



# FILE REVIEW GUIDELINES

FROM: Fire Prevention Division

SUBJECT: File Review Requests for the Site Mitigation Unit;  
the Leaking Underground Fuel Tank Program and  
the Certified Unified Program Agency

DATE: As of January 1<sup>st</sup>, 2008

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Beginning January 1<sup>st</sup>, 2008 the Fire Prevention Division put into effect the following File Review Request Guidelines:

- Please fill out a separate File Review Application for each requested address. This form can be downloaded from our web site.
- The File Review Application(s) will need to be received in our Buellton Office located at 195 W. Hwy 246, Buellton, CA 93427 in order to begin the File Review Process.
- You may either mail the application(s) to the above address or fax them to us at 805-686-8183.
- Once you have been notified that your requested files are ready to be reviewed, you will have 10 working days to schedule an appointment. After such time, a new file review request will have to be re-submitted.
- The entire review process needs to be completed within a two-week period including any copier service requirements.