



COUNTY OF SAN DIEGO PUBLIC EVENT MATRIX

Who should you contact to permit your public event?

KEY REFERENCES:

COMMUNITY EVENTS

Community events are public events that occur in unincorporated San Diego County, sponsored by a California-recognized nonprofit or governmental organization, and lasting 4 or more hours and up to 4 consecutive days. They require a permit called a Community Event Permit (CEP).

COMMUNITY EVENT PERMITS

A CEP is written approval from the County of San Diego to operate a community event. The Department of Environmental Health and Quality (DEHQ) serves as the coordinator for CEPs, liaising between other County agencies to streamline and expedite the application and approval process.

CEP COORDINATOR

Jesce Esteban (main point of contact)
Phone: (858) 694-3614, Fax: 858-999-8920
Email: DEHCommunityEvents@sdcounty.ca.gov

CEP WEBSITE



Visit this page to access:

- CEP intake form
 - CEP application
 - Supplemental forms
 - Checklists and examples
 - Approving officials' contact info
 - [Link](#) to verify Non-Profit status
 - [Link](#) to verify Sellers' Permit
- [Community Event Permits](#)

GETTING STARTED:

- 1. Is your event location approved for public events?**
 - a. If YES, move to next step.
 - b. If NO, stop - you need to look for another location.
 - c. If unsure, contact the County Planning and Development Services Department, Zoning Division at (858) 565-5981 or (888) 267-8770, between 8 and 11:45 a.m., Monday - Friday, to find out.
- 2. Complete an Event Information Intake Form and Event Site Map.**
 - a. These materials are available on the CEP website (link to left).
 - b. Send the forms to the CEP Coordinator (contact info to left).
 - c. If you are a for-profit organization, NOT recognized as a non-profit, the CEP Coordinator will send these forms to the County Sheriff's Department, License and Registration Division
- 3. The CEP Coordinator or Sheriff's Department will work with you.**
 - a. Their role in this process is to get your application ready for submission, and to contact other County approving agencies/officers on your behalf.
 - b. Approving agencies/officers may have questions or require additional documentation. There are also required forms according to the type of event you wish to host. For this reason, the County requests all applications 30 days prior to an event, and works to secure all necessary approvals within 15 business days.
NOTE: Sheriff's Department requires application submitted 60 days prior to an event.

APPROVING OFFICIALS:

COUNTY DEPARTMENTS

- Parks & Recreation, Melanie Lima, (858) 966-1308
- Planning and Development Services
 - Building Division, Michael Casady, (858) 694-3063
 - Noise, Brandy Contreras, (619) 517-1047
- Animal Services, Rachael Borrelli, (760) 683-4972
- Environmental Health & Quality, Temp. Events Program, (858) 505-6809
- Public Works:
 - Transportation Division, Danilo Mappala, (858) 694-3866
 - Recycling Division, Mia Impreso, (858) 694-2456
 - Watershed Protection Program, Kenny Haskins, (858) 444-0011
- Sheriff, Monica Roman, 858-974-2020
- Fire Protection District, David Sibbet, (619) 672-7112
- Human Resources, Risk Management, Jose Barrera, (858) 505-6450
- Agriculture, Weights & Measures, Monica Winters, (858) 705-8991

*Approver for CEPs, only.

OTHER

- Alcoholic and Beverage Control (ABC):
 - Southern San Diego, (858) 300-6855, SanDiego@abc.ca.gov
 - Northern San Diego, (760) 471-4237, SanMarcos@abc.ca.gov

NON-PROFITS:

Work through the CEP Coordinator.

**YOU NEED COMMUNITY EVENT PERMIT.
CONTACT THE COUNTY CEP COORDINATOR.**

*SEND YOUR APPLICATION & SUPPLEMENTAL DOCUMENTS.

*CEP COORDINATOR WILL CONTACT AGENCIES ON YOUR BEHALF.

AGENCIES MAY REQUEST ADDITIONAL INFO, AND YOU MAY WORK DIRECTLY WITH THEM.

**CEP COORDINATOR WILL ISSUE A PERMIT ONCE ALL
AGENCIES HAVE APPROVED.**

FOR-PROFITS:

Work through the Sheriff's Department
if the event will have 350+ attendees.

**YOU NEED AN OUTDOOR ASSEMBLY LICENSE.
CONTACT THE COUNTY SHERIFF DEPT.**

*SEND YOUR APPLICATION & SUPPLEMENTAL DOCUMENTS.

*SHERIFF WILL CONTACT AGENCIES ON YOUR BEHALF.

AGENCIES MAY REQUEST ADDITIONAL INFO, AND YOU MAY WORK DIRECTLY WITH THEM. CARNIVAL AND CIRCUS EVENTS REQUIRE AN ADDITIONAL LICENSE. EVENTS WITH FEWER THAN 350 PEOPLE DO NOT REQUIRE A LICENSE.

**SHERIFF'S LICENSE AND REGISTRATION DIVISION
WILL ISSUE AN OUTDOOR ASSEMBLY LICENSE ONCE
ALL AGENCIES HAVE APPROVED.**