



# County of San Diego

## COMMUNITY EVENT PERMIT (CEP)

### INSTRUCTIONS FOR APPLICATION SUBMISSION

#### Submitting Application

Once your application is complete and saved to your computer using the proper file name, the application **must be e-mailed, mailed or faxed to the CEP coordinator.**

- **Email forms to:** [DEHCommunityEvents@sdcounty.ca.gov](mailto:DEHCommunityEvents@sdcounty.ca.gov)

- **Mailing address:**

**FHD CEP Coordinator**  
5500 Overland Ave. Suite 170  
San Diego, CA 92123

- **Fax: (858) 505-6998**
- If you are unsure how to attach files to an e-mail, see the instructions below.
- If you are having difficulty e-mailing your CEP Application, or have questions regarding application submission, contact the CEP Coordinator at (858) 694-3614.

**\*Please note:** If you are printing a completed application, some information may not appear on the printed version. If you are entering information that exceeds the capacity of the text box or text field, the form will create a "scroll bar" along the side of a text box or a "+" at the end of a text field (see below), and the information can only be viewed in the electronic format. If you choose to submit your application in paper format, **attach additional pages where your information exceeds the space provided.**

#### Submitting Required Attachments and Supporting Documents

There are several items throughout the application that request additional information and/or documents. You must provide all requested information before your application is reviewed.

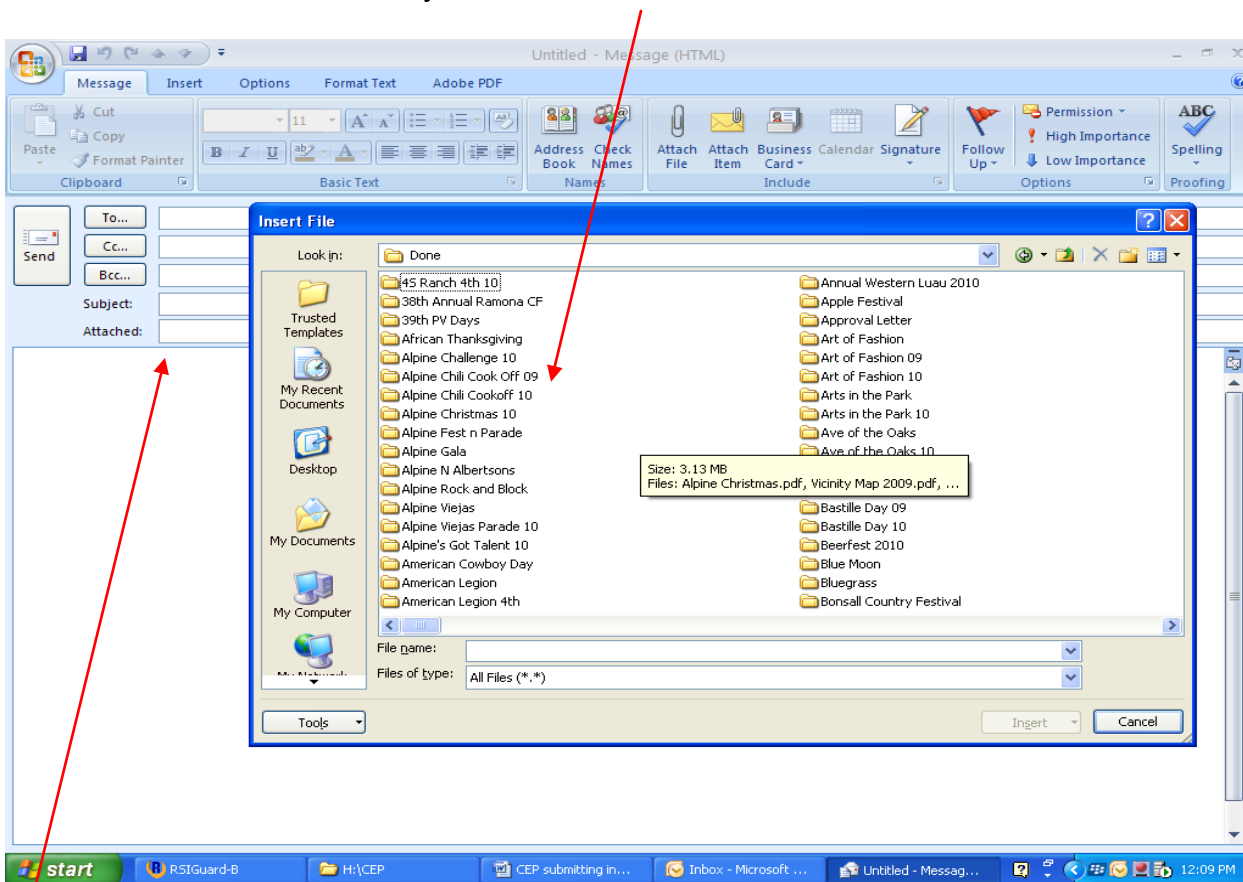
#### Attaching a Document to Email

Each e-mail provider will have a slightly different method for adding attachments to an e-mail message. Almost all programs will use a paper clip icon to indicate the first step in attaching a file to an e-mail. The visual examples below are from Microsoft Office.

1. Create a new e-mail message. Some programs use the term "Compose".
2. Click the paper clip icon or link that indicates "Attach a File" or "Insert File".
  - Most programs will pull up a new window showing the files on your computer.
  - In some cases, you must first click "browse" which will pull up the window showing your files.

3. Locate the CEP Application PDF files that you have saved to your computer. Be sure that you are looking in the right location, “Desktop” or a different location if you chose to use your preferred file location.

4. Double-click the document you’d like to insert.



5. If you are using a web-based e-mail, you may need to click an additional button to finish attaching the file. Many times, the file name that you have selected will show on the screen and an “Attach” button will appear next to it. Be sure to complete the process before moving on.

6. Repeat process for additional files.

- Your e-mail provider may limit the file size that you can send in each e-mail. If this is the case, you may need to e-mail one document at a time. Check with your provider.

7. Verify that ALL required CEP Application forms are attached to the e-mail(s). Your program will usually indicate the file name(s) attached to the e-mail at the top or bottom of the message.

8. Send your e-mail and attachments to: [DEHCommunityEvents@sdcounty.ca.gov](mailto:DEHCommunityEvents@sdcounty.ca.gov)