



Environmental Health Division • Public Information

County of Ventura • Resource Management Agency • <http://www.ventura.org/rma/envhealth>
800 S. Victoria Ave, Ventura, CA. 93009-1730 • 805 654-2813 • 805 654-2480 Fax

RECORDS SEARCH REQUEST FAQs (Frequently Asked Questions)

1. RECORDS SEARCH REQUEST FORM REQUIRED

For those records not available online, a Records Search Request form must be completed. Effective July 1, 2002, there is no application fee; additionally, effective March 14, 2006, there is no fee for copies. When a copy is requested, EHD will provide one copy free of charge for any size paper with the exception of blueprints. For blueprints, there is a cost which is determined by the size of the blueprint and the quantity. EHD will notify you of the cost; payment is required before the blueprint copies are released.

Additional information regarding blueprints: Pursuant to the California Health and Safety Code Section 19851, EHD cannot provide copies of blueprints unless you are the owner of the facility or have permission from the certified, licensed, or registered professional who originally signed the blueprints. If you are not the owner, EHD can only allow you to “view” the blueprints.

A Records Search Request form must be completed even though there is no application fee. You may mail the request to the address shown below or you may fax it to 805/654-2480.

Ventura County Environmental Health Division
800 S. Victoria Avenue
Ventura, CA 93009-1730

2. DOCUMENT IMAGING

In May 2001, EHD began converting the most commonly requested records into electronic form, a process commonly referred to as document imaging and are available to any one online at the EHD website (shown at the top of this page). Select “programs” and then click on “online records search”. There you will see a list of various types of records we have, for example, leaking underground fuel tanks, septic systems, solid waste). The list for each type of record also informs you of the dates included. Once you have the specific site address, you may enter information to complete a search.

3. WHAT IF THE RECORDS ARE NOT ONLINE?

Double check the information you provided for the online search. If you still cannot locate the information online, then submit a Records Search Request form. EHD staff will search our archives and if we have documents that have not yet been document imaged, we will provide a paper copy.

Note, the information for the facilities shown below is not maintained by EHD. Therefore, EHD will not have paper or electronic records. However, to assist you, next to the type of information is the contact information you will need.

- a. Business plan or aboveground tank only for a facility located within the City of Ventura, contact:

Ventura City Fire Department
Joe Grant at 805/654-7792 or
Alex Coronado at 805/677-3985

- b. Business plan or aboveground tank only for a facility located with the City of Santa Paula, contact:

Santa Paula City Fire Department
Kevin Fildes at 805/933-4265

- c. Hazardous waste, underground storage tank, aboveground tank, or business plan only for a facility located within the City of Oxnard, contact:

Oxnard City Fire Department
805/385-8364

4. **HOW LONG WILL IT TAKE?**

Generally it takes approximately 5 to 7 business days. The time it takes varies depending on several factors, such as: the availability of the file (technical staff may need the site file); the number of documents to be copied; the number of professional staff who may have to authorize release of the file(s); or the location of the file (many files are in storage off Government Center premises).

5. **HOW LONG WILL IT TAKE FOR AN APPOINTMENT TO VIEW?**

For an appointment to view records it depends on how many other appointments are booked ahead of you; appointments are usually scheduled 5 to 10 days in advance. Since we only have one viewing area, you must make an appointment to view.

6. **HOW LONG BEFORE I WILL RECEIVE COPIES?**

- a. Copy only

For a "copy only" request other than blueprints, it takes about 5 to 7 business days to copy the file. Additionally, the amount of time it takes depends on how many other copy requests we are processing along with your request. To obtain copies of blueprints, it may take 7 to 10 business days. If we mail the blueprints, payment must be received before the blueprints are mailed to you. If you are picking up the blueprints at EHD, you may pay when you pickup the copies.

- b. Copies during an appointment to view

After an "appointment to view", if you need copies and it is 10 or less pages, we can copy documents while you wait. If you need 11 or more pages, we will copy documents after you leave and mail them to you (or you may return to pick them up at will-call) in 3 or 4 working days. The number of days depends on the number of requests we are processing and the size of the file.