



Richmond Fire Department

Fire Prevention Services Division



440 Civic Center Plaza · Richmond, CA 94804 · Phone (510) 307-8037 · Fax (510) 307-8048

FIRE FILE RESEARCH APPLICATION

A **\$29.00** administrative fee (**SST – 15 – Refer To Fee Schedule**) is required with this application to gain access to any fire file to review including but not limited to the following; incident reports including California Fire Incident Report System, property history, inspection history, and facility system history.

FILE RESEARCH

Information is filed by address. We will look for files referencing the Search Location and type of information requested and call you with a status. Please note that separate applications will be required for each address. One application may be submitted for a range of addresses on the same street, i.e., "2300 – 2700 Main Street". If files are available, you, or your representative, must schedule an appointment to come to our office to review the plans.

FIRE PLAN REVIEW SEARCH

COPIES: Past Fire related building plans can only be released for duplication to an employee of the firm that created them **or** to a person with a letter of authorization written by a principal of the design firm on its letterhead stationery **and or** to the current building owner if the design firm is no longer in business (building ownership will be verified thru county records).

Fax the completed application to (510) 307-8048 or email to fireprevention@ci.richmond.ca.us

PLEASE PRINT CLEARLY AND FILL IN ALL INFORMATION REQUESTED.

SEARCH LOCATION:

Address: _____, Richmond, California

INFORMATION REQUESTED/PLAN TYPE:

- Aboveground storage tanks – Install/removal
- Underground storage tanks – Install/removal
- Hazardous Spills
- Other: _____

BUSINESS/APPLICANT:

Name: _____ Phone #: _____

Address: _____ City: _____, State: ____ Zip: _____

Requestor's Name: _____ Fax #: _____

Email address: _____

Signature: _____ Date: _____

***** DEPARTMENT USE ONLY *****

APPROVED _____ **INSPECTOR:** _____ **DATE:** _____ **FEE PAID** _____