



# PUBLIC EVENT PERMITTING WORKFLOW



## Who Do I Contact?

### IS YOUR EVENT LOCATION APPROVED FOR PUBLIC EVENTS?

Contact Planning and Development Services, Zoning Division at (858) 565-5981 or at (888) 267-8770 from 8:00 A.M. to 11:45 A.M.

"NO"

Look for a different venue

### NON-PROFIT ORGANIZER

Department of Environmental Health and Quality (DEHQ)

#### DEHQ CEP COORDINATOR

Jescel Esteban (MAIN POINT OF CONTACT)

Phone: (858) 694-3634 Fax: 858-999-8920

Email: DEHCommunityEvents@sdccounty.ca.gov

"YES"  
Submit **Event Information Intake Form and Event Site Map** to the DEHQ Community Events Permit (CEP) Coordinator at DEHCommunityEvents@sdccounty.ca.gov

### FOR-PROFIT ORGANIZER

Sheriff's Department

#### MORE THAN 350 IN ATTENDANCE REQUIRES OUTDOOR ASSEMBLY LICENSE

Sheriff's Department, License and Registration Division  
Monica Roman (MAIN POINT OF CONTACT)

Phone: 858-974-2020 Email: monica.roman@sdsheriff.org

(Alcohol approver, Safety/Security, Entertainment)

\*Sheriff will contact agencies on your behalf including the Alcoholic and Beverage Control (ABC)

CARNIVAL AND CIRCUS  
REQUIRES LICENSE

Contact  
Leticia Glover-Walker  
at (858) 974-2025

LESS THAN 350 IN ATTENDANCE  
NO LICENSE REQUIRED

Event Organizer must contact  
the following for approvals

Submit CEP Application and Supplemental Requirements  
\*CEP Coordinator will contact agencies on your behalf  
except Alcoholic and Beverage Control (ABC)

Planning and Development Services - Zoning Division  
Sheriff's Department - License and Registration Division  
Department of Public Works - Transportation Division  
Department of Human Resources - Risk Management Division  
Department of Parks and Recreation  
Planning and Development Services - Building Division  
Planning and Development Services - Noise  
San Diego County Fire Protection District  
Department of Agriculture, Weights and Measures  
Department of Animal Services  
Department of Environmental Health and Quality, Food, Water, and  
Housing Division, Temporary Events Food Program  
Department of Public Works - Recycling Division  
Department of Public Works - Watershed Protection Program

CEP COORDINATOR WILL ISSUE A  
COMMUNITY EVENT PERMIT (CEP) ONCE ALL ABOVE AGENCIES  
HAVE PROVIDED THEIR APPROVAL

Department of Public Works - Transportation Division (Road closure or use of County-maintained roads)  
Danilo Mappala (858) 694-3866  
Department of Parks and Recreation (Use of County Park or Preserve) / Jessie Vasquez-Ortiz (858) 565-3600  
Planning and Development Services - Building Division (Building temporary structures) / Michael Casady (858) 694-3063  
Planning and Development Services - Noise (Use of sound system, speakers, amplified music) / My T an (619) 759-0225  
San Diego County Fire Protection District (Coordinates Fire Department approval) / David Sibbet (858) 974-25921  
Department of Animal Services (Dog show, Petting Zoo, Animal rides, Selling of animals) / Rachael Borrelli (760) 683-4972  
Department of Environmental Health and Quality, Food, Water, and Housing Division, Temporary Events Food Program  
(Food available at events, free or for sale) / Temporary Events Technician (585) 505-6809  
Department of Public Works - Recycling Division (Waste and recycling assistance) / Kaitlin Lowe (858) 694-2456  
Department of Public Works - Watershed Protection Program (Stormwater regulations) / Kenneth Haskins (858) 444-0011  
Alcoholic and Beverage Control (ABC) (Alcohol at event)  
Southern San Diego: (858) 900-6855 Email: SanDiego@abc.ca.gov  
Northern San Diego: (760) 471-4237 Email: SanMarcos@abc.ca.gov

SHERIFF LICENSE AND REGISTRATION DIVISION WILL ISSUE AN  
OUTDOOR ASSEMBLY LICENSE ONCE ALL ABOVE AGENCIES  
HAVE PROVIDED THEIR APPROVAL