



County of San Diego

EVENTS PERMIT FOR UNINCORPORATED COUNTY

5500 Overland Avenue, Suite 170 San Diego, CA 92123
DEHQ's Telephone: (858) 694-3614 Fax: (858) 999-8920



Community Event Permit

What is a “Community Event?”

“Community Event“ is an event sponsored by a Non-Profit Organization or agency of the federal, State, or local government that takes place at a fixed location for four (4) consecutive days or less and is open to the general public. (SDCC SEC.21.201)

Is a permit required for a “Community Event?”

A community event requires a permit for public events with four (4) hours or more in duration.

How do I apply for the Community Event Permit (CEP)?

The County Department of Environmental Health and Quality (DEHQ) is the Issuing Officer. You can download the CEP application by visiting www.sdcountycep.org or directly at https://www.sandiegocounty.gov/content/dam/sdc/deh/fhd/food/cep/cep_application_fp.pdf and submit by emailing the application to DEHCommunityEvents@sdcounty.ca.gov.

When to submit CEP Application?

A CEP application shall be submitted at least thirty (30) days before the first day of the proposed event. DEHQ can accept CEP applications no more than one (1) year before the event.

What if the event is less than four (4) hours?

A community event less than four (4) hours in duration, does not qualify for the CEP process. This does not exempt Event Organizers from obtaining necessary permits from the different County Departments involved in Community Events. Event Organizers shall complete the Event Information Intake Form and submit to DEHCommunityEvents@sdcounty.ca.gov at least thirty (30) days before the event. You can download the Event Information Intake Form from https://www.sandiegocounty.gov/content/dam/sdc/deh/fhd/food/cep/cep_gettingstarted.pdf. Event Information Intake Form will be distributed to the different County Departments involved in Community Events. Event Organizer shall follow up after five (5) business day of submittal with the different County Departments involved in Community Events for requirements and approval.

It is recommended to submit Event Information Intake Form ninety (90) days in advance of proposed event. The **Department of Public Works (DPW) Traffic Control** requires a minimum of (ninety) 90 days of processing time. **Sheriff Licensing Division** requires sixty (60) days minimum to review and approve an event.



Is there a limit on the number of events an event organizer can have?

Yes. Qualified event organizer can have a maximum of six (6) community events within a 12-month period (fiscal year – July 1st – June 30th).

Is there a fee associated with the CEP?

No. There is no fee for the CEP. However, if there are specific activities at the event requiring separate permits from other County Departments, like Sheriff Licensing Division, Food and Housing Division, San Diego County Fire Protection District, etc., appropriate fees will be applied by the Department.

Are there other County Departments or Agencies reviewing the Community Event Permit Application?

Yes. The following Departments and Agencies may be required to review the CEP application and may need additional supplemental documents for the event: Alcoholic Beverage Control, Department of Animal Services, Food and Housing Division, Risk Management, San Diego County Fire Protection District, Department of Public Works (DPW) Traffic Control, DPW Recycling, DPW Watershed Protection Program, Planning and Development Services (PDS) Building, PDS Zoning, PDS Noise Code Compliance, Department of Parks & Recreation, Caltrans, and California Highway Patrol.

What documents shall be submitted to start the application process?

- CEP Application.
- Proof of Non-Profit Organization Status from the CA Secretary of State.
- Proof of Insurance Coverage.
- Event Site Map.

NOTE: Supplemental and additional documents may be required during the review process.

What is/are the reason(s) that can cause a delay with a CEP Application review and approval?

Reasons for review/approval delays are not limited to:

- Suspended CA Non-Profit Organization status with the State of California.
- Incomplete CEP Application. Missing or incorrect event information.
- Changes on event activities after application submittal.
- Missing/incomplete/incorrect insurance documents.
- Missing/incomplete event site map.
- Insurance requirements for event activities is unavailable or insufficient.
- Merchandise vendors list is incomplete.
- Food Vendor List is incomplete.
- Food Vendors do not have acceptable Health Permit for Temporary Events.

For more information, contact the CEP Coordinator at (858) 694-3614 or by e-mail at DEHCommunityEvents@sdcounty.ca.gov.

For More Information:

