

COMMUNITY EVENT PERMITS



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Community Events are defined as a public event occurring in unincorporated San Diego County, sponsored by a California-recognized nonprofit or governmental organization, and lasting for four or more hours up to four consecutive days. These events require a Community Event Permit (CEP).

A CEP is a legally required permit for community events, issued by the County of San Diego. The County's Department of Environmental Health (DEHQ) CEP program manages the application and approval process, coordinating with all approving agencies.

Examples of Community Events:

- Parades
- Community Festivals
- Business or Vendor Fairs
- Bikes Rides or Races
- Bake Sales and Fundraisers
- Cultural Celebrations
- Tasting or Sampling Events
- Sidewalk Expos

A Permit is Required if the Event:

- ✓ Is sponsored by a government agency or a California-recognized nonprofit organization.
- ✓ Is open to the general public.
- ✓ Takes place in an unincorporated part of the County.
- ✓ Takes place over the span of four or more hours for up to four consecutive days.

Organizations are limited to six CEPs within a 12-month period.

HOW TO START THE PROCESS

Step 1: Complete the **Event Information Intake Form**. Provide information about the event, including the name, address, dates, times, and sponsoring organization.

Step 2: Complete the **CEP Application**. Provide a detailed event plan and complete supplemental documents.

Applications must be submitted no less than 30 days prior to the event start date. Late submissions may result in the permit being denied.

Contact Us

- 📞 858-694-3614
- 🌐 sandiegocounty.gov/Cep
- ✉️ DEHCommunityEvents@sdcounty.ca.gov



PARTNER AGENCIES

The following internal and external agencies may be involved in the permitting process:

County of San Diego Departments

- Department of Animal Services
- Department of Environmental Health and Quality
 - Food, Water, and Housing
- Department of Human Resources
 - Risk Management
- Department of Public Works
 - Transportation
 - Recycling
 - Watershed Protection Program
- Department of Planning and Development Services
 - Building
 - Zoning
 - Noise Compliance
- Department of Agriculture, Weights, and Measures
- Department of Parks and Recreation
- San Diego County Fire Protection District
- Sheriff

External Agencies

- Alcoholic Beverage Control
- Caltrans
- California Highway Patrol
- California Department of Tax and Fee Administration



SUPPLEMENTAL DOCUMENTS

Additional documents may be required:

- **Form A** if there are food vendors.
- **Temporary Event Food Vendor Application** if the food vendor(s) or event organizer will be providing food at the event.
- **Form B** for retail merchandise vendors, fireworks, or hired security.
- **Form C** and **D** if the event includes road closures, parades, rides, or runs.
- **Form E** and **E1** if there are expected to be more than 2,000 attendees at the event, per day.