



# County of San Diego

## Community Events Permit Intake Form

### Events in Unincorporated Areas

5500 Overland Avenue, Suite 170 San Diego, CA 92123  
 P.O. Box 12961, San Diego, CA 92112-261  
 Department of Environmental Health and Quality Telephone: (858) 694-3614  
 Sheriff's Office Telephone : (858) 974-2020

**NEW**                      **RENEWAL**                      **EVENT SITE MAP ATTACHED**                      **DATE SUBMITTED:** \_\_\_\_\_

CONTACT INFORMATION	
Representative Name:	
Name of Organization:	
FOR PROFIT:	NON-PROFIT:                      California Non-Profit Organization Entity Number:
Organization Address:	
Phone Number:	Alternate Phone Number:
Email:	Website:
The County of San Diego recognizes there are many spoken languages in the region and has identified the following eight for translation services: Arabic, Chinese (Mandarin), Korean, Persian (Dari and Farsi), Somali, Spanish, Tagalog, and Vietnamese. If you need outreach materials in one or more of these languages, please indicate them here: _____	

EVENT INFORMATION					
Event Name:					
Event Address:			City:	CA	Zip Code:
Assessor's Parcel Number (APN):					
Event Date(s):			Event Time(s):		
EVENT SET-UP	Date:	Time: ___ to ___	EVENT CLEAN-UP	Date:	Time: ___ to ___
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 the event be at a COUNTY PARK OR PRESERVE?                      YES                      NO                      If <b>NO</b> , proceed to Zoning question.					
Name of San Diego County Park:					
Has reservation been confirmed?                      YES                      NO                      If <b>NO</b> , call (858) 966-1306 for reservation.					
Have you confirmed with Zoning if the event is allowed to chosen event address?                      YES                      NO If <b>NO</b> , contact Zoning at (858) 565-5981 or (888) 267-8770 between the hours of 8 and 11:45 a.m. to verify.					
Will there be ROAD Closure?                      YES                      NO					
Will you place SIGNS or OBJECTS on the roadway?                      YES                      NO					
Have you contacted the Department of Public Works (DPW), Transportation Division, Special Events Permit (SEP) to confirm requirements for road closures and placing signs or objects on the roadway?                      YES                      NO If <b>NO</b> , contact DPW at (858) 6994-3866 to learn what is needed for your event and to follow the necessary steps and guidelines per county policy.					
Are you selling tickets to this event?                      YES                      NO					

## EVENT ACTIVITIES

**A** - Requires [Form A](#)

**D** - Requires [Form D](#)

\* - Sheriff's Office will need additional requirements

Alcohol served or Beer Garden	YES	NO	Marathon / Walk/ Run <sup>D</sup>	YES	NO
Animal Adoption	YES	NO	Massage Services*	YES	NO
Art Show	YES	NO	Other Inflatables (Obstacle course)*	YES	NO
Bike Race / Bike Ride <sup>D</sup>	YES	NO	Parade/Road Closure / Block Party <sup>D</sup>	YES	NO
Bleachers Installation	YES	NO	Photo Booth*	YES	NO
Bounce House*	YES	NO	Petting Zoo	YES	NO
If yes, how many? _____			Raffle*	YES	NO
Carnival*	YES	NO	Rides*	YES	NO
Casino*	YES	NO	If yes, please specify. Mechanical bull*      Animal      Train      Hayride		
Concert	YES	NO	Rockwall Climbing*	YES	NO
Craft Show	YES	NO	Rodeo	YES	NO
Dog Show	YES	NO	Security (HIRED)*	YES	NO
Dunk Tank*	YES	NO	Shuttle Transportation	YES	NO
Face Painting*	YES	NO	Silent Auction*	YES	NO
Fireworks*	YES	NO	Stage	YES	NO
Food <sup>A</sup> If serving food, please clarify. Free Sold	YES	NO	If yes, please answer the following: <ul style="list-style-type: none"> <li>▪ Height : _____</li> <li>▪ Existing                      YES                      NO</li> <li>▪ Installation                YES                      NO</li> <li>▪ Provide any details: _____</li> </ul>		
Fortune Telling*	YES	NO	Tents or EZ-Ups	YES	NO
Haircut and/or Beauty Services (lashes, tanning, etc.)*	YES	NO	If yes, please answer the following: <ul style="list-style-type: none"> <li>▪ How Many: _____</li> <li>▪ Dimension/Size: _____</li> </ul>		
Kid's games* If yes, please explain what games will be offered. _____	YES	NO	Others: _____ _____ _____		
Live Entertainment*	YES	NO			
AMPLIFIED SOUND PA SYSTEM	YES	NO			

Please summarize how you plan to promote this event. Include all marketing channels, including print, partner, website, and social media promotions.

**Signature**

**Date**