



# County of San Diego

EVENTS PERMIT FOR UNINCORPORATED SAN DIEGO COUNTY

DEHQ Telephone: (858) 694-3614 Fax : (858) 999-8920

## COMMUNITY EVENT PERMIT (CEP) APPLICATION CHECKLIST



Event Name:	Event Date:
Sponsoring Organizer:	Event Address:

### Required for EVERY event:

- California recognized Non-Profit Entity Number with an ACTIVE STATUS (Example: C0123456)
- CEP Application
- Event site map or vicinity map
- Certificate of Insurance of General Liability listing the County of San Diego as the Certificate Holder
- A separate Additional Insured Endorsement, listing the County of San Diego, its agents, officers, and employees as additionally insured for the event. Acceptable Forms: Form CG 2012 OR Form CG 2026

### Required for SOME events if event has the following activities:

- Form A** if the event will have "FOOD" [prepackaged (snacks, beverages, bottled water, etc.) OR unpackaged]
  - Temporary Event Vendor Permit . All participating food vendors shall have a current Health Permit valid for Temporary Events OR shall apply by submitting the Temporary Event Food Vendor Application to [FHDTEMPEVENTS@sdcounty.ca.gov](mailto:FHDTEMPEVENTS@sdcounty.ca.gov) 14 days prior to the date of the event to avoid late free charges.
  - Chili Cook-off / BBQ Cook-off Letter and Participants List
  - Deep Pit BBQ Standard Operating Procedure (SOP)
    - Burn Permit OR Approval from the local Fire Department Station
  - Non-Profit Tasting Letter from Event Organizer if the event has food tasting OR "For Profit, Non-Profit" event
    - Signed Food Vendor's Declaration
- Form B** if the event will have "HIRED SECURITY," "FIREWORKS," OR "Merchandise Vendors"
  - Signed Security Contract
  - Signed Fireworks Contract
  - Fireworks License issued by the Sheriff Licensing Division
  - Merchandise Vendor's List
- Form C-D** if the event has county road closures, road usage and/or requires traffic control Special Event Permit
  - Signed Traffic Control Contract and Plan from a licensed traffic control company if the event has traffic control on County roads
  - Signed California Highway Patrol (CHP) Contract if the traffic control occurs on state highways
- Form E** if the event has more than 2,000 attendees per day
  - [Waste Diversion Report](#) to be submitted to [Recycle@sdcounty.ca.gov](mailto:Recycle@sdcounty.ca.gov) within 30 days after the event.

### Additional Requirements WILL be required for SOME events if event has the following activities:

- |                                             |                                                   |                                                        |
|---------------------------------------------|---------------------------------------------------|--------------------------------------------------------|
| <input type="checkbox"/> Live Entertainment | <input type="checkbox"/> Installation of bleacher | <input type="checkbox"/> Petting Zoo /Animal Ride      |
| <input type="checkbox"/> Bounce House       | <input type="checkbox"/> Installation of stage    | <input type="checkbox"/> Tents more than > 400 sq. ft. |
| <input type="checkbox"/> Mechanical Bull    | <input type="checkbox"/> Electrical installation  | <input type="checkbox"/> Hayride                       |
| <input type="checkbox"/> Carnival           | <input type="checkbox"/> Others                   |                                                        |