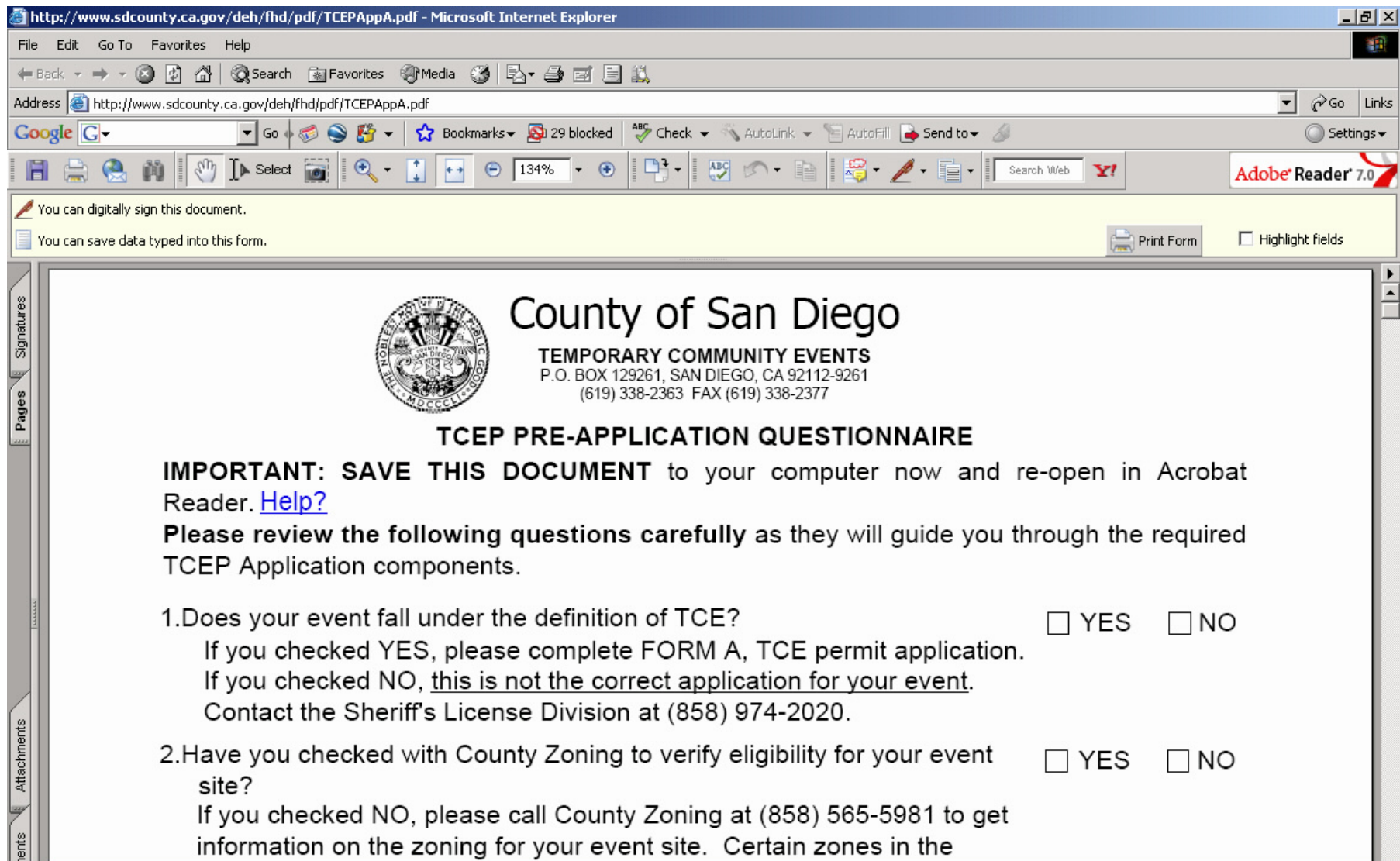


INSTRUCTIONS FOR SAVING TCEP APPLICATION

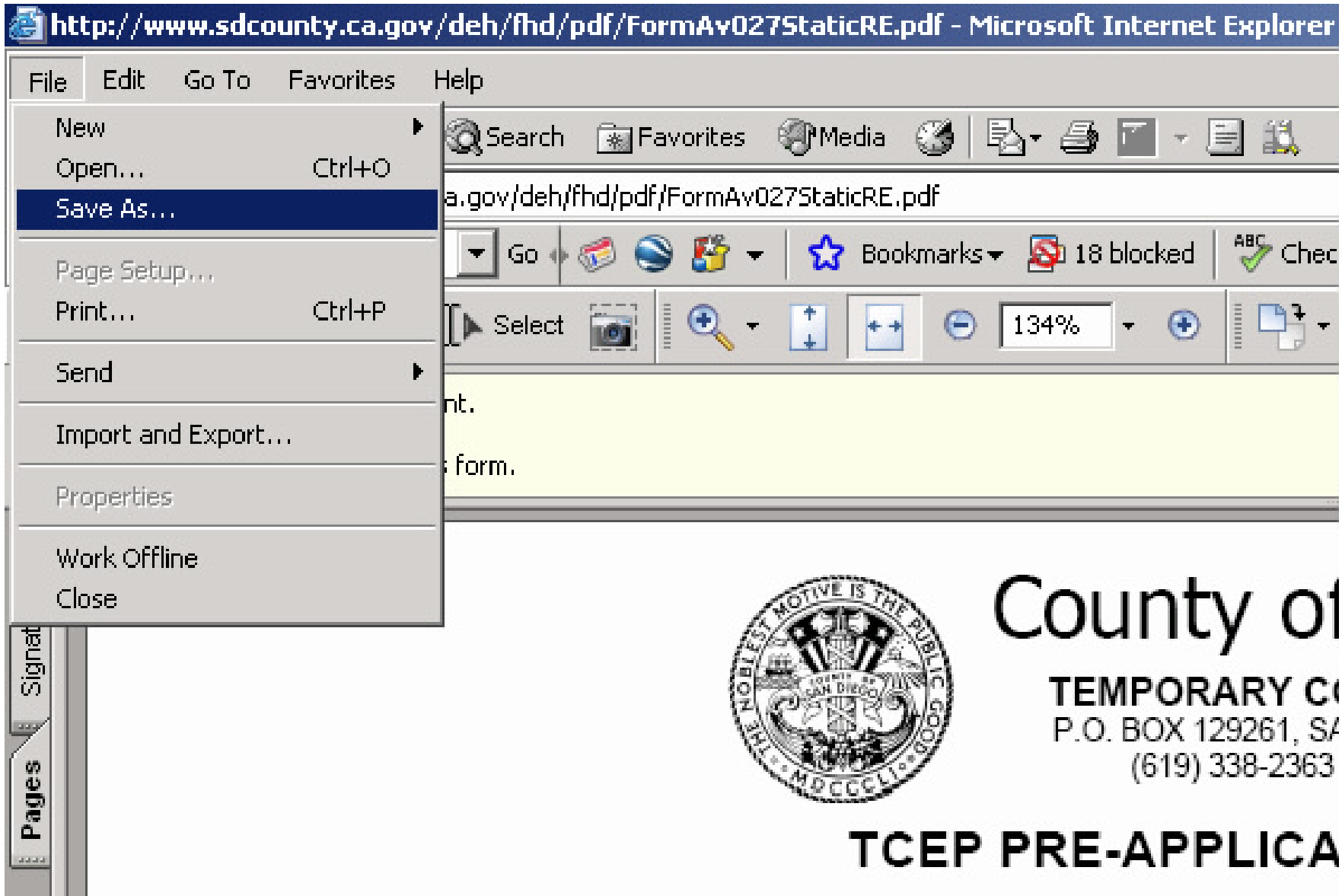
1. You **MUST** have Adobe Reader version 7.0 or newer to use this electronic application.
2. TCEP Application will open in an internet browser when you click the link from DEH website (see below).



The screenshot shows a Microsoft Internet Explorer browser window with the address bar displaying <http://www.sdcounty.ca.gov/deh/fhd/pdf/TCEPAppA.pdf>. The browser toolbar includes navigation buttons, a search bar, and a toolbar with various icons. The document content is displayed in a white area with a yellow header bar containing the text: "You can digitally sign this document." and "You can save data typed into this form." with a "Print Form" button and a "Highlight fields" checkbox. The document header features the County of San Diego seal and the text: "County of San Diego", "TEMPORARY COMMUNITY EVENTS", "P.O. BOX 129261, SAN DIEGO, CA 92112-9261", and "(619) 338-2363 FAX (619) 338-2377". The main title is "TCEP PRE-APPLICATION QUESTIONNAIRE". The first question is "1.Does your event fall under the definition of TCE?" with checkboxes for "YES" and "NO". Below the question is the text: "If you checked YES, please complete FORM A, TCE permit application. If you checked NO, this is not the correct application for your event. Contact the Sheriff's License Division at (858) 974-2020." The second question is "2.Have you checked with County Zoning to verify eligibility for your event site?" with checkboxes for "YES" and "NO". Below the question is the text: "If you checked NO, please call County Zoning at (858) 565-5981 to get information on the zoning for your event site. Certain zones in the".

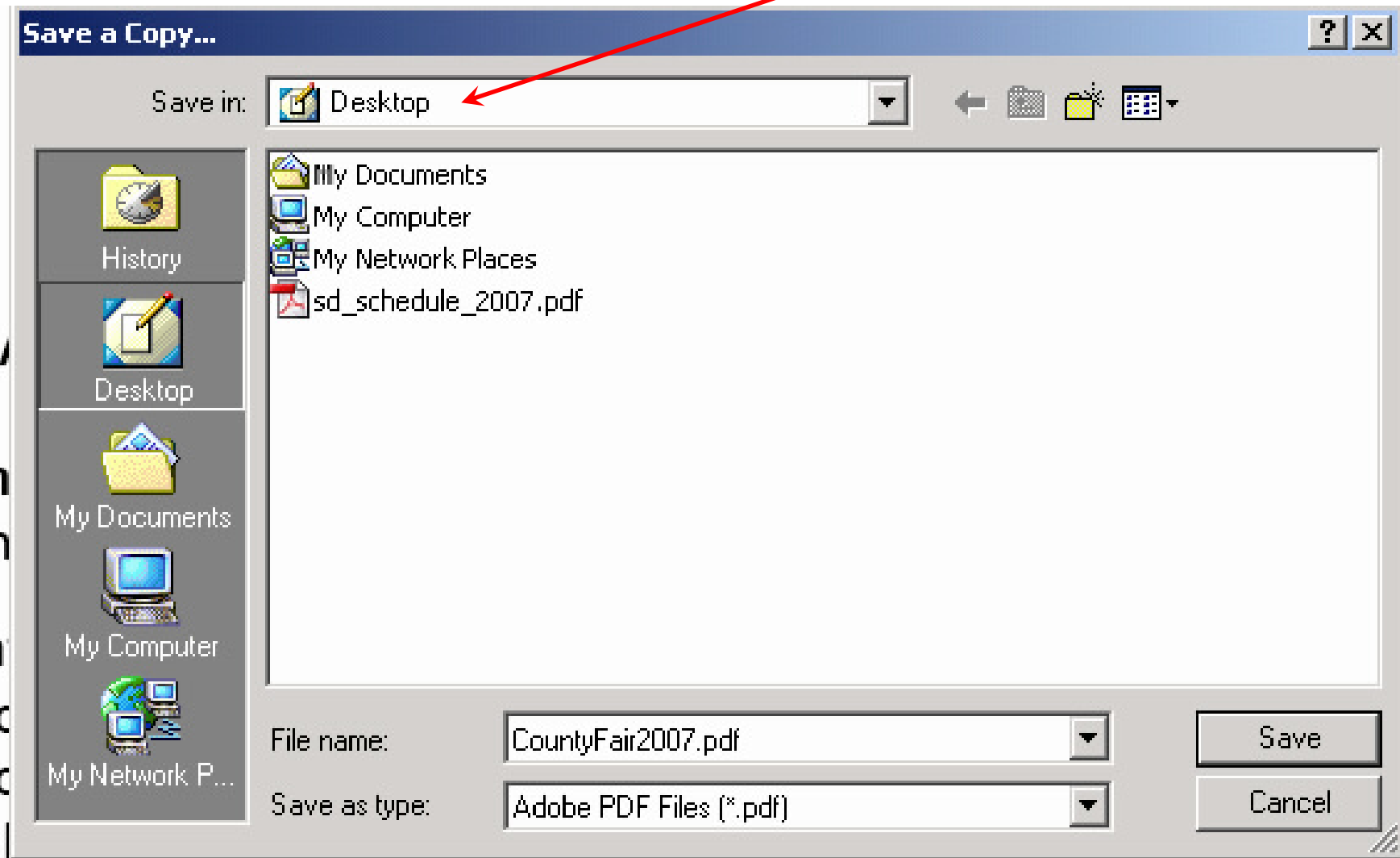
INSTRUCTIONS FOR SAVING TCEP APPLICATION

3. Go to the [File](#) menu at the top of your screen, and select [Save As...](#)



INSTRUCTIONS FOR SAVING TCEP APPLICATION

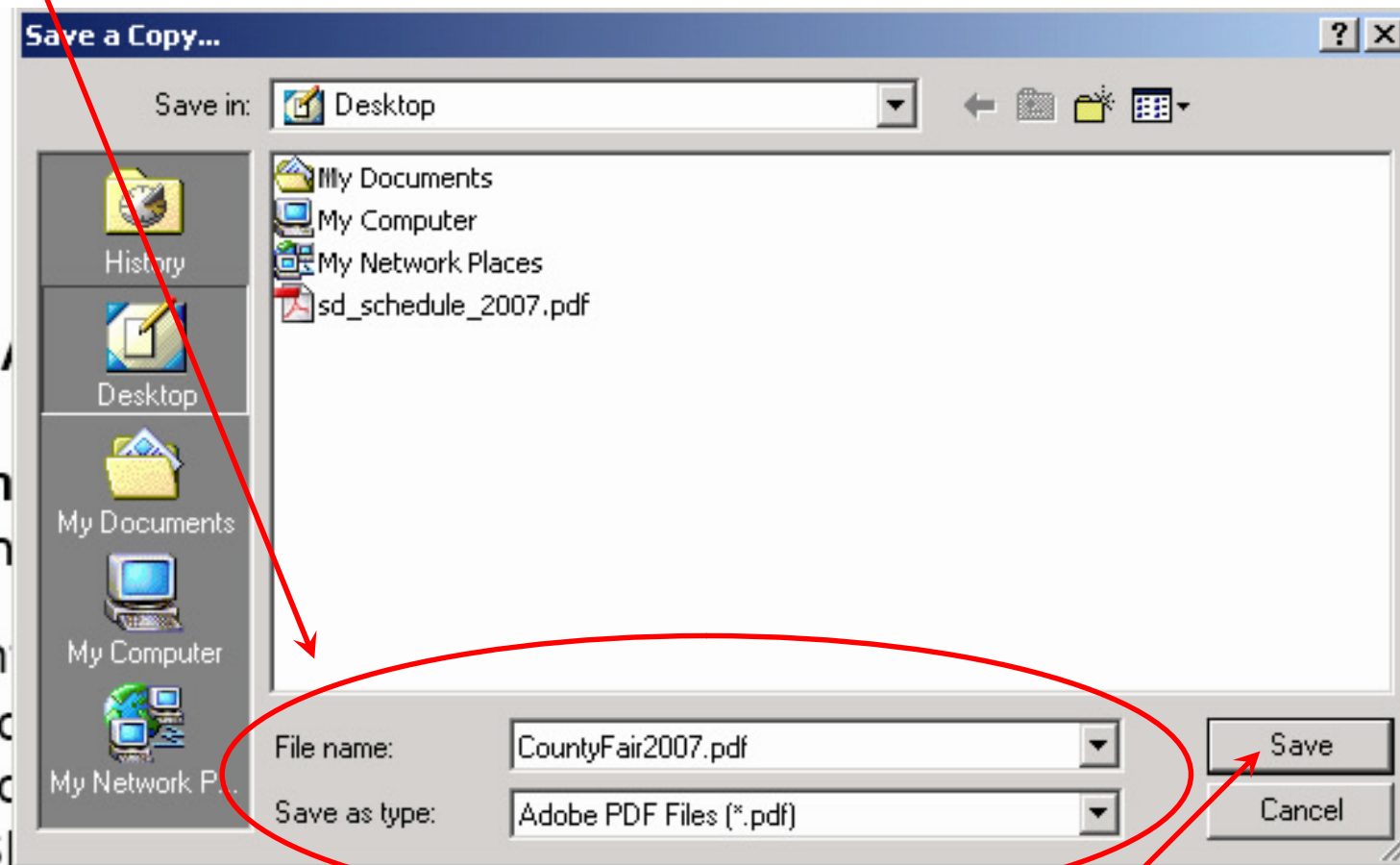
4. In the drop-down list titled **Save In:** select the option, **Desktop** (or your preferred file location).



INSTRUCTIONS FOR SAVING TCEP APPLICATION

5. Complete fields as follows:

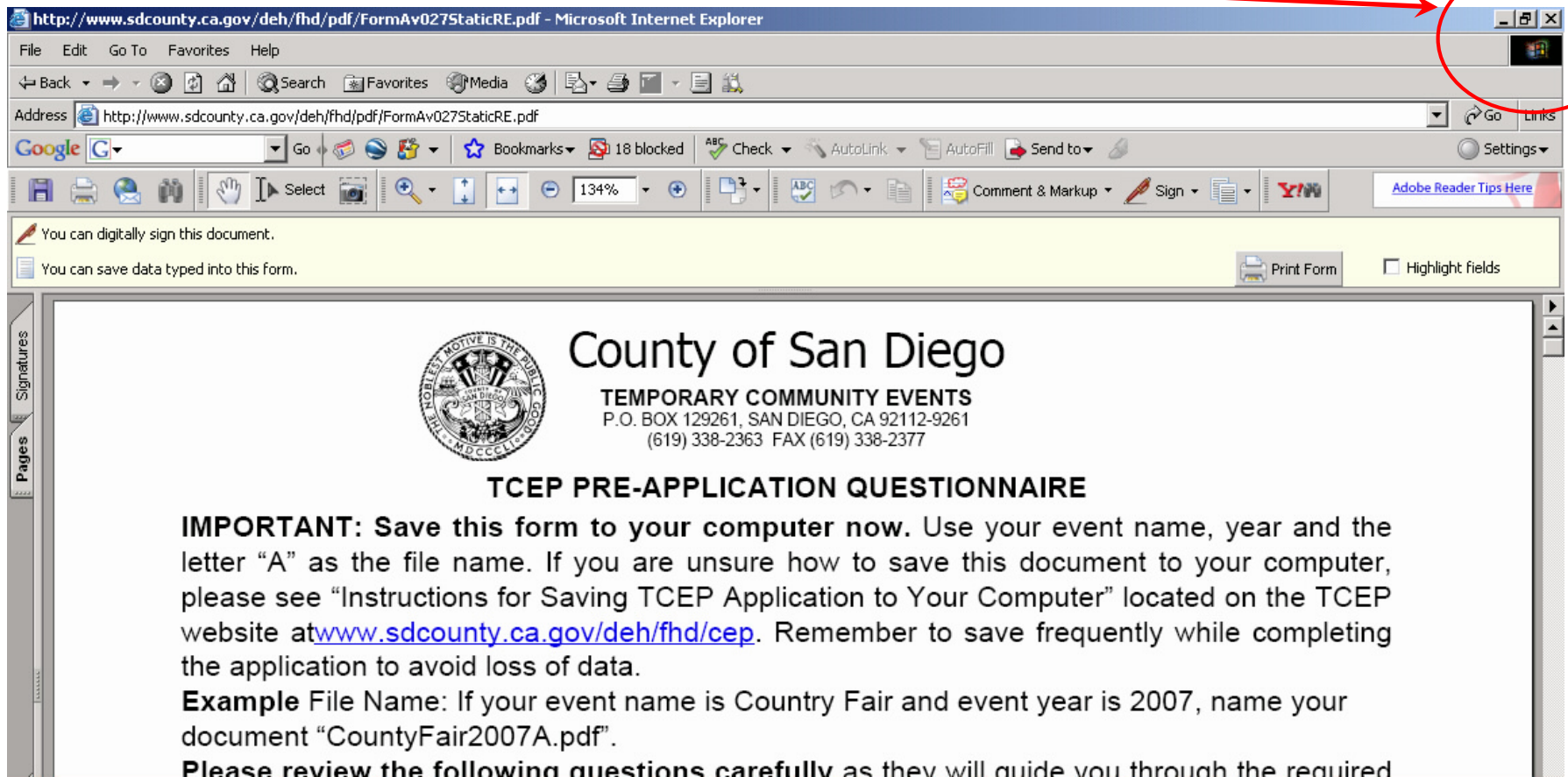
- **File name:** Use your event name and year. For example:
 - Event Name: Country Fair
 - Event Year: 2007
 - File Name: CountryFair2007.pdf
- **Save as type:** Adobe PDF Files (*.pdf)



6. Once you have entered the proper information, click Save.

INSTRUCTIONS FOR SAVING TCEP APPLICATION

7. Close the internet browser



http://www.sdcounty.ca.gov/deh/fhd/pdf/FormAv0275StaticRE.pdf - Microsoft Internet Explorer

File Edit Go To Favorites Help


Back Forward Stop Home Search Favorites Media Print Copy Paste

Address http://www.sdcounty.ca.gov/deh/fhd/pdf/FormAv0275StaticRE.pdf Go Links

Google G Go Bookmarks 18 blocked Check AutoLink AutoFill Send to Settings

You can digitally sign this document.
You can save data typed into this form. Print Form Highlight fields

Signatures Pages

 **County of San Diego**
TEMPORARY COMMUNITY EVENTS
P.O. BOX 129261, SAN DIEGO, CA 92112-9261
(619) 338-2363 FAX (619) 338-2377

TCEP PRE-APPLICATION QUESTIONNAIRE

IMPORTANT: Save this form to your computer now. Use your event name, year and the letter "A" as the file name. If you are unsure how to save this document to your computer, please see "Instructions for Saving TCEP Application to Your Computer" located on the TCEP website at www.sdcounty.ca.gov/deh/fhd/cep. Remember to save frequently while completing the application to avoid loss of data.

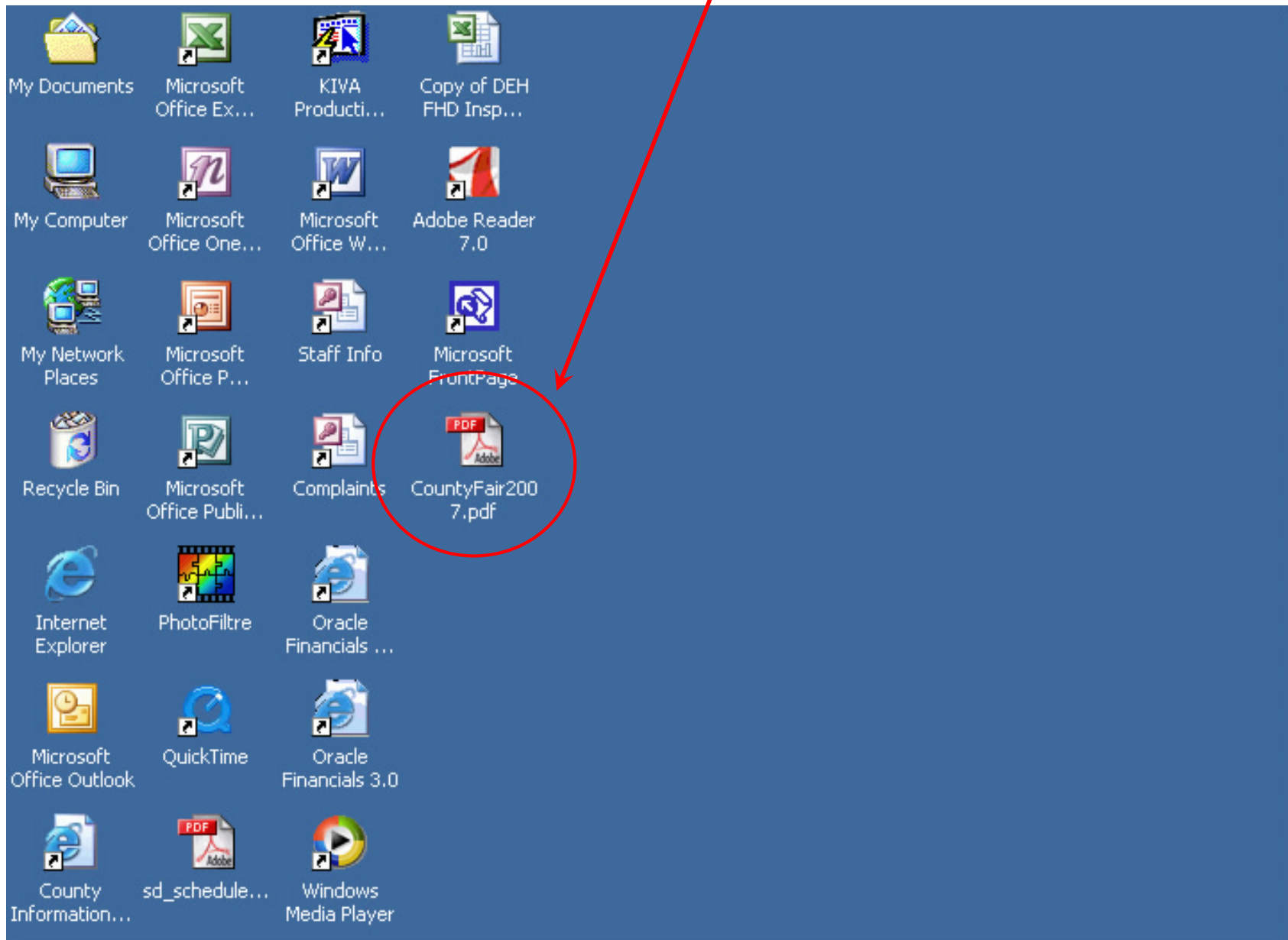
Example File Name: If your event name is Country Fair and event year is 2007, name your document "CountyFair2007A.pdf".

Please review the following questions carefully as they will guide you through the required

INSTRUCTIONS FOR SAVING TCEP APPLICATION

8. Open the file you have just saved to your computer

- Double-click the Adobe PDF icon



INSTRUCTIONS FOR SAVING TCEP APPLICATION

9. The file will open in Adobe Reader (if Adobe Reader 7.0 or newer is installed on your computer).

The screenshot shows the Adobe Reader interface with a document titled "FormA - TCEP Static RE.pdf". The document content includes the County of San Diego logo and the following text:

County of San Diego
TEMPORARY COMMUNITY EVENTS
P.O. BOX 129261, SAN DIEGO, CA 92112-9261
(619) 338-2363 FAX (619) 338-2377

TCEP PRE-APPLICATION QUESTIONNAIRE

IMPORTANT: SAVE THIS DOCUMENT to your computer now and re-open in Acrobat Reader. [Help?](#)

Please review the following questions carefully as they will guide you through the required TCEP Application components.

1. Does your event fall under the definition of TCE? YES NO
If you checked YES, please complete FORM A, TCE permit application.
If you checked NO, this is not the correct application for your event.
Contact the Sheriff's License Division at (858) 974-2020.

2. Have you checked with County Zoning to verify eligibility for your event site? YES NO
If you checked NO, please call County Zoning at (858) 565-5981 to get information on the zoning for your event site. Certain zones in the County do not allow Temporary Events. You must have an Assessor's Parcel Number for your site, or the site address

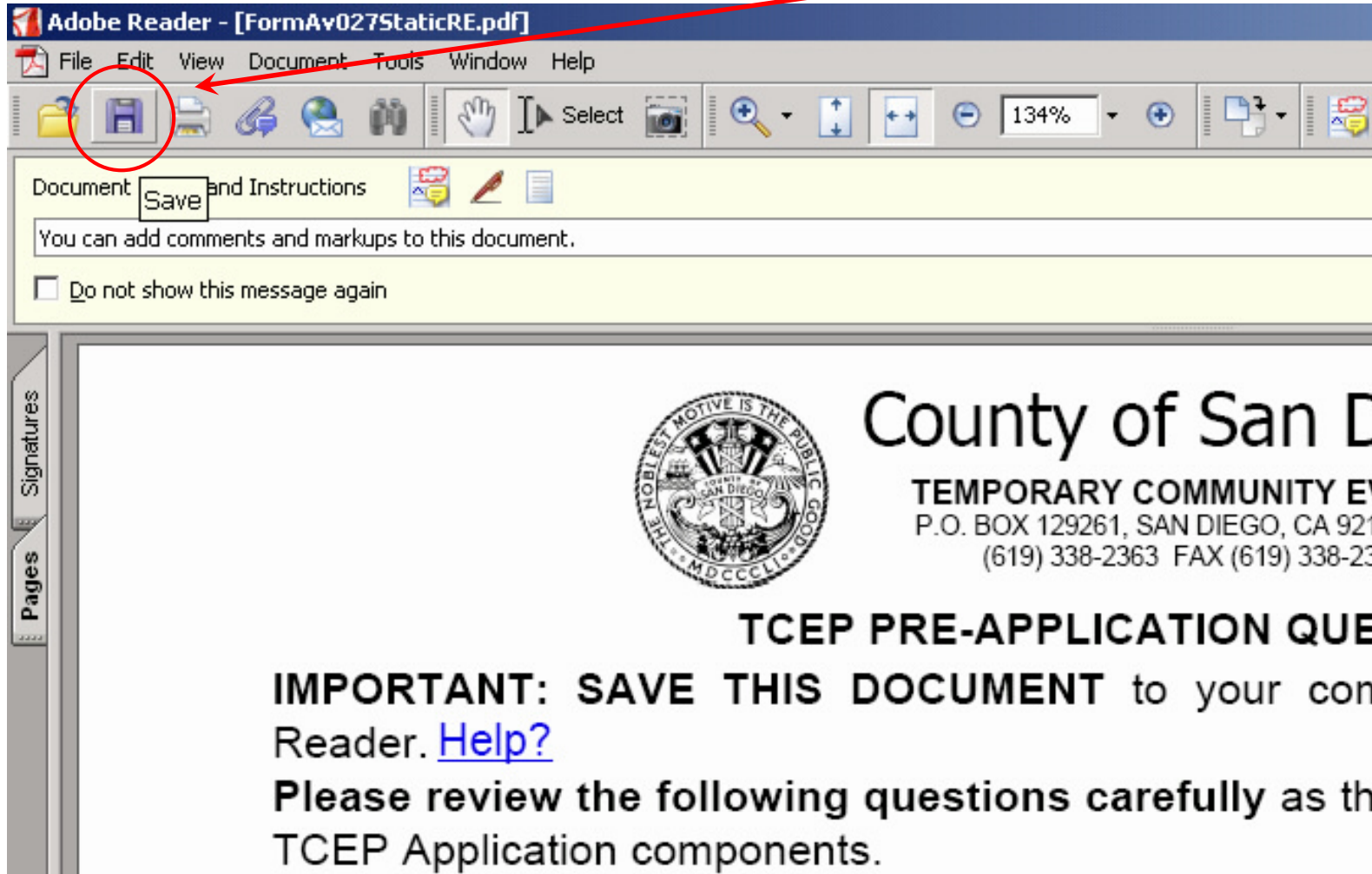
3. Will your TCE require County road closures or usage? YES NO
If you checked YES, please complete FORM B, Department of Public Works.

4. Will you be serving food or beverages at your TCE? YES NO

The screenshot also shows the Windows taskbar at the bottom with several open applications: Start, Microsoft Outlook, KIVA PERMIT, H:\EHS Files\TCEP, cep_saveA.doc - Mic..., and Adobe Reader - [F...]. The system clock shows 3:18 PM.

INSTRUCTIONS FOR SAVING TCEP APPLICATION

10. Remember to save often while completing your application! Click the disk icon at the top left of your screen to easily save your changes.



11. Begin completing your TCEP Application. Contact the TCEP Coordinator with any questions at (619) 338-2363.