



County of San Diego

TEMPORARY COMMUNITY EVENTS

P.O. BOX 129261, SAN DIEGO, CA 92112-9261
(858) 694-3614 FAX (858) 505-6998

COMMUNITY EVENT PERMIT (CEP) APPLICATION SUBMITTAL CHECKLIST

This checklist can help you ensure your application is complete. Please keep in mind that application package must be submitted at least 30 days prior to your event and include the following information:

CEP Application

- For questions or assistance with your application contact the CEP Coordinator (858) 694-3614 and visit the CEP website at <http://www.sdcounty.ca.gov/deh/food/cep.html>
- Complete the "Pre-Application" on page 1
- Complete forms A-E as they pertain to your event
- Submit the application to DEHCommunityEvents@sdcounty.ca.gov

Insurance Documents

- Commercial General Liability Insurance must be carried throughout the course of the event and Proof of Insurance must be provided before a permit can be approved. Be sure to submit these documents with your application.
- Review the insurance requirements and document instructions at: http://www.sdcounty.ca.gov/deh/fhd/pdf/cep_insurance.pdf

Event Location Map

- Provide a detailed map that correlates with section VI of the application and Form D, Noise (if it is applicable to your event).

Food Vendor List

- If food or beverages will be present at your event, complete Form C and include a detailed list of the food vendors that will be present, including your organization if you will be serving, selling, or giving away food or beverages.

CEP AGENCY AVERAGE APPROVAL TIMES

Below is a list of agencies that will review and process the different parts of your application. Please note the average time it takes for each agency to process applications when received with complete and accurate information.

Approval Type	Review time up to 30 days	Review time up to 14 days	Review time up to 7 days	Review time up to 3 days
DPW- Roads	X			
Sheriff-Licensing	X			
Insurance	X			
Food		X		
DPLU-Building			X	
Noise Abatement			X	
Parks and Recreation			X	
Zoning				X
Animal Control				X
DPW- Recycling				X

COMMON MISTAKES: Avoid these mistakes to ensure timely approval of your application

- Application package is submitted incomplete, is missing information, or has incorrect information
- Changes are made to the event after application submission
- There is a change in event applicant or event organizer
- Insurance required for the activities in the event is not available or not sufficient.
- The insurance documents, event map, or food vendor list are incomplete

For assistance with your application or to submit your application, please contact the CEP Coordinator at (858) 694-3614 or at DEHCommunityEvents@sdcounty.ca.gov.