



County of Yolo

DEPARTMENT OF COMMUNITY SERVICES

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Environmental Health Division Manager

Environmental Health Division
292 W. Beamer St., Woodland, CA 95695
PHONE: (530) 666-8646 FAX: (530) 669-1448

FILE REVIEW REQUEST

Prior to submitting this form, please try to search our online records database by going to www.yolocounty.org. Instructions on how to search are provided on the next page. If you cannot find the records you're looking for, you may complete this form and email it to ehealth@yolocounty.org. Our office has 10 working days to respond to your request.

File Information:

Property Name: _____

Property Address: _____ City _____

Assessor's Parcel Number (APN) : _____

What information do you want? (be specific) _____

Requestor Information:

Your Name: _____ Your Company Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ E-Mail: _____



COUNTY OF YOLO

Community Services Department

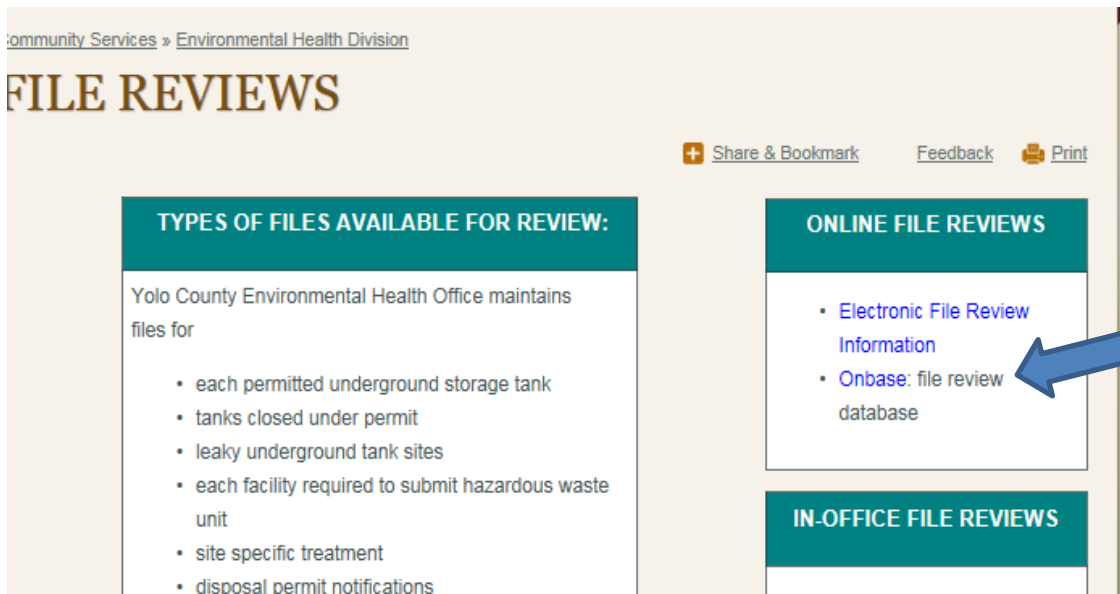
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Instructions for Online File Reviews

- Access our website at www.yolocounty.org
- Hover over the Community Services tab and click on file reviews



- Click on Onbase: file review database



- Select search type specific to your inquiry
You can enter the keyword values for your search and press “Search”. The * wildcard character can be used to replace several characters of a keyword (see example below)



YOLO COUNTY
EHE Public Access Viewer

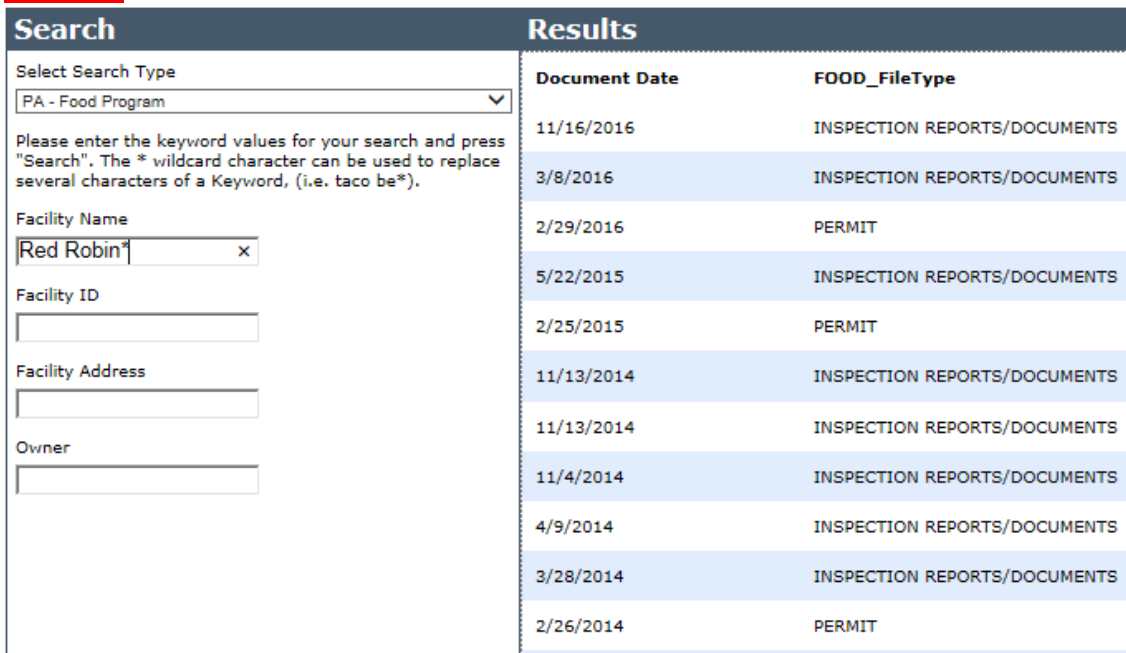
Search

Select Search Type

- PA - All EHE Programs
- PA - Body Art
- PA - CALARP Program
- PA - CUPA Legacy Program
- PA - CUPA Program
- PA - Drinking Water Program
- PA - Food Program
- PA - Haz Waste Sites Program
- PA - Haz Waste Treatment Program
- PA - Hazmat Program
- PA - Land Use Program
- PA - POOLS Legacy Program
- PA - Recreational Health Program
- PA - Septic Program
- PA - Solid Waste Program
- PA - UST Program
- PA - Waste Tire Program
- PA - Well & Septic Program
- PA - Wells Program

EXAMPLE OF A FOOD FACILITY SEARCH

- Click on Food Program for search type
- Enter Facility Name: **Red Robin*** or if you know the proper name **Red Robin Gourmet Burgers**



Document Date	FOOD_FileType
11/16/2016	INSPECTION REPORTS/DOCUMENTS
3/8/2016	INSPECTION REPORTS/DOCUMENTS
2/29/2016	PERMIT
5/22/2015	INSPECTION REPORTS/DOCUMENTS
2/25/2015	PERMIT
11/13/2014	INSPECTION REPORTS/DOCUMENTS
11/13/2014	INSPECTION REPORTS/DOCUMENTS
11/4/2014	INSPECTION REPORTS/DOCUMENTS
4/9/2014	INSPECTION REPORTS/DOCUMENTS
3/28/2014	INSPECTION REPORTS/DOCUMENTS
2/26/2014	PERMIT

Notes:

- You will need at least one search criteria for a proper file review.
- Facility ID is a 7 digit numerical number **FA000000**. To narrow your search, enter the number for full reports of that particular facility (i.e. permits, inspection reports, applications).
- When searching by address only, enter **2031 Bronze Star Dr** – then search. Remember, if you only know the street number place an asterisk at the end (2031*).
- Double click the preferred file types (i.e. inspection reports, permits, applications) to **view** or **print**.

If you have additional questions, please call the Yolo County Environmental Health office during our regular business hours for assistance 530-666-8646.