



**MILPITAS FIRE DEPARTMENT  
FIRE PREVENTION DIVISION**

**455 E. Calaveras Blvd., Milpitas, CA 95035 (408) 586-3365, FAX (408) 586-3378**

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**HOW TO LOOK UP ARCHIVED RECORDS ONLINE**

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1. GO TO WEBSITE ADDRESS AT [WWW.MILPITAS.GOV](http://WWW.MILPITAS.GOV)  
(MUST BE ON HOME PAGE TO ACCESS)

- ☐ Go to "I'm looking for.." and type I want to View
  - ☐ Click on Public Document Access
  - ☐ Click on Images
  - ☐ Double click on Fire 1 – Facility Historical Information (Hazmat and Life Safety Annual Documents), Fire 2 (Permits and Plans) or Fire 3 (Fire Documents related to Building Permits)
  - ☐ Type in Street Number and Street Name, and then click submit\*
- \*Type in a few letters of the street name, immediately followed by an asterisk (\*), to maximize search results (e.g.: enter Mil\* into the street name field will yield documents for facilities on Milmont Street and Milpitas Blvd.

NOTE: Ensure a check is entered in the box located in the Show column if you wish to see this information when the query result is display (e.g.: check the box for Business Name if you wish to see the business name when the query result is displayed.

- ☐ A list will come up with all the records that are available for review.
- ☐ To view a document, double click on the line entry or click on the open document icon (second column).

If you want to print change zoom % to 75 or 100 and right click the document, you can choose to save picture as(to save a copy to your computer and then print it) or select print picture depending on your printer the 100% will sometimes cut off the edges so be sure to check it.

NOTE: To print an entire document, insert a check in the document selection box (first column) on the query results screen. Select the print document icon at the top of the query results screen.

If you have any questions or need assistance, please contact the Fire Prevention Office at 408-586-3365 or [firepreventionoffice@milpitas.gov](mailto:firepreventionoffice@milpitas.gov)