



County of San Diego

EVENTS PERMIT FOR UNINCORPORATED COUNTY
5500 Overland Avenue, Suite 170 San Diego, CA 92123

DEHQ's Telephone: (858) 694-3614 Sheriff's Telephone : (858) 974-2020



HOW TO OBTAIN A PERMIT FOR YOUR PUBLIC EVENT

Community events are great fun! 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 and Quality (DEHQ).

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 at (858) 974-2020.
- ✓ **Non-Profit** organizations must contact the Department of Environmental Health and Quality (DEHQ) for event permit processing at (858) 694-3614. To learn more, please visit www.sdcountyCEP.org.

Are there other Organizations involved?

- ✓ Yes. Which agency you need to contact will depend on your planned activities at the event. 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, SUBMIT EVENT INFORMATION INTAKE FORM WITH EVENT SITE MAP TO FHDTCEP.LUEG@sdcounty.ca.gov . CONTACT THE FOLLOWING AFTER FIVE (5) BUSINESS DAYS OF SUBMITTAL:

For-Profit Organizations – Sheriff Licensing Division at (858) 974-2020.

Non-Profit Organizations – DEHQ CEP Coordinator 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 6 has more information regarding Non-Profit Community Event Permits. Visit www.sdcountyCEP.org for more information.



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EVENT INFORMATION INTAKE FORM

NEW
RENEWAL

DATE SUBMITTED: _____
SITE MAP ATTACHED

CONTACT INFORMATION

Representative Name: _____
Name of Organization: _____
FOR PROFIT NON-PROFIT California Non-Profit Entity Number: _____
Organization Address: _____
Phone Number: _____ Alternate Phone Number: _____
E-mail: _____ Website: _____

To help us identify outreach material language needs, what two (2) languages are spoken or read in your organization?

Preferred language: Arabic Chinese (Cantonese) Chinese (Mandarin) English Farsi Filipino
Japanese Karen Korean Somali Spanish Vietnamese Other: _____
Preferred secondary language: Arabic Chinese (Cantonese) Chinese (Mandarin) English Farsi
Filipino Japanese Karen Korean Somali Spanish Vietnamese Other: _____

EVENT INFORMATION

Event Name: _____ Event Date/s: _____
Event Location: _____ Assessor's Parcel Number: _____
Number of attendees PER DAY: _____ When was your last event? _____
Is your event a private event? YES NO Can a member of the public attend your event? YES NO
Will event be at a COUNTY PARK OR PRESERVE? YES NO
Name of County Park: _____
Has reservation been confirmed? YES NO
▪ **If NO**, call (858) 966-1306 for reservation.
Have you contacted Zoning to confirm if proposed event is allowed on chosen event location? YES NO
▪ **If NO**, you can contact Zoning to verify at (858) 565-5981 or 1-888-267-8770 from 8:00 A.M. – 11:45 A.M.
Are you aware that most event locations allow up to 6 events per parcel/address location? YES NO
Are you aware that most event locations have a minimum requirement of 14 consecutive days between events?
YES NO
Are you aware that a Non-Profit Organization can have up to 6 community events per fiscal year in unincorporated San Diego? YES NO
Will there be ROAD CLOSURES? YES NO
Will you place SIGNS or OBJECTS on the roadway? YES NO
Have you contacted the Department of Public Works – Transportation Division, Special Events Permit for requirements on road closure and placing signs or objects on the roadway? YES NO
▪ **If NO**, you can contact DPW Special Events at (858) 694-3866 for requirements on road closure and placement of signs or objects on the roadway.
Are you selling tickets to this event? YES NO
How are you advertising the event? _____

EVENT ACTIVITIES

Alcohol Served	YES	NO	Live Entertainment*	YES	NO	DJ	Band
Art Show	YES	NO	Amplified Sound	YES	NO		
Beer Garden	YES	NO	PA System	YES	NO	Generator	YES NO
Bike Ride/Bike Race ^D	YES	NO	Marathon / Run ^D	YES	NO		
Bleachers Installation	YES	NO	Massage Services*	YES	NO		
Bounce House*	YES	NO	Other Inflatables*	YES	NO	Obstacle Course	Slides
How Many: _____			Parade / Road Closure ^D	YES	NO		
Carnival *	YES	NO	Photo Booth*	YES	NO	Santa	Easter Bunny
Casino *	YES	NO	Petting Zoo	YES	NO		
Craft Show	YES	NO	Restrooms	YES	NO	Portable	Existing
Dunk Tank*	YES	NO	Rides*	YES	NO		
Face Painting*	YES	NO	Mechanical Bull*		Animal	Train	Hayride
Fireworks *	YES	NO	Rockwall Climbing *	YES	NO		
Food ^A	YES	NO	Rodeo	YES	NO		
Catered	Free	Sold	Security : HIRED*	YES	NO		
Fortune Telling*	YES	NO	Shuttle Transportation	YES	NO		
Gaming Activities	YES	NO	Silent Auction *	YES	NO		
Provide Details: _____			Stage Installation	YES	NO	Existing	YES NO
_____			Stage Height: _____ inches				
_____			Tents or EZ-Ups	YES	NO		
Haircut Services	YES	NO	How Many: _____ Dimension/Size: _____				
Kid's Games	YES	NO	OTHERS: _____				
Provide Details: _____			_____				

A - Requires Form A **D** - Requires Form D * - Sheriff Licensing Division will need additional requirement

Signature :

Date:

Departmental Community Event Permit (CEP) Representatives

DEHQ-CEP Coordinator: Jescel Esteban - (858) 694-3614 ; DEHCommunityEvents@sdcounty.ca.gov

Food and Housing Division: Temporary Events Technician - (858) 505-6809 ; FHDtempevents@sdcounty.ca.gov

Planning and Development Services, Zoning: Dag Bunnemeyer - (858) 694-2581 ; Dag.Bunnemeyer@sdcounty.ca.gov

Planning and Development Services, Noise Abatement : Veronica Bateson - (619) 385-5971;

Veronica.Bateson@sdcounty.ca.gov

Planning and Development Services, Building Division: Michael Casady - (858) 694-3063 ;

Michael.Casady@sdcounty.ca.gov

Human Resources, Risk Management Division: Mindy Ard - (858) 694-3774 ; Mindy.Ard@sdcounty.ca.gov

Sheriff Licensing Division: Sondee O'connor - (858) 974-2020 ; Sondee.Oconnor@sdsheiff.org

Department of Animal Services: Sally Costello - (760) 966-3223 ; Sally.Costello@sdcounty.ca.gov

Department of Parks and Recreation: Brenda Zapari - (858) 966-1306 ; Brenda.Zapari@sdcounty.ca.gov

Department of Public Works, Traffic Control: Danilo Mappala - (858) 694-3866 ;

DPWSpecialEvent.Permit@sdcounty.ca.gov

Department of Public Works, Recycling: Caitlin Lelles - (858) 694-2456 ; Recycle@sdcounty.ca.gov

Event Name: _____ Event Date/s: _____
Sponsoring Organizer: _____ Event Address: _____

EVENT SITE MAP CHECK LIST

- A. If a **route or street closure is involved**, show the set-up, staging area, start, route and road closures (indicate directions with arrows), finish area and the area for post-event festivities for each day of the event.
- B. If a route or street closure is involved, **show the places for fire lanes or emergency vehicle access and suggested detours for vehicular traffic** for each day of the event.
- C. If a **relay** is involved, **indicate hand-off points**.
- D. **Entertainment or stage locations**. Include location, sound direction, and number of audio amplifiers.
- E. **Alcoholic beverage** concession area.
- F. **Non-alcoholic beverage** concession areas.
- G. **Food concession** areas
- H. **General merchandise concession** areas.
- I. **Portable and permanent** toilets.
- J. **First aid facilities** and ambulance locations.
- K. **Parking areas** for event participants and spectators.
- L. Event organizers **command post**.
- M. **Fireworks or pyrotechnics site**.
- N. Vehicle fuel handling site and **parked vehicle exhibits**.
- O. **Cooking areas**:
Gas, Electricity, Charcoal, Other
- P. Site of **electrical wiring** to be installed and/or type of generator being used.
- Q. **Recycle Bins**. Indicate number.
- R. **Temporary or permanent structure** including tent, air-supported scaffolding, booths, stages, platforms, reviewing stands, grandstands, or bleachers constructed for the event.
- S. **Trash containers**. Indicate number. Dumpsters.



County of San Diego

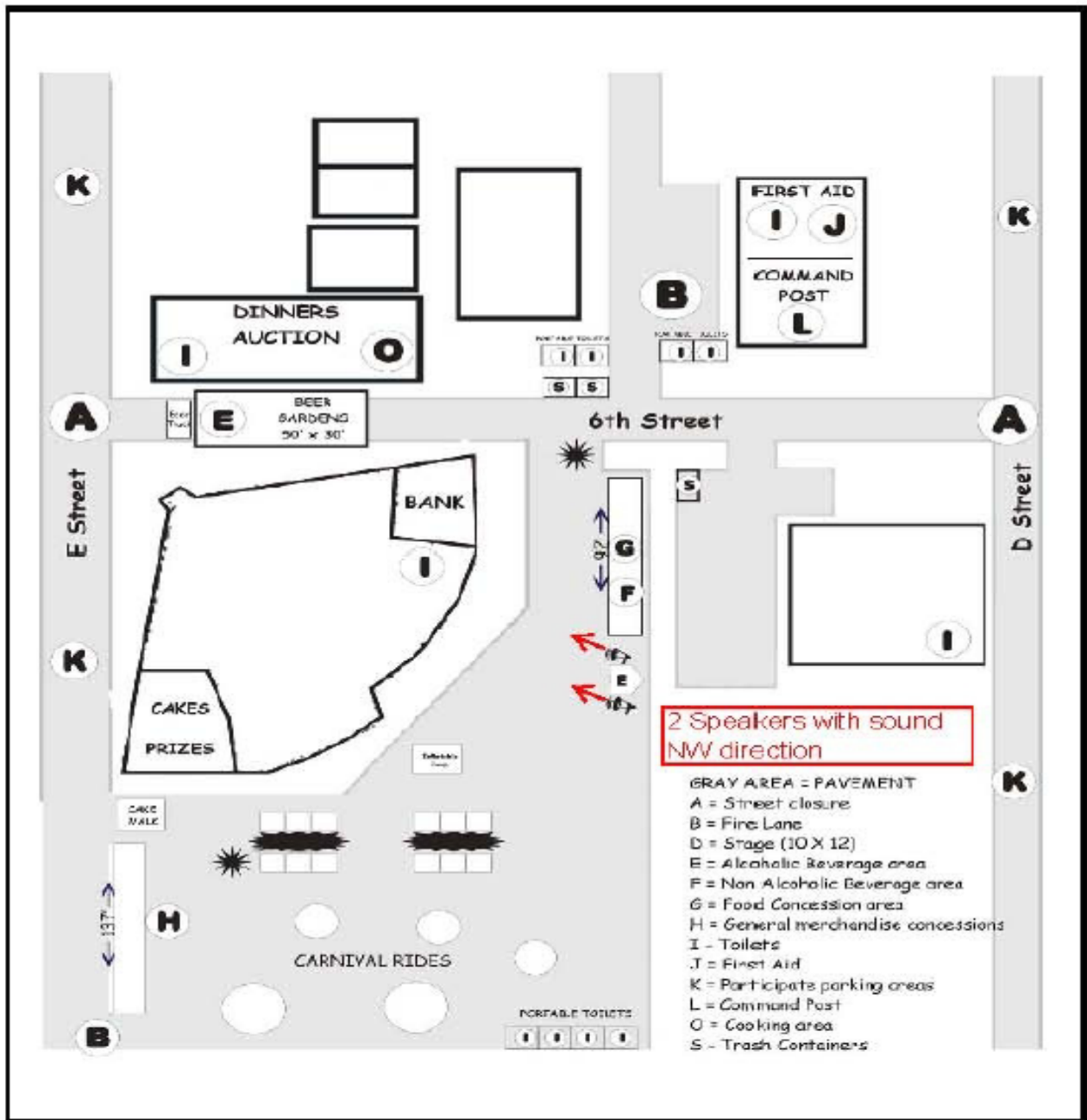
EVENTS PERMIT FOR UNINCORPORATED COUNTY

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



Provide detailed Event Site Map for your event. Below is a sample. Use applicable legend on page 4.

EVENT SAMPLE SITE MAP





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Sheriff's Telephone : (858) 974-2020



DEPARTMENT OF ENVIRONMENTAL HEALTH AND QUALITY - COMMUNITY EVENT PERMIT (CEP)

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

The Community Event Permit (CEP) Coordinator 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.**

The CEP Coordinator can email the application and any additional supplemental forms you may require, after speaking with you regarding your event activities. The CEP Coordinator can be reach at (858) 694-3614 or by e-mail at DEHCommunityEvents@sdcounty.ca.gov . Application and supplemental forms are also located at www.sdcountyCEP.org.

Required Supplemental Forms will depend on the activities of your event.

Examples: Your event includes a parade; **Form D is required.**

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

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

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.

EVENT ACTIVITIES WILL INCLUDE (check all that apply) :		
<input type="checkbox"/> Parade ^a	<input type="checkbox"/> Fireworks [*]	<input type="checkbox"/> Dancing
<input type="checkbox"/> Marathon ^b	<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 [*]
[*] Types of Activities: Requires ADDITIONAL Sheriff's Permit ^{a, b, c, d} : Requires Supplemental Forms A, B, C, D Respectively <input type="checkbox"/> Other:		

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 CEP application and any supplemental forms, the following are required:

- Your Active **California Non-Profit Entity Number**. You can check the status at: [Business Search - Business Entities - Business Programs | California Secretary of State](#)
- **Event site map** with the following depicted (clearly hand-drawn maps are accepted):
 - o North arrow, along with all streets surrounding event
 - o Main safety/security headquarters
 - o All stages and amplified speakers/generators (with arrows used to point out direction of sound)
 - o All ADA and Regular restrooms available for the event
 - o Parking used for event
 - o Vendors (i.e. Food, Craft, Art, etc.)
 - o 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 a Separate Additional Insured Endorsement**. Either **Form CG 2012**, **Form CG 2026** or equivalent is acceptable.
- **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) 999-8920 (**Attn: CEP**)

WHO DO I CONTACT?

PUBLIC EVENT PERMITTING WORKFLOW

IS YOUR EVENT LOCATION APPROVED FOR PUBLIC EVENTS?
 Contact Zoning at (858) 565-5981 or at (888) 267-8770 from 8:00 A.M. to 11:445 A.M.

"NO"
 Look for a different venue

"YES"

Submit Event Information Intake Form to DEHQ Community Events Coordinator at DEHCommunityEvents@sdcounty.ca.gov

NON-PROFIT ORGANIZER

FOR-PROFIT ORGANIZER

DEHQ CEP COORDINATOR (FOOD AND HOUSING DIVISION)
 Jescel Esteban (MAIN POINT OF CONTACT) (858) 694-3614 Fax (858) 999-8920
DEHCommunityEvents@sdcounty.ca.gov MS-O56

Submit CEP Application and Supplemental Requirements
 * CEP COORDINATOR WILL CONTACT AGENCIES ON YOUR BEHALF

DEHQ, Food and Housing Division (FOOD - CATERED, FOR SALE OR FREE)
 Planning and Development Services – **ZONING (IS TEMPORARY EVENT ALLOWED?)**
 Dept. of Public Works, Recycling (NEED HELP WITH WASTE/RECYCLING)
OVER 2,000 PEOPLE PER DAY REQUIRES WASTE/RECYCLING REPORT
 Planning and Development Services, Noise Abatement (SPEAKER/SOUND SYSTEM)
 Dept. of Human Resources, Risk Management Division (EVENT INSURANCE REQUIREMENTS)
 Sheriff Licensing Division (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
 Planning and Development Services, Building Division (BUILDING STRUCTURES)
 Dept. of Animal Services (PETTING ZOO, ANIMAL RIDES, SELLING ANIMALS)

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

MORE THAN 350 IN ATTENDANCE REQUIRES OUTDOOR ASSEMBLY LICENSE
SHERIFF LICENSING DIVISION
 Sondee O'Connor (MAIN POINT OF CONTACT) (858) 974-2020 Fax (858) 974-2093
Sondee.Oconnor@sdsheriff.gov MS-O41
 (Alcohol approver, Safety/Security, Entertainment, Carnival)
 *SHERIFF WILL CONTACT AGENCIES ON YOUR BEHALF

LESS THAN 350 IN ATTENDANCE NO LICENSE REQUIRED

CARNIVAL AND CIRCUS REQUIRES PERMIT FROM THE SHERIFF LICENSING DIVISION

ORGANIZER MUST CONTACT THE FOLLOWING AGENCIES FOR APPROVAL

Dept. of Environmental Health and Quality, Food and Housing Division (DO YOU HAVE FOOD?)
 Temporary Event Technician (858) 505-6809 Fax (858) 999-8920
San Diego County Fire Protection District (COORDINATES FIRE APPROVAL)
 David Sibbet (858) 974-5921 Fax (858) 467-9662
Dept. of Public Works, Traffic Control (ANY ROAD CLOSURES OR IMPACTS TO COUNTY ROADS?)
 Danilo Mappala (858) 694-3866 Fax (858) 694-3928
Planning and Development Services, Noise Abatement (ANY SPEAKER/SOUND SYSTEM?)
 Veronica Bateson (619) 385-5971
Planning and Development Services, Building Division (BUILDING TEMPORARY STRUCTURES?)
 Michael Casady (858) 694-3063
Dept. of Public Works, Recycling (NEED HELP WITH WASTE/RECYCLING?)
 Caitlin Lelles (858) 694-2456
Dept. of Animal Services (WILL YOU HAVE PETTING ZOO, ANIMAL RIDES, SELLING ANIMALS?)
 Sally Costello (760) 966-3223
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?)
 Paola Garcia-Betancourt (619) 481-0337

SHERIFF LICENSING DIVISION WILL ISSUE AN EVENT PERMIT ONCE ALL ABOVE AGENCIES HAVE PROVIDED THEIR APPROVAL