



# 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 **NO**, proceed to Zoning question.

Name of San Diego County Park:

Has reservation been confirmed? YES NO If **NO**, call (858) 966-1306 for reservation.

Have you confirmed with Zoning if the event is allowed to chosen event address? YES NO

If **NO**, contact Zoning at (858) 565-5981 or (888) 267-8770 between the hours of 8 and 11:45 a.m. to verify.

Will there ne 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 **NO**, 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 <a href="#">Form A</a>		D - Requires <a href="#">Form D</a>		* - 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: <div> <div>▪ Height : _____</div> <div>▪ Existing      YES      NO</div> <div>▪ Installation      YES      NO</div> <div>▪ Provide any details: _____</div> </div>		
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: <div> <div>▪ How Many: _____</div> <div>▪ Dimension/Size: _____</div> </div>		
Kid's games*	YES	NO	Others: _____		
If yes, please explain what games will be offered. _____			_____		
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