

COUNTY OF YOLO

Community Services Department

Environmental Health Division

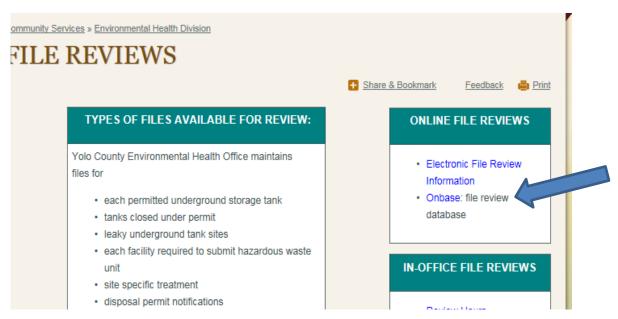
292 West Beamer Street, Woodland, CA 95695 PHONE (530) 666-8646 FAX (530) 669-1448

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)



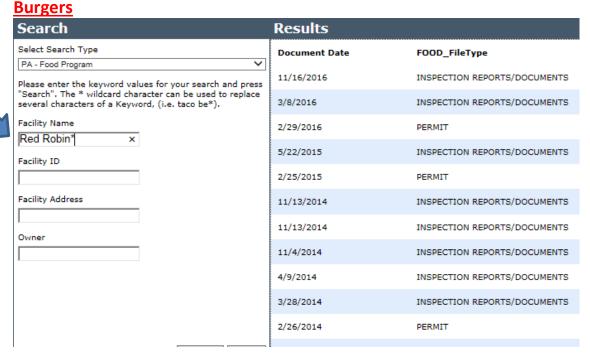
Search

Select Search Type

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: <u>Red Robin*</u> or if you know the proper name <u>Red Robin Gourmet</u>



Notes:

- You will need at least one search criteria for a proper file review
- Facility ID is a 7 digit numerical number <u>FA0000000</u>. 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 <u>2031 Bronze Star Dr</u> then search. Remember, if you only know the street number enter <u>2031*</u>
- 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.