

County of San Diego Department of Environmental Health & Quality

Community Event Permit (CEP) Workflow

What's a Community Event?

Community Events are public events that occur in unincorporated San Diego County which are sponsored by a California-recognized nonprofit or governmental organization.

Non-profit organizations are entitled to conduct a maximum of 6 community events within a 12-month period.

Community Event Permits (CEPs) are issued for those events lasting 4 or more hours (including setup and take-down) for up to 4 consecutive days.

When do I need a Community Event Permit?

Community Event Permits are issued for those events lasting 4 or more hours (including setup and take-down) for up to 4 consecutive days.

If the event is less than 4 hours, it does not qualify for a Community Event Permit, however, other permits may be needed based on location, size and scope of the event.

Learn more on the Community Event Permit Website:



Organizers in Unincorporated San Diego County

Send an email to DEHCommunityEvents@sdcounty.ca.gov.
Include a **CEP Event Information Intake Form** and an **Event Site Map**.

County staff will forward your documents to the appropriate, approving parties.

NON-PROFIT ORGANIZERS

Your documents will be processed by:
Department of Environmental Health & Quality
Policy, Outreach, and Data Division

Community Event Permit

- Public event
- 4 hours to 4 consecutive days
- 6 events within a 12-month period
- Submit application and supplemental documents 30 days before the event date

Contact the CEP Coordinator

Jescel Esteban

Phone:
(858) 694-3614

Fax:
(858) 999-8920
ATTN: CEP Coordinator
Email:
DEHCommunityEvents@sdcounty.ca.gov

FOR-PROFIT ORGANIZERS

Your documents will be processed by:
Sheriff's Department
License and Registration Division

Outdoor Assembly License

- Public event
- 350 and more attendees
- Submit application and supplemental documents 60 days before the event date

Sheriff's Licensing Specialist

Alma Garcia Rubio

Phone:
(858) 974-2020

Email:
Alma.GarciaRubio@sdsheriff.gov

