



HOW TO OBTAIN A PERMIT FOR YOUR PUBLIC EVENT

Community events are great fun! Some planning and coordination will help you succeed at building a public event that will bring organization members and local residents together, benefiting your community. Below is information that will help you get started with planning and obtaining the necessary permits for your next community event.

When is obtaining a permit required?

- ✓ Public events that take place in the Unincorporated County of San Diego require permits – either through the County Sheriff's Licensing Division, or through the Department of Environmental Health (DEH).

Why is notifying the County of San Diego important?

- ✓ It is important to notify the County about the activities you plan for your event, to ensure that the necessary safety procedures and emergency personnel are in place and available to safeguard a successful event.

Who do I contact?

- ✓ **For-Profit** organizations must contact the Sheriff's Licensing Division for event permit processing (858) 974-2102. Please review and complete the Event Intake Form on page 2 to help you through the permitting process.
- ✓ **Non-Profit** organizations must contact the Department of Environmental Health (DEH) for event permit processing (858) 694-3614. Non-Profit organizations can utilize the Community Events Permit (CEP) Process to obtain the necessary event permits. To learn more, please visit www.sdcountyCEP.org.

Are there other Organizations involved?

- ✓ Which agency you contact will depend on your planned activities. County and State agencies involved include, but are not limited to, Zoning, Sheriff's Licensing, Alcoholic Beverage Control, Risk Management, Fire Authority, Food and Housing, Traffic/Roads, Building, Noise Abatement, Recycling, Stormwater, Parks & Recreation and Animal Services.

The following steps will guide you to whom to contact:

STEP 1 – DETERMINE IF YOUR EVENT LOCATION IS ZONED APPROPRIATELY TO HAVE PUBLIC EVENTS

- Most commercially zoned parcels in Unincorporated County of San Diego are limited to 6 events per year. Contact Zoning at (858) 565-5981 or 1-(888) 267-8770 from 8:00AM-11:45AM to verify if your parcel is approved to hold public activities or to determine what permits will be required.

STEP 2 – IF YOUR EVENT LOCATION IS APPROVED, DETERMINE YOUR PERMITTING ROUTE

For-Profit Organizations – Fill out the Event Intake form on page 2 and contact the **Sheriffs** at **(858)974-2102**.

Non-Profit Organizations – Fill out the Event Intake form on page 2 and contact **DEH** at **(858) 694-3614**.

Whether your event is new or has been occurring for years, it is important to contact your Permitting Department at least 90 days in advance of your proposed event date. Some Sheriff's Licensing Division Permits will require a minimum of 60 days to review and approve. **Failure to provide a complete application package on time will not allow for adequate review or processing of the permit, which may result in your event not being approved.** Note: If a discretionary permit is required through the Planning and Development Services Department (PDS), such as an Administrative Permit or Major Use Permit, additional permitting requirements may apply; possibly resulting in a longer processing time frame.

Resources / More Information: **Non-Profit CEP** – Page 3 has more information regarding Non-Profit Community Event Permits. Please also visit www.sdcountyCEP.org for more information.



County of San Diego

EVENT PERMITS FOR UNINCORPORATED COUNTY
DEH TEL (858) 694-3614 ♦ SHERIFF'S TEL (858) 974-2102

EVENT INFORMATION INTAKE FORM

Contact Information

Name _____

Organization _____

Non Profit or For Profit _____

Address _____

Phone Number _____

Website or Email _____

Event Details

Event Name _____

Event Location _____

Date(s) of Event _____

Time of Event _____

Number of Attendees _____

When was your last event (date)? _____

Have you contacted Zoning to confirm event activities are allowed at the event location? YES NO

Please contact Zoning at (858) 565-5981 or 1-888-267-8770 from 8:00 AM – 11:45 AM

Are you aware that most event locations allow up to 6 events per parcel/address location? YES NO

Are you selling tickets to this event? YES NO

How are you advertising the event? _____

Can a member of the public attend your event? YES NO

Event Activities (Please check all boxes)

Alcohol Served	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Gaming Activities	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Art Show	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Gymkhana	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Beer Garden	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Live Entertainment	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Bike Race	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Marathon	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Bleachers and/or Stage	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Other Inflatables	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Bounce House	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Parade	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Carnival	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Petting Zoo	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Casino	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Raffle	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Craft Show	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Rides	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Dancing	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Tents or Ez-Ups used	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Fireworks	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Rodeo	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Food Sold or Catered	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Silent Auction	<input type="checkbox"/> YES	<input type="checkbox"/> NO

Other: _____



DEPARTMENT OF ENVIRONMENTAL HEALTH - COMMUNITY EVENT PERMIT (CEP)

A process for Non-Profit Organizations to obtain permits for public events

The Community Event Permit (CEP) Coordinator can email the application and any additional supplemental forms you may require, after speaking with you regarding your event activities. Application and supplemental forms are also located at www.sdcountyCEP.org.

EVENT ACTIVITIES WILL INCLUDE (check all that apply) :

<input type="checkbox"/> Parade ^D	<input type="checkbox"/> Fireworks [*]	<input type="checkbox"/> Dancing
<input type="checkbox"/> Marathon ^D	<input type="checkbox"/> Carnival [*]	<input type="checkbox"/> Live Entertainment
<input type="checkbox"/> Bike Race ^C	<input type="checkbox"/> Bounce Houses [*]	<input type="checkbox"/> Casino [*]
<input type="checkbox"/> Rodeos	<input type="checkbox"/> Other Inflatables [*]	<input type="checkbox"/> Gaming Activities [*]
<input type="checkbox"/> Gymkhana	<input type="checkbox"/> Food ^A	<input type="checkbox"/> Art Show
<input type="checkbox"/> Petting Zoo	<input type="checkbox"/> Alcohol Served	<input type="checkbox"/> Craft Show
	<input type="checkbox"/> Beer Garden	<input type="checkbox"/> Rides [*]

Examples:

Your event includes a parade; Form D is also required.

Your event includes food (mobile trucks, booths, catered, deep pit BBQ or cook-off contests); Form A is required.

Events that have activities with a * may require additional Permits from the Sheriff's Licensing Division.

* Types of Activities: **Requires ADDITIONAL Sheriff's Permit**

A, B, C, D: Requires Supplemental Forms A, B, C, D Respectively

Other:

The CEP Coordinator (858) 694-3614 - DEHCommunityEvents@sdcounty.ca.gov is your main point of contact for the following 10 different County agencies involved in approving the Community Event Permit (Zoning, Sheriff's Licensing, Risk Management, Food and Housing, Traffic/Roads, Building, Noise Abatement, Recycling, Parks Recreation and Animal Services). Alcoholic Beverage and Control, Fire Authority and Stormwater also play a role in approval, via the 10 main approving agencies. **Instead of having to talk to multiple people from multiple agencies, the CEP Coordinator will facilitate communication between the organizer or applicant and the 10 different programs.**

If your event is new, contact the CEP Coordinator at least 60 days prior to your event date to discuss details of your event. The Coordinator will advise you if a CEP is required or will help direct you to the proper permitting agent. Please note that County Ordinance states that a **complete** CEP application must be submitted within 30 days of your proposed event date or the event permit may be declined. If a discretionary permit is required, this review will take longer and can vary between 6 months to over two years.

Per SDCC Sec. 21.203 - An application must be submitted at least 30 days before the first day of the proposed event to allow for adequate processing time and review. Failure to provide a complete application package on time will not allow for a Community Event Permit to be issued.

Along with your application and any supplemental forms, the following are required:

- Your **Active** California Non-Profit Entity Number (<https://businessfilings.sos.ca.gov>)
- Event site map with the following depicted (clearly hand-drawn maps are accepted):
 - North arrow, along with all streets surrounding event
 - Main safety/security headquarters
 - All stages and amplified speakers/generators (with arrows used to point out direction of sound)
 - All ADA and Regular restrooms available for the event
 - Parking used for event
 - Vendors (i.e. Food, Craft, Art, etc.)
 - All other activities occurring at event (i.e. Carnival, Petting Zoo, Beer Garden, etc.)
- Copy of Certificate of Insurance with proof of general liability (no alcohol at the event) and with liquor liability, if alcohol is being served or consumed.
NOTE: If liquor is being served/consumed, the certificate must include Liquor Liability.
- Copy of Additional Insurance endorsement – usually called a CG 2012 or CG 2026.
- Copy of any contracts/agreements signed for the event.

Feel free to contact the CEP Coordinator at (858) 694-3614 should you have any questions or concerns.
Email documents to DEHCommunityEvents@sdcounty.ca.gov or Fax (858) 505-6998 (Attn: CEP)

PUBLIC EVENT PERMITTING WORKFLOW – WHO DO I CONTACT?

IS YOUR EVENT LOCATION APPROVED FOR PUBLIC EVENTS?
 Please contact Zoning at (858) 565-5981 or 1-888-267-8770 from 8:00 AM – 11:45 AM

↔ **NO** - Please find a different Event address.

YES - Contact the DEH Community Events Coordinator (858) 694-3614 DEHCommunityEvents@sdcounty.ca.gov, and provide your completed **Intake Form**.

FOR-PROFIT SPONSORED EVENTS

NON-PROFIT SPONSORED EVENTS

LESS THAN 350 IN ATTENDANCE

350+ PEOPLE

**NO LICENSE REQUIRED
HOWEVER, YOU MUST CONTACT
THE FOLLOWING AGENCIES
FOR THEIR APPROVAL**

SHERIFF'S LICENSING – (ALCOHOL [ABC] APPROVER, SAFETY/SECURITY, ENTERTAINMENT, CARNIVAL)
 Veronica Sandoval - (858) 974-2102 - Fax (858) 974-2093 - MS O41
Veronica.Sandoval@sdsheriffs.org

**REQUIRES OUTDOOR ASSEMBLAGE LICENSE
APPLICATION AND FEES REQUIRED.
AGENCIES WILL BE CONTACTED ON YOUR
BEHALF BY THE SHERIFF'S TEAM**

DEPT. OF ENVIRONMENTAL HEALTH - FOOD AND HOUSING DIVISION - (DO YOU HAVE FOOD FOR SALE?)
 Temporary Event Specialist - (858) 505-6809 - Fax (858) 505-6998

COUNTY FIRE AUTHORITY – (COORDINATES FIRE APPROVAL)
 David Sibbet - (858) 974-5921 - Fax (858) 467-9662

DEPT. OF PARKS AND RECREATION – (IS YOUR EVENT IN A COUNTY PARK?)
 Brenda Zapari - (858) 966-1306 - Fax (858) 495-5841

DEPT. OF PUBLIC WORKS - TRAFFIC CONTROL – (ANY ROAD CLOSURES OR IMPACTS TO COUNTY ROADS?)
 Danilo Mappala - (858) 694-3866 - Fax (858) 694-3928

DEPT. OF PLANNING AND DEVELOPMENT SERVICES - NOISE ABATEMENT – (ANY SPEAKER/SOUND SET UP?)
 Veronica Bateson - (858) 495-5391 - Fax (858) 694-3093

DEPT. OF PLANNING AND DEVELOPMENT SERVICES - BUILDING DIVISION – (ARE YOU BUILDING STRUCTURES?)
 Michael Casady - (858) 694-3063

DEPT. OF PUBLIC WORKS - RECYCLING – (NEED HELP WITH WASTE/RECYCLING?)
 Stephanie Ewalt - (858) 694-2458 - Fax (858) 505-6356

DEPT. OF ANIMAL SERVICES - (WILL YOU HAVE ANY PETTING ZOOS, ANIMAL RIDES, SELLING ANIMALS?)
 Daniel DeSousa - (619) 498-2325 - Fax (619) 470-9155

ALCOHOLIC BEVERAGE AND CONTROL - (WILL YOU HAVE ALCOHOL AT YOUR EVENT?)
 Southern SD - Melissa Ryan - (619) 525-4064 ; Northern SD - Jennifer Hill - (760) 471-4237

WATERSHED PROTECTION - (ARE YOU MEETING STATE REGULATIONS REGARDING STORMWATER?)
 Scott Norris - (858) 694-2482

DEH/CEP COORDINATOR - FOOD AND HOUSING DIVISION - (MAIN POINT OF CONTACT)
 Jescel Esteban - (858) 694-3614 - Fax (858) 505-6998 - MS O560
DEHCommunityEvents@sdcounty.ca.gov

**CEP APPLICATION REQUIRED, COORDINATOR WILL CONTACT
ALL OF THE FOLLOWING AGENCIES FOR YOU**

DEPT. OF ENVIRONMENTAL HEALTH - FOOD AND HOUSING DIVISION - (FOOD FOR SALE)
DEPT. OF PLANNING AND DEVELOPMENT SERVICES – ZONING – (IS THE TEMPORARY EVENT ALLOWED?)
DEPT. OF PLANNING AND DEVELOPMENT SERVICES - NOISE ABATEMENT – (SPEAKER/SOUND SET UP)
DEPT. OF HUMAN RESOURCES - RISK MANAGEMENT DIVISION – (EVENT INSURANCE REQUIREMENTS)
SHERIFF'S LICENSING – (ALCOHOL [ABC] APPROVER, SAFETY/SECURITY, ENTERTAINMENT, CARNIVAL)
 COORDINATES ALCOHOL (ABC) APPROVAL IF ALCOHOL IS SOLD AT THE EVENT
DEPT. OF PARKS AND RECREATION – (IF THE EVENT IS IN A COUNTY PARK)
DEPT. OF PUBLIC WORKS - TRAFFIC CONTROL – (ANY ROAD CLOSURES OR IMPACTS TO COUNTY ROADS?)
 COORDINATES FIRE AUTHORITY APPROVAL ONLY FOR ROAD CLOSURE EVENTS
DEPT. OF PLANNING AND DEVELOPMENT SERVICES - BUILDING DIVISION – (BUILDING STRUCTURES?)
DEPT. OF ANIMAL SERVICES - (ANY PETTING ZOO, ANIMAL RIDES, SELLING ANIMALS?)
DEPT. OF PUBLIC WORKS - RECYCLING – (OVER 2,000 PEOPLE REQUIRES WASTE/RECYCLING REPORT)

CEP COORDINATOR WILL ISSUE AN EVENT PERMIT ONCE ALL ABOVE AGENCIES HAVE PROVIDED THEIR APPROVAL