# Orange County Fire Authority

## Property Public Records Request Form

**Safety and Environmental Services Section**

**Incident Report:** $2.50 per address; **Misc Records:** $0.15 per page  
**Maps/Plans:** Actual Cost by off-site vendor  
**CD Rom:** $4.00  
**Custom Report Costs:** $52.00 per hour, min 1 hour  
**Certification:** $2.00 per document  
**FPPC documents:** $0.10 per page  
**Fax Transmissions:** additional $0.15 per page

Return completed request to the Safety and Environmental Services Section, P.O. Box 57115, Irvine, CA 92619 or Fax to (714) 368.8836. If you have any questions, please call our office at (714) 573-6180.

<table>
<thead>
<tr>
<th>Date of Request:</th>
<th>Phone (Area Code):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requestor’s Name:</td>
<td></td>
</tr>
<tr>
<td>Company Name:</td>
<td></td>
</tr>
<tr>
<td>Address:</td>
<td></td>
</tr>
<tr>
<td>City:</td>
<td>State: Zip Code:</td>
</tr>
<tr>
<td>Email Address:</td>
<td>Fax w/Area Code:</td>
</tr>
<tr>
<td>Delivery Preference:</td>
<td></td>
</tr>
</tbody>
</table>

**Request Type:**
- Fire Safety Inspections and Violations ___  
- Chemical Database ___  
- Fuel Mod Plan ___  
- Business Emergency Plan ___  
- Architectural Plan ___  
- Historical Records ___  
- Other ___

**Fire Safety Inspection Request** (includes inspection, violation, permit, and chemical records)

**Request Details:**

______________________________________________________________  
______________________________________________________________  
______________________________________________________________  
______________________________________________________________

If requesting records for more than one address, please list addresses separately on another sheet and attach it to this request.

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**To be completed by S&ESS staff:**

OCFA Business ID # 

Completed by:             Date Completed: 

Page Count/Materials Provided: 

Service Charge: $ ____  

Comments/folder requested: 

**Record Request Unavailable:** Complete and return copy of this form to requestor for their reference.

No records found ______  

Property is outside the Orange County Fire Authority’s Jurisdiction ______