



FIRE DEPARTMENT SANTA CLARA COUNTY



14700 Winchester Blvd., Los Gatos, CA 95032-1818
(408) 378-4010 • (408) 341-4499 (fax) • www.sccfd.org

APPLICATION FOR COPIES OF PUBLIC RECORDS

Applicant Information	
Name:	_____
Business:	_____
Address:	_____ City: _____ Zip: _____
Phone:	_____ Email: _____
Site Information	
Business Name:	_____
Address:	_____ City: _____ Zip: _____
Information Requested:	_____ _____ _____
Instructions for Review of Fire Department Records	
<ol style="list-style-type: none">1. Applications for review of public records must be submitted on Santa Clara County Fire Department's standard application form. Multiple addresses will require separate applications.2. A specific street address must be provided for the site.3. Records are viewable in person only. No electronic copies will be sent.4. Please allow 10 business days for files to be made available. You will be contacted by telephone and/or email to schedule an appointment for viewing.5. If the files are not reviewed on the date scheduled and no attempt was made to reschedule; a new application must be submitted.6. Files must be reviewed in a designated area of the Fire Prevention office.7. No photography of records is allowed.8. File review hours are Monday – Friday, from 0800-1200 and 1300-1600. Reviews are by appointment only.9. If extended time is required to review files, notify our office so another date can be scheduled.10. Copying of documents is allowed with the exception of maps and drawings. Copies will be charged at a rate of 10 cents per page printed11. Fees can be paid by credit card, check, or cash (exact change only).12. Completed applications can be emailed to prevention@sccfd.org	

Signature: _____

Date: _____

REV 1.2019

Organized as the Santa Clara County Central Fire Protection District

Serving Santa Clara County and the communities of Campbell, Cupertino, Los Altos,
Los Altos Hills, Los Gatos, Monte Sereno, and Saratoga