



County of San Diego

COMMUNITY EVENTS

P.O. BOX 129261, SAN DIEGO, CA 92112-9261
(858) 505-6700 FAX (858) 505-6998

Dear Community Events Organizer:

The following guidelines are intended to help event organizers through the process of applying for a Community Event Permit (CEP). There is no fee for a CEP at this time.

DEFINITION

A Community Event (CE) is defined as a public event that occurs in the County of San Diego, which is sponsored by a bona fide "non-profit" organization or a governmental organization, and is planned for a time period of more than four (4) hours, but less than four (4) days. A nonprofit organization shall be entitled to conduct a maximum of 6 community events within a 12 month period.

PERMITS/APPLICATIONS

Applicants can complete an electronic CEP application and submit via e-mail by visiting our CEP webpage at <http://sdcountry.ca.gov/deh/food/cep.html>. Emailing your application allows for faster routing and may expedite the processing of your permit. Applications are also available at any DEH office and can be submitted in paper format.

A permit is issued to the event organizer after all impacted governmental agencies have given their approval. The regulations for CE Permits allow all vendors, except those selling food and beverages, to participate in these events without additional permits. Depending on the types of activities included in your event, other permits may apply. CE Permit fees are waived for all nonprofit operators or vendors that are donating their profits to the sponsoring nonprofit organization.

You may submit your application up to one year in advance of a scheduled event; however, all completed applications must be submitted at least thirty (30) days prior to the event. If this event has been held before, you may use the previous application as a model. It will **not** be necessary to complete the entire application package again, just adjust the items that have changed.

Many CEPs are issued by mail, so it is important to allow enough time for routing to the various agencies involved. Applications received less than 30 days from the event may be denied or may require "hand-carrying" by the sponsor to each agency.

COUNTY COORDINATOR

The Department of Environmental Health (DEH) is the lead department for CE applications and permits; the CEP Coordinator may be reached at (858) 694-3614.

GENERAL INSTRUCTIONS AND GUIDELINES FOR COMPLETING COMMUNITY EVENT PERMIT (CEP) APPLICATIONS

OVERVIEW

The organizer of an event must submit a completed application no less than thirty (30) days and no more than one (1) year, before the time of the proposed event. The event may also require several preliminary permits, licenses or certificates before the special event permit can be issued. Once the permit application is received, the County CEP coordinator will request the clearances required from any other agencies involved. Please be aware, there may be schedule conflicts for some agencies, but every effort will be made to honor the date and times requested.

CONSIDERATIONS:

The following items need to be addressed when planning your CE:

TRAFFIC CONTROL: The Department of Public Works - Traffic Division (858) 874-4015 is available to assist you in planning your route when the event will necessitate closing roads or is a bicycle or marathon race.

- **Impacts:** A permit from the Department of Public Works is required if your special event fits any one or more of the following descriptions:
 - The public road is closed for a parade, street fair, festival, fundraising activity or other similar action conducted by the sponsoring organization (this would include use of the road for event support such as parking or equipment staging even if the event is not conducted within the right-of-way).
 - The public road is used to conduct an organized athletic event such as a bicycle ride/race, a running event, a march/procession or a similar event where the activity is conducted within the right-of-way.
 - The proposed event will or has the potential to impact the normal operation of the roadway; such as the number of participants coming to and or leaving the event is such that it is very likely that traffic control will be needed to direct traffic into and/or out of the event site so that the normal flow of traffic is not significantly impacted.
 - The public road is closed to conduct a neighborhood Block Party.
- **Suggestions:** Send notices to businesses, residences, churches, etc., two weeks before special events. Include day, time, place, and type of activity, as well as detour or alternate route information.
- **Required Action:** A pre-approved traffic control plan must be submitted with the final TCEP application no less than 30 calendar days prior to the proposed event. Attach copies of notices that have been approved by San Diego Transit, San Diego Trolley, and others as appropriate. If your event impacts County lessees, attach of all who received advance notices and a copy of such notices to the TCEP application. Complete **Form B**.

FOOD FACILITIES: The Department of Environmental Health (DEH) - Food and Housing Division (858) 505-6809 is available to assist you in planning food handling, preparation, and distribution in the most responsible and legal manner.

- **Considerations:** Health permits are required by DEH if any food or beverages are sold or given away during special events. The permit fees will vary according to the length and profit status of the event.

- Required Action: Complete **Form C** for each food vendor.

TOILET FACILITIES: DEH recommends one (1) chemical toilet for every two hundred and fifty (250) people, based on the maximum number at the peak time.

NOISE ABATEMENT: The San Diego County Department of Planning and Land Use is responsible for regulating and controlling disturbing, excessive, or offensive noise and, therefore, may require a noise abatement permit. In some cases, a public hearing may be required. For information contact (858) 694-2177.

FIRE DEPARTMENT: Your local Fire District must review and approve the following: plans for first aid and/or emergency medical services; route for emergency vehicle access; any parade floats; use of an open flame; use of fireworks or pyrotechnics; handling of vehicle fuel; cooking facilities; the occupancy and spacing of table or enclosures; and the use of tents, air-supported structures, canopies, or any fabric shelters.

- Required Action: Attach copies of the appropriate Fire Department permit(s) to your CEP application. If part of your event takes place inside a county-owned or leased building, please attach complete floor plans for Fire Department review.

INSURANCE REQUIREMENT: The San Diego County Risk Manager at (619) 578-5783 will assist you in determining the amount of coverage necessary for your event. The County has a Master Insurance Policy that can be used only in the following situations:

- 1) Tenant/User - This is for individuals or groups that rent County owned facilities or have permission from County to use County owned property.
- 2) Nominee - This is for events that County actually sponsors.

Risk Management can assist you in placing your coverage in the Master Policy.

The requirements for insurance will not be imposed under the following conditions: Risk Management and County Counsel have determined that the event or demonstration is an expressive activity protected by the first amendment of the U.S. Constitution.

- Required Action: If you are seeking an exemption based on first amendment expression you need to
 - 1) Submit a verified statement with your CE application that you believe that the event's purpose is first amendment expression, and that you have determined that the cost of obtaining insurance is financially burdensome to an unreasonable extent - or that it has been impossible to obtain insurance and,
 - 2) Provide the name and address of one insurance agent or other source for insurance coverage contacted to determine premium rates for coverage. Under certain circumstances, the County may still require that you indemnify and hold harmless "the County, its officers, employees and agents" from liability. (See Form D for more details.)

PARKS AND RECREATION: Most park areas cannot be reserved for the exclusive use of any one group, and access to the area by the general public must be available at all times. Vendors may not sell within the confines of a County Park without authorization from the Director of Parks and Recreation. **A permit and fee is required if the event will be held on County Park property.** Please call (877) 565-3600 for more information.

VENDORS: The CE Ordinance does allow you exclusive control over and regulation of any vendors to be present in conjunction with your event if it takes place on County properties, roads or facilities.

➤ **Required Action:** Provide a plan for regulating and controlling vendors with your CE application.

SALES TAX: When applying for a seller's permit to sell food, beverages, souvenirs or other goods, be sure to show San Diego as the origin of sales. This will ensure that the County receives its share of these taxes.

REVIEW OF CEP APPLICATION: The following is a list of County Departments that may be reviewing your permit application to determine the effect of your proposed plans on public health, safety and convenience. You may wish to contact these departments in your planning stages for information that may help you prepare the permit application. When you phone the departments ask for the "special event coordinator." If the number has changed, contact the CEP coordinator at (858) 694-3614.

CLEANUP PLAN: You will be required to attach to your CE application a post-event cleanup and materials preservation plan. This is in lieu of a refundable cleanup fee and surety bond. Should you fail to perform adequate cleanup or should damage occur to County property and facilities, you will be billed for the actual County cost for cleanup and repair. Additionally, such failure may result in the denial of a future permit application or the requirement of a deposit of cash or a surety bond for future events.

PERMIT APPROVAL: Upon receipt of all agency approvals, a permit shall be issued unless the Department of Environmental Health makes any of the findings set forth in Section 16.109 of the San Diego County Code of Regulatory Ordinances, or determines that any of the following conditions will occur and that the event organizer is unable to mitigate the problems.

PERMIT DENIAL:

1. The conduct of the CE will interrupt the safe and orderly movement of public transportation or other vehicular or pedestrian traffic in the event area.
2. The conduct of the CE will require the diversion of so great a number of law enforcement personnel from their normal duties as to prevent reasonable law enforcement protection to the remainder of the County.
3. The concentration of persons, animals, or vehicles will unduly interfere with the movement of Sheriff, Highway Patrol, fire, ambulance and other emergency vehicles.

4. The applicant was unable or unwilling to conduct a special event, pursuant to the terms and conditions of any previously issued permit, and is unable to demonstrate to the CE Coordinator that they are now able and willing to comply with the requirements of the terms and conditions that would be included in the permit.

If the DEH denies an application, the applicant shall be notified immediately in writing and by phone. Applicants may appeal denials pursuant to the provisions of the Uniform Licensing Procedures (Sections 16.109 et. seq.)

EVENT CANCELLATION: If your event is cancelled, please contact the County of San Diego's CEP Coordinator at (858) 694-3614 as soon as possible to avoid unnecessary expenses.