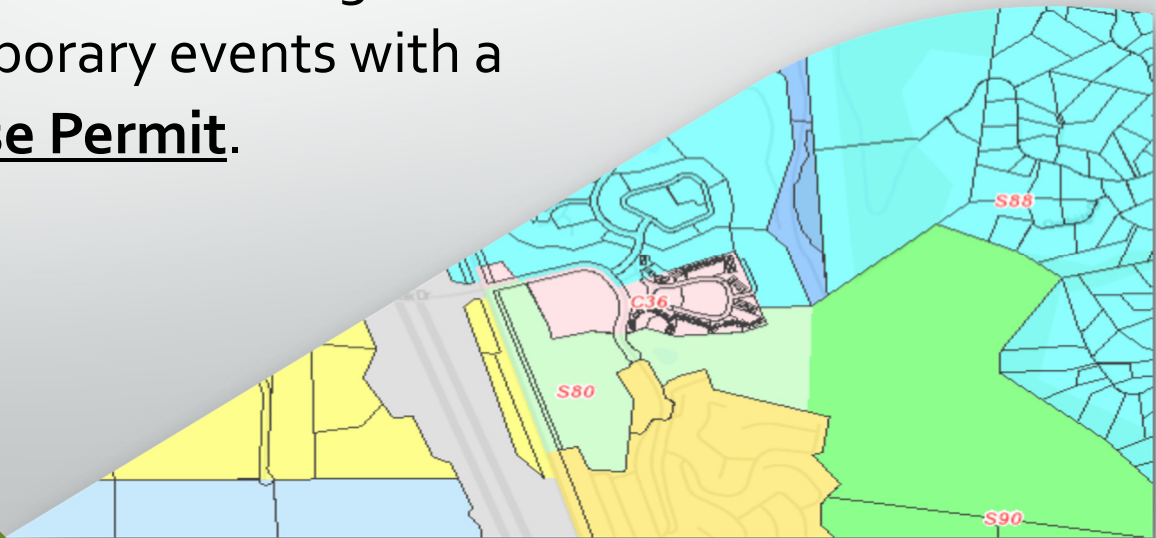
CEP



Luisangel Melendrez
Planning and Development Services
Zoning Division

Where are temporary events allowed?

- 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.**



How to find Zoning information?

Self-Service Reports



SanDiegoCounty.gov Home



Planning & Development Services



MENU ▾

DIVISIONS

Self-Service Reports



Planning & Development Services has reports available for public use. You can view the reports listed below.

Initial Study Research Report

Parcel information for properties in unincorporated San Diego County including maps, General Plan and Zoning information.

[Step-by-Step Instructions](#)

Property Summary Report

General property information to streamline Building Permit Applications.

[Step-by-Step Instructions](#)

Building Permits Submitted

Building Permits submitted within a timeframe including permit location, scope of work, contractor, and other details. * Formerly New Building Records

[Step-by-Step Instructions](#)

Building Permits Issued

Building Permits issued within a timeframe including permit location, scope of work, contractor, and other details.

[Step-by-Step Instructions](#)

Building Permit Invoice

Get an invoice for fees due on a Building Permit. Invoice includes general project information.

[Step-by-Step Instructions](#)

Building Permit Invoice - Multiple

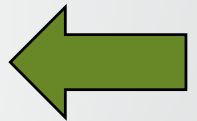
Get an invoice for fees due on a Building Permit for multiple sites/development projects. Invoice includes general project information.

[Step-by-Step Instructions](#)

Discretionary Permit Applications

Discretionary Permit applications within a timeframe. The report also provides selected information for each application. * Formerly New/Completed Project Planning Applications

[Step-by-Step Instructions](#)



How to find your Zoning information?

Go to the [Accela Citizen Access home page](#)

1

Select PDS tab

2

Select REPORTS

3

Select RECORDS PROPERTY SUMMARY REPORT

4

Enter Assessor Parcel Number (APN)

Please input report parameter(s):


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

Submit

Cancel



Example of Property Summary Report

 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> http://www.sdcountry.ca.gov/pds/zoning/z2000.pdf
ANIMAL REGULATIONS:	J	Please refer to Part Three of the zoning ordinance for information regarding animal regulations. http://www.sdcountry.ca.gov/pds/zoning/z3000.pdf
DENSITY:	-	If "-"refer to general plan designation. Refer to Part Four section 4100 of the zoning ordinance for density information. http://www.sdcountry.ca.gov/pds/zoning/z4000.pdf
LOT SIZE:	1AC	Minimum lot size. Refer to Part Four Section 4200 of the zoning ordinance for Lot Size information. http://www.sdcountry.ca.gov/pds/zoning/z4000.pdf Please note the County General Plan may be more restrictive for proposed subdivisions



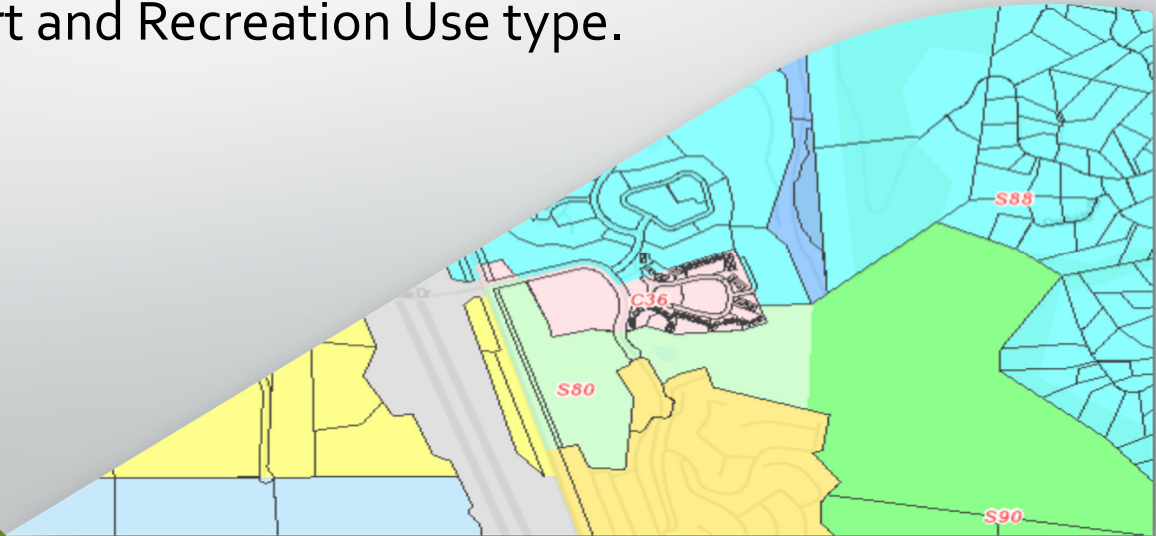
Let us check your venue ...

Citizen Access



Duration

- The period of operation of the circus, carnival or other outdoor entertainment event shall not exceed **five** consecutive days
- No more than **six** events per year on the same property
- There shall be a minimum of **14** consecutive days between events.
- Events exceeding these limitations shall be considered Participant Sport and Recreation Use type.



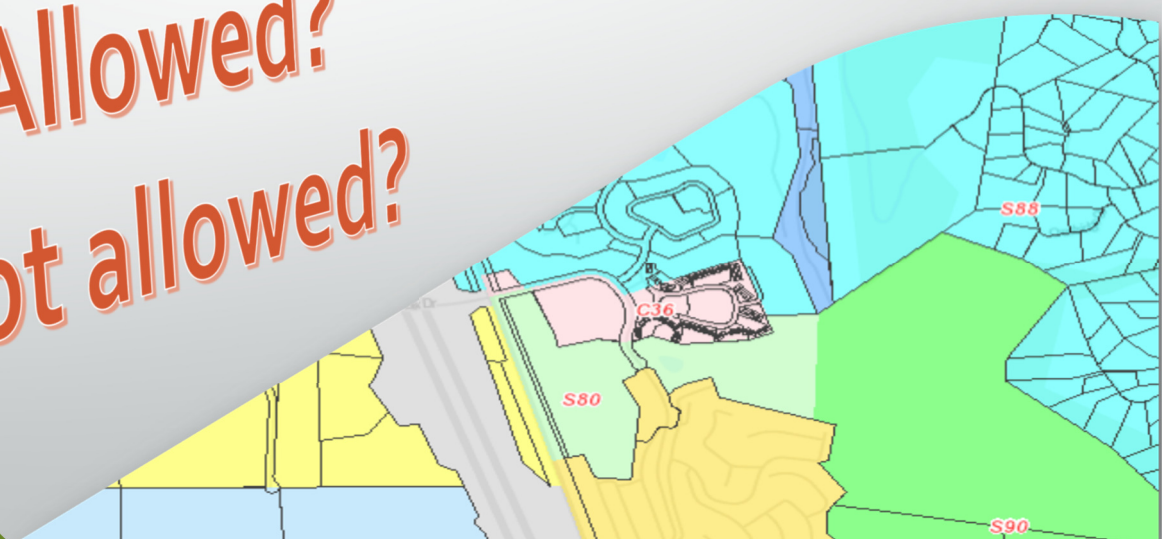
Interval between events

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

EXAMPLE

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

Allowed?
Not allowed?



Interval



FIRST EVENT

October 16 -18, 2025

SECOND EVENT

October 30 - November 2, 2025

October

2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

EVENT 1 – OCTOBER 16-18, 2025

EVENT 2 – OCTOBER 30 – NOVEMBER 1, 2025

There is an 11-day interval.
It does not comply with the 14-day interval requirement.

Allowed?

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

October 2025							November 2025						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4							1 14 TH DAY
5	6	7	8	9	10	11	2 CAN START EVENT 2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22
14-DAY INTERVAL OCTOBER 19, 2025 TO NOVEMBER 1, 2025							23	24	25	26	27	28	29
26	27	28	29	30	31	14 TH DAY	30						

Thank you!

Contact Information:

Chloe Hird

Chloe.Hird@sdcounty.ca.gov

AJ Aziz

AJ.Aziz@sdcounty.ca.gov

Jeffrey Melo

Jeffrey.Melo@sdcounty.ca.gov

Luisangel Melendrez

Luisangel.Melendrez@sdcounty.ca.gov



CEP

Department of Parks and Recreation



COUNTY OF SAN DIEGO PARKS AND RECREATION



Community Event Permit
process



county parks & facilities map



- Most large special events are held at our Regional Parks.
- A park reservation and use agreement are needed separate from the CEP permit for events proposed at county parks.
- Contact the reservation desk to see if your desired park location is available for the date you are interested in. Also make sure it has the capacity and infrastructure to host your event. Many parks do not allow events after dark. Park reservations are available a year in advance.
- If the park is available, the reservation team will help you secure your reservation to hold your event space and draft a use agreement. The CEP will still need to be approved for the event to occur.
- The parks reservation team will need additional documentation from you to hold your event-certificate of insurance, hold harmless, a signed park agreement and more depending on the extent of the event.

COUNTY OF SAN DIEGO PARKS AND RECREATION



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



CEP



Jose Barrera
Department of Human Resources
Risk Management Division

Insurance Requirements

County requires insurance coverage and an additional insured endorsement from the sponsor

A Certificate of Insurance for Commercial General Liability with a \$1M per occurrence limit and \$2M General Aggregate

Additional Insured Endorsement
CG2012/CG2026 or equivalent naming "The County of San Diego, its agent, officers and employees" as additional insured



Insurance Requirements

OFF-SITE EVENT PARKING REQUIREMENTS

Shuttle transportation services requires insurance coverage

Shuttle service provider must provide proof of insurance with the following coverage:

9 passengers and under - \$1M

10-15 passengers - \$2M

16+ passengers - \$5M

Additional Insured Endorsement
CG2012/CG2026 or equivalent naming "The County of San Diego, its agent, officers and employees" as additional insured



Insurance Requirements

Vendors or service providers may also be required to provide insurance information (i.e. Petting Zoos, Bounce Houses)

Events with alcohol will need to include retail Liquor Liability (Host Liquor Liability is not acceptable)

Proof of coverage needs to 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 Jose.Barrera@sdcounty.ca.gov



CEP



Monica Roman
Sheriff's Office
License and Registration
Division

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

CARNIVAL



CIRCUS



CASINO
PARTY



FORTUNE
TELLING



OUTDOOR
ASSEMBLY



What activities need clearance?

- Anyone working in a children-specific area
- Someone who is working directly with children



FACE PAINTERS



SANTA



EASTER BUNNY



BOUNCE HOUSE
SUPERVISORS



KID'S GAMES
SUPERVISORS



Thank you!

Contact Information:

Monica Roman

Monica.Roman@sdsheriff.gov

Main Line

858-974-2020

Website

www.sdsheriff.gov



CEP



Brandy Contreras
Planning and Development Services
Code Compliance (Noise)

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

Michael Pittman

Environmental Planner III, Code Compliance

Phone: 619-433-7030

Email: Michael.Pittman@sdcounty.ca.gov

Code Compliance Call Center

Phone: 858-694-2705

Email: PDS.CodeCompliance@sdcounty.ca.gov



CEP



Michael Casady
Planning and Development Services
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

(858) 694-3063

CEP



David Sibbet
Fire Services Coordinator
San Diego County
Fire Protection District
Community Risk Reduction Division

Thank you!

Contact Information:

David Sibbet

Phone: (619) 672-7112

Email: david.sibbet@sdcounty.ca.gov





California Department of Transportation (Caltrans)





Steve Welborn
Public Affairs Manager
California Department of Transportation
(Caltrans)

Encroachment Permit Process

What is an Encroachment?

An "encroachment" is defined in Section 660 of the California Streets and Highways Code as “any tower, pole, pole line, pipe, pipeline, fence, billboard, stand or building, or any structure, object of any kind or character not particularly mentioned in the section, or special event, which is in, under, or over any portion of the State highway rights of way.”

When is an Encroachment Permit required?

An encroachment permit must be obtained for all proposed activities related to the placement of encroachments within, under, or over the State highway rights of way.



► **Quality of Submittal**

- ✓ require each encroachment permit application package be screened for completeness before acceptance
- ✓ expect the permit plans to be at or close to 100% complete

► **Process Improvements**

- ✓ permit writer to screen all incoming packages
- ✓ mandatory pre-permit meetings on complex permits with all stakeholders
- ✓ request utility companies to assign a single liaison for Caltrans permitting

► **Review Timeline Revisions**

- ✓ reduce applicant respond times to Caltrans' comments to 10 calendar days

Timeline

DAYS	ACTIVITY
2	Accept permit package
2	Assign Permit number (Simplex)
8	Permit functional review time
2	Approve, request additional information, or deny determination
10	Request revisions from applicant
6	Review revisions and issue or deny permit
30	TOTAL DAYS

Accomplishments and Challenges

D11 permits accepted has increased by 3% to 18% every year for the last five years

- FY 14/15 - 873 permits
- FY 18/19 - 1,133 permits
- 30% increase!!!

August 2019 - 143 permits

- 6.5 permits every day

Contacts

Traffic Safety and Operations

Hanh-Dung Khuu

Email: hkhuu@dot.ca.gov

Office: (619) 688-3210

Cell : (858) 518-3910

Permits

Joy Lee

Email: Joy.Lee@dot.ca.gov

Office: (619) 688-3276

Website: <https://dot.ca.gov/programs/traffic-operations/ep>



CEP

Danilo Mappala
Department of Public Works
Transportation Division



Department of Public Works Transportation Division

Role

- Issue Special Event Permits (SEP) for temporary traffic controls during the event. Part of DPW permit process includes review of traffic control plans submitted by event organizers and review course map/turn by turn routes for sporting events.

Requirements

- DPW Special Event Permits (SEP) Application, CEP Application (if CEP permit required from DEHQ), Traffic Control Plans signed by a TE or PE, Site Map, COI, 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, Contract or Letter of Agreement between nonprofit sponsor and event organizer if co-sponsoring the event. Detail list of the other requirements also available on the County DPW website.

Submission

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



Thank you!

Contact Information:

Danilo Mappala

Email: DPWSpecialEvent.Permit@sdcounty.ca.gov

Phone: (858) 694-3866



CEP

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





Agriculture, Weights & Measures

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

Applicants

- Certified Producer
- Non-Profit Organization
- Government agency

Compliance with other County Departments

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



Thank you!

Contact Information:

Monica Winters

Phone: (858) 705-8991

Email: Monica.Winters@sdcounty.ca.gov



CEP



Christine Balkey-Soriano
Department of Environmental
Health and Quality
Food, Water, and Housing Division

Temporary Food Facilities Update



- 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.



Temporary Event Permit Type

Citizen Access



Single-Event Vendors		
Permit Type	Description	Required Documents
Prepackaged Vendor (single event) 	This permit is valid for a single event (1-4 days). The permit allows distribution and sales of unopened prepackaged food and beverages in the sealed manufacturer's packaging. Open/unpackaged food or beverage preparation and sampling are not allowed.	1. TFF Vendor application . 2. Processed Food Registration , health permit, or proof of approved source (receipts). Additional documents may be required. 3. Proof of nonprofit status, if applicable.
Limited Beverage Service (single event)	This permit is valid for a single (1-4 day) event. The permit allows the opening and pouring of a beverage from a sealed container or draft into a disposable cup. No scooping of ice, mixing of cocktails, or addition of garnish is allowed.	1. TFF Vendor application . 2. Proof of nonprofit status, if applicable.
Unpackaged Vendor (single event) 	This permit is valid for a single event (1-4 days). The permit allows the portioning, cutting, scooping, open/unpackaged sampling of food and beverages outside of its manufacturer's packaging, cooking, mixing, mixing open beverages onsite, and any other preparation of open/unpackaged food and beverages onsite at the event.	1. TFF Vendor application . 2. Verify if warewashing 3 comp sink is being provided by the Organizer. If not, provide a warewashing agreement letter/Rental invoice if more than 4 hours. If the event is 4 hours or less, a warewashing 3-compartment sink may not be required. 3. Proof of nonprofit status, if applicable.
If the event is more than 1 day, a commissary agreement may be required.		
Organizers		
Permit Type	Description	Required Documents
Temporary Event Organizer (single event)	A single event organizer can host a 1-4 day event (must be consecutive days) as long as the event has the same name and occurs at the same location each day.	<u>Organizer with unpackaged food vendors:</u> 1. Organizer application . 2. Site map with all required elements. 3. Vendor list. 4. Provide Warewashing agreement letter/Rental invoice if more than 4 hours. If the event is 4 hours or less (including prep time), a warewashing (3-compartment) sink may not be required. 5. Proof of nonprofit status, if applicable.
Temporary Event Organizer (annual)	An annual event organizer is an entity that hosts a community event multiple times a year, not to exceed 25 operational days in a 90-day period. Each annual event organizer permit is only valid for the same event at the same	

3-Compartment Sink Requirements



- One 3-compartment sink per 8 open food vendors
- No more than 100 ft 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.



Thank you!

Contact Information:

Phone: (858) 505-6809

Fax: (858) 999-8920

Email: FHDTEMPEVENTS@sdcounty.ca.gov







Rebekkah Epstein
Staff Services Manager II
San Diego & San Marcos Region
Alcoholic Beverage Control (ABC)

Daily Licenses:

- Daily License Application (ABC-221)
At least ten (10) days before the event
Not more than thirty (30) days in advance
- Supplemental Diagram (ABC-253)
- Payment
 - Cashier's check or money order made payable to the **Department of Alcoholic Beverage Control**



Contact Information:

San Diego

8620 Spectrum Center Blvd., Suite 302, San Diego, CA 92123

Phone: (858) 300-6855

Fax: (858) 300-6874

Email: SanDiego@abc.ca.gov

San Marcos

570 Rancheros Drive, Suite 240, San Marcos, CA 92069

Phone: (760) 471-4237

Fax: (760) 471-6142

Email: SanMarcos@abc.ca.gov

CEP

Rachael Borrelli
Department of Animal Services



Animal Welfare Act (AWA)

AWA

Federal law

Regulates treatment of animals in

- Research
- Teaching
- Testing
- Exhibition
- Transport
- and by Dealers

CEP animal activities

- Rodeo
- Petting Zoo
- Animal Rides
- Exhibitors
- Animal adoption events



Information on dealers, exhibitors, research facilities, carriers, and intermediate handlers who have obtained a license or registration under the AWA.

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

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	Hidden Valley Promotions LLC	Lakeside	CA
Class C - Exhibitor	Kevin Yates	Valley Center	CA



CEP Application

"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



Name of Veterinarian

Address

Phone Number



Thank you!

Contact Information:

Rachael Borrelli

Phone: (760) 683-4972

Email: Rachael.Borrelli@sdcounty.ca.gov



CEP



Kaitlin Lowe
Department of Public Works
Solid Waste Planning and Recycling



County of San Diego
DEPARTMENT OF PUBLIC WORKS
DEPARTMENT OF ENVIRONMENTAL HEALTH AND QUALITY
5500 Overland Avenue, Suite 170, San Diego, CA 92123
(858) 694-3641 FAX: (858) 505-6998

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:

- Temporary screens on catch basins and storm drain inlets
- Temporary fencing to prevent windblown trash from entering adjacent water bodies and MS4 channels
- Proper management of trash and litter
- Catch basin cleaning following the special event and prior to an anticipated rain event
- 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@sdcountry.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
DEPARTMENT OF ENVIRONMENTAL HEALTH AND QUALITY
5500 Overland Avenue, Suite 170, San Diego, CA 92123
(858) 694-3641 FAX: (858) 505-6998

WASTE DIVERSION REPORT FOR SPECIAL EVENTS

Form E1 - 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@sdcountry.ca.gov or 858-694-2456. Please submit completed reports via email.

Event Name	_____	Number in Attendance per Day	_____
Event Date	_____	Phone Number	_____
Contact Name	_____	Email	_____

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

	Waste	Recycling	Organics	Donation
Company Name	_____	_____	_____	_____
Weight of Materials	_____	_____	_____	_____

B. Determine the event's diversion rate using receipts and/or a report from the entity who collected your waste, recycling, and donations.

*Using receipts from your hauler who collected waste, recycling, and donations, determine the event diversion rate.

*Include (recycling, organics, and donation) quantities into "Pounds Diverted" field category.

**Include (waste, recycling, organics and donation) quantities into "Pounds Collected" field category."

$$\frac{(\text{Total Pounds Diverted})^*}{(\text{Total Pounds Collected})^{**}} \times 100 = \text{Diversion Rate (\%)} \\ \frac{(\text{Total Pounds Diverted})^*}{(\text{Total Pounds Collected})^{**}} \times 100 = \text{Diversion Rate (\%)}$$

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			
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:

Kaitlin Lowe

Phone: (858) 694-2456

Email: Recycle@sdcounty.ca.gov



CEP

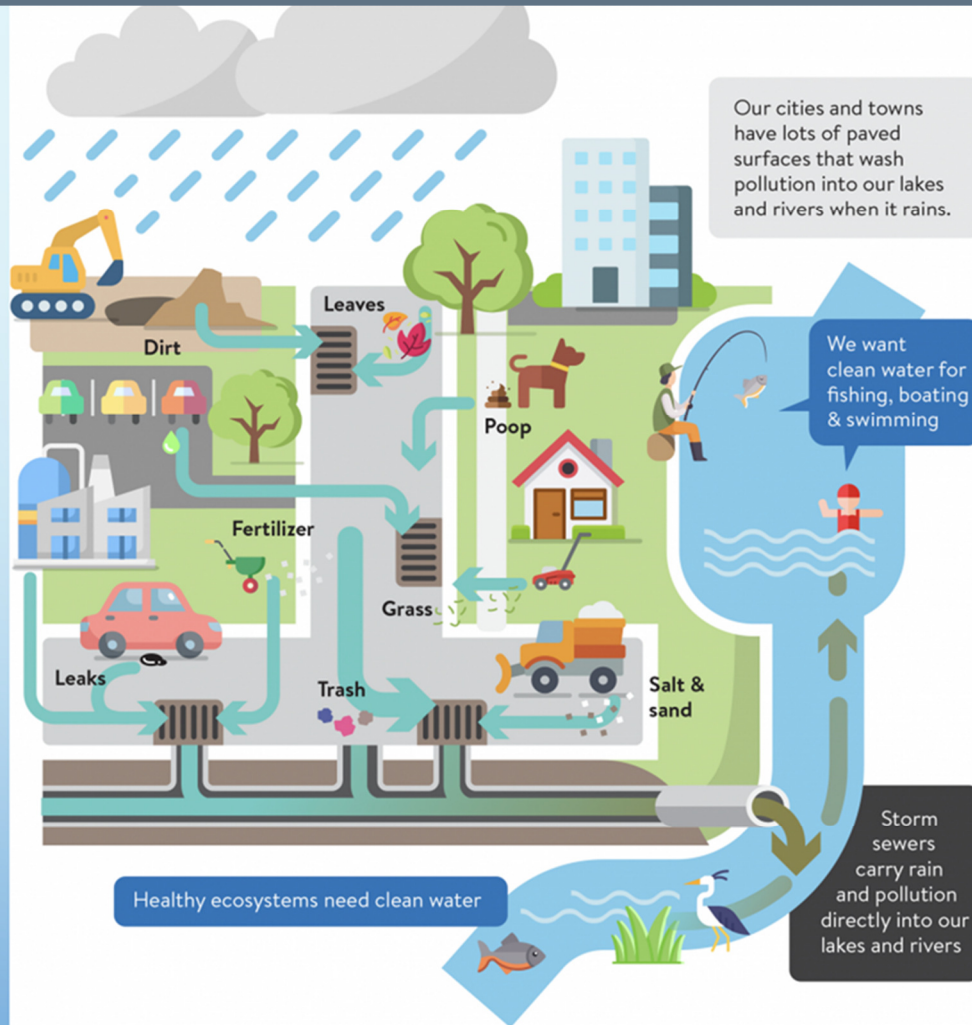
Kenny Haskins
Department of Public Works
Watershed Protection Program



The background of the slide is a light blue gradient. It is decorated with several realistic water droplets of various sizes. Some droplets are at the top, some at the bottom, and one large one is on the right side. They have highlights and shadows, giving them a 3D appearance.

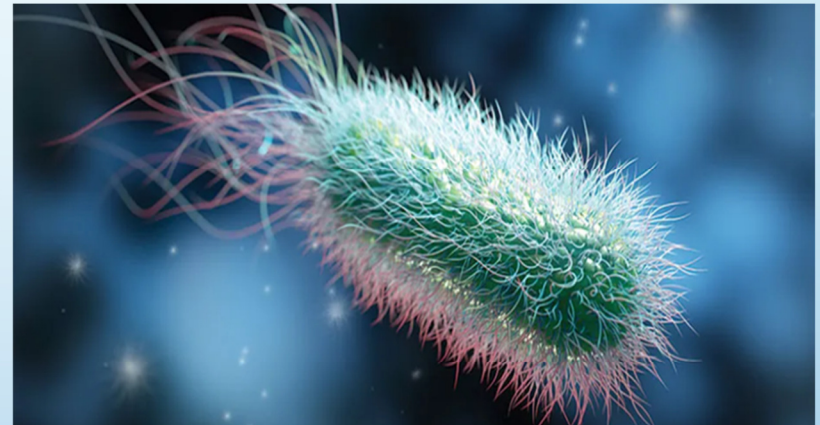
SPECIAL EVENT STORMWATER BMPS

SAN DIEGO COUNTY WATERSHED PROTECTION PROGRAM (WPP)



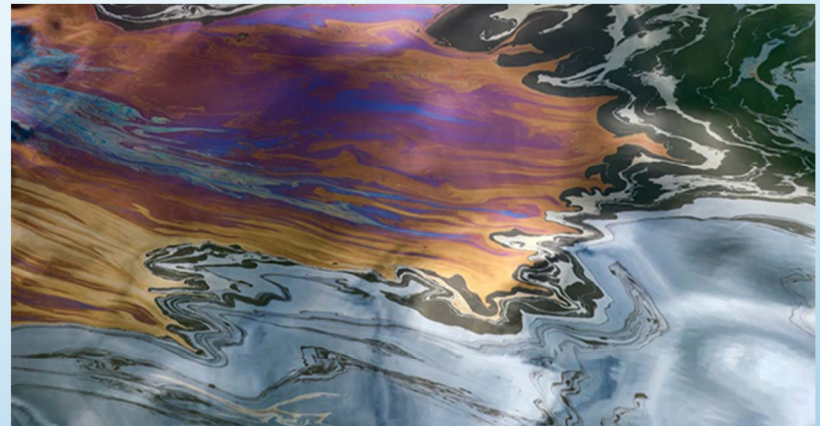
MAIN POLLUTANTS OF CONCERN FOR SPECIAL EVENTS

- 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
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

Website: sandiegocounty.gov/stormwater

Questions?



CEP

Acknowledgment

California Department of Transportation
(Caltrans)

California Department of Alcoholic Beverage
Control (ABC)

County of San Diego



CEP



@sdcountycep.org

Website: Community Event Permits
(CEPs) ⋮

Frequently Asked Questions (FAQs) ⋮

How to Obtain a Permit for your Public
Event ⋮

Community Event Permit Application ⋮

Presentation: Community Event Permit
Process ⋮

CEP



Thank you !

Jescel May Esteban

858-694-3614

Jescel.Esteban2@sdcounty.ca.gov



CEP