COMMUNITY EVENT PERMIT (CEP)
VIRTUAL OUTREACH
JANUARY 28, 2022
COMMUNITY EVENT PERMIT (CEP)

- Ensure safety
- Emergency personnel
- Successful event
Community Events

- Sponsored by a nonprofit organization or any agency of the Federal, State or local government
- Four hours in duration or more
- Four consecutive days or less
- Open to the general public
- Requires a permit
- County Department of Environmental Health and Quality (the Department) is the Issuing Officer
Community Event Application

- Submit application at least 30 days before the first day of the proposed event
- Proof of nonprofit organization’s status
- Insurance coverage
- Submit additional information required by the Department, depending on the type of the event
- Incomplete until requirements have been submitted
Community Event Application

- Suspended status: CA Nonprofit Organization
- Incomplete application
- Changes on event activities after submission of application
- Incorrect insurance documents
- Insufficient insurance coverage for event activities
- Merchandise and food vendor lists are either incomplete or not submitted
- Food vendors do not have valid Health Permit for Temporary Events
Website
www.sdcountyCEP.org

E-mail
DEHCommunityEvents@sdcounty.ca.gov
Current Updates

The State of California has updated the *Beyond the Blueprint for Industry and Business Sectors (Including Mega Events)*. Effective January 15, 2022, the threshold for Indoor Mega Events is lowered to 500 attendees and for Outdoor Mega Events to 5,000 attendees. There are limited exceptions for Mega Events.

**Current Masking Requirements** issued by the California Department of Public Health (CDPH) shall be followed. Currently, “Masks are required for all individuals in all indoor public settings, regardless of vaccination status from December 15, 2021, through February 15, 2022 [surgical masks or higher-level respirators (e.g., N95s, KN95s, KF94s) with good fit are recommended].”

- 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
Application and Supplemental Forms

Event Information Intake Form – How To Obtain a Permit for your Public Event *UPDATED*

Community Event Permit (CEP) Application – Main Application

CEP Application Checklist - Ensure you’ve submitted everything you need.

Form A – Required if your event will have FOOD *UPDATED*

Form B – Required if your event will have NON-FOOD related MERCHANDISE VENDORS, FIREWORKS or will be HIRING SECURITY. *UPDATED*

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 – Required if your event has 2,000+ total in attendance per day. Also ensure the following Waste Diversion Report is completed and emailed to Recycle@sdcounty.ca.gov within 30 days after the event. *UPDATED*

Temporary Event Food VENDOR application – Submit form if participating food vendor or if event organizer will be providing food at the event either “free of charge” or “for sale”. *UPDATED*
Resources and Guidelines

PRESENTATION: Community Event Permit Process

CEP Contact List

Community Event Insurance Requirements

Fire Department Tent Requirements in Excess of 400 square feet

Pollution Prevention at Events

Portable Toilet Requirements

Sample CEP Site Map

Sample Food and Housing Division Temporary Events Site Map

Sample Traffic Plan
Environmental Health and Quality

Submitting Documents

EMAIL
DEHCommunityEvents@sdcounty.ca.gov

FAX
ATTN: CEP COORDINATOR
(858) 999-8920

CHECK YOUR EVENT PERMIT STATUS HERE: CITIZEN ACCESS
For step-by-step directions on how to check your status: CLICK HERE
PUBLIC SERVICES
CITIZEN ACCESS
WEBSITE

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
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

Record Number: 

Record Type:
Community Event Permit
SAN DIEGO COUNTY DEPARTMENTS INVOLVED IN EVENTS PERMITTING

- Department of Agriculture, Weights, and Measures
- Department of Animal Services
- Department of Environmental Health and Quality, Food and Housing Division - Temporary Events
- Department of Human Resources - Risk Management Division
- Department of Parks and Recreation
- Department of Public Works - Recycling
- Department of Public Works - Transportation Division
- Department of Public Works - Watershed Protection Program
- Planning and Development Services - Building Division
- Planning and Development Services - Noise Code Compliance
- Planning and Development Services - Zoning
- San Diego County Fire Authority
- Sheriff’s Department - Licenses and Permits
Community Event Permits

Department of Human Resources
Risk Management Division

Mindy Ard
Human Resources Analyst
Insurance Requirements

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

- Vendors or service providers may also be required to provide insurance information
Insurance Requirements

- 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

- Events with alcohol will need to include retail Liquor Liability

- 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 for coming!

Questions?
Department Human Resources – Risk Management Division

Department of Public Works – Watershed Protection Program

San Diego County Fire Protection District - San Diego County Fire Authority

Department of Parks and Recreation

Department of Environmental Health and Quality – Food and Housing Division

Department of Planning and Development Services – Building Division
Watershed Protection Program
Special Events

Steven Di Donna
Land Use Environmental Planner

January 28, 2022
Special Events - Keeping our waterways clean

- The County is required to conduct special event inspections due to State and Federal regulations.
- Event Organizers and Permit Applicants can help keep our waterways clean by implementing the following stormwater BMPs to prevent pollution.
- As an Event Organizer or Permit Applicant, the first step is to identify potential sources of pollutant discharges to implement BMPs.
BMPs- Before the event

- Protect and cover all storm drain inlets in the event area.
- Locate Portable Sanitary Toilet areas away from storm drains or water bodies.
- Place trash cans and recycle bins in convenient locations and keep lids closed to reduce “fly away” litter.
- Maintain spill response materials and equipment (e.g., spill pads, rags) and keep them readily accessible.
- Train event staff to properly use spill cleanup supplies and procedures.
BMPs- During The Event

- Use dry cleanup methods such as sweeping, wiping, vacuuming, or raking.
- Sweep up and remove dirt, leaves, litter, and debris from paved areas.
- Remove litter, debris, and organic waste from landscaped areas.
- Empty trash and recycling containers regularly to prevent overflowing.
- Promptly clean up spills as they occur.
- Post signs to encourage reporting when cleaning or repair of portable sanitary toilets is needed.
- Contain all spills on-site. Immediately report any spills or leaks that reach the storm drain system by calling the Stormwater Hotline at (888) 846-0800.
BMPs- AFTER THE EVENT

- Uncover any storm drain inlets covered during the event.
- Conduct a final facility walk-through.
Questions?

Thank you for doing your part to protect our waterways
Temporary Tents and Membrane Structures

TENT
A structure, enclosure, umbrella structure or shelter, with or without sidewalls or drops, constructed of fabric or pliable material supported in any manner except by air or the contents it protects.
Temporary Tents and Membrane Structures

- Tent and membrane structures having an area in excess of 400 square feet
- Individual tents open on all sides that exceed 700 square feet in area
- Multiple tents open on all sides with an aggregate area in excess of 700 square feet if not separated by at least 12’
Temporary Tents and Membrane Structures

- Operational permit
  - Tent having an area in excess of 400 square feet, individual tents open on all sides that exceed 700 square feet
  - Multiple tents open on all sides with an aggregate area in excess of 700 square feet if not separated by at least 12’
Temporary Tents and Membrane Structures

- Provide a plan showing the configuration of the tent, tables, chairs, exit path and exits
- A permit shall be required (no cost) and an inspection shall be done to ensure requirements have been met
- Exit signs (illuminated) shall be required if the occupancy load is greater than 49 persons, as determined by using Chapter 10 of the 2019 California Fire Code.
Temporary Tents and Membrane Structures

- All tent structures shall be labeled as fire resistive or provide proof from the manufacturer of meeting California fire resistive requirements. Tents not meeting this requirement shall be treated to be fire resistive by an approved company and have paperwork affixed to the tent.
Temporary Tents and Membrane Structures

- Minimum of 1 fire extinguisher (2A:10 BC) shall be installed but more may be needed due to size of the tent area and egress path length.

- Open flame or other devices emitting flame, fire or heat shall not be permitted inside or located within 20’ of the tent structures.
Department Human Resources – Risk Management Division
Department of Public Works – Watershed Protection Program
San Diego County Fire Protection District - San Diego County Fire Authority

Department of Parks and Recreation
Department of Environmental Health and Quality – Food and Housing Division
Department of Planning and Development Services – Building Division
COUNTY OF SAN DIEGO
PARKS AND RECREATION

Community Event Permit process
Jessica Cissel - Program Coordinator
Brenda Zapari - Reservation
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
Department of Environmental Health and Quality

Food and Housing Division

Temporary Events

Beatriz Rangel
Which Permit Do I Need?

- Single Event (1-4 days)
- Annual (yearly)

- **NEW:** Single Location Swap Meet
- **NEW:** Limited Beverage Service

- **Prepackaged** - 100% prepackaged foods/beverages. No open food preparation on site of event.
  - Processed Food Registration Certificate

### TEMPORARY FOOD FACILITY PERMIT FEES

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
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<tbody>
<tr>
<td>FOOD DEMONSTRATOR 1-4 DAYS</td>
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<td>FOOD DEMONSTRATOR ANNUAL</td>
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<td>TEMP EVENT LIMITED BEVERAGE SERVICE 1-4 DAYS</td>
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<td>TEMP EVENT LIMITED BEVERAGE SERVICE ANNUAL</td>
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<td>TEMP EVENT PREPACKAGED FOODS 1-4 DAYS</td>
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<td>TEMP EVENT UNPACKAGED FOODS 1-4 DAYS</td>
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<td>TEMP EVENT UNPACKAGED FOODS ANNUAL</td>
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<tr>
<td>SWAP MEET VENDOR SINGLE LOCATION</td>
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<td>CERTIFIED FARMERS MARKET W/OUT TEMP FOOD FACILITIES</td>
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<td>CERTIFIED FARMERS MARKET WITH ADJACENT TEMP FOOD FACILITIES</td>
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<td>TEMP EVENT ORGANIZER 1-4 DAYS</td>
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<td>TEMP EVENT ORGANIZER ANNUAL</td>
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<tr>
<td>FISHERMEN'S MARKET</td>
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<td>IN ADDITION TO BASE FEE - LATE SUBMITTAL LESS THAN 14 DAYS PRIOR TO EVENT</td>
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Which Permit Do I Need?

- **Unpackaged** - Open food and drink operations.
  - Includes Cocktail Bars
  - Includes Out of County Mobiles and Push Carts

- **San Diego County Mobiles and Push Carts**
  - Please provide a copy of your mobile current mobile health permit to the organizer.

- **Food Demonstrator**
  - Portioning of food made and served at an approved permanent food facility.
New Permit Holders

- Submit complete application and fees at least 14 days prior to the event date.
- Fee waivers for FY 21-22
- A late fee will be charged if within 14 days of your event date.
- Email, mail, fax or submit in person.
- Invoices can be paid online through www.dehqpay.com or by check – payable to County of San Diego.
Department Human Resources – Risk Management Division
Department of Public Works – Watershed Protection Program
San Diego County Fire Protection District - San Diego County Fire Authority
Department of Parks and Recreation
Department of Environmental Health and Quality – Food and Housing Division
Department of Planning and Development Services – Building Division
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.
Thank you for coming!

FOR MORE INFORMATION, PLEASE CONTACT:

Michael Casady

Michael.Casady@sdcounty.ca.gov

(858) 694-3063
Q: Do we need a permit if we serve but do not sell alcohol? Tips are requested to cover the bartender.

A: **YES.** Alcohol shall **NOT** be served or sold **WITHOUT** a valid Alcoholic Beverage Control (ABC) Permit. Approval from the Sheriff’s Licensing Division will be provided to ABC once Risk Management receives confirmation of acceptable proof of insurance.

Liquor Liability must be obtained by the Organization applying for the ABC License.
Thank you for coming!

Jescel Esteban
Community Event Coordinator

Phone: (858) 694 – 3614
E-mail: DEHCommunityEvents@sdcounty.ca.gov