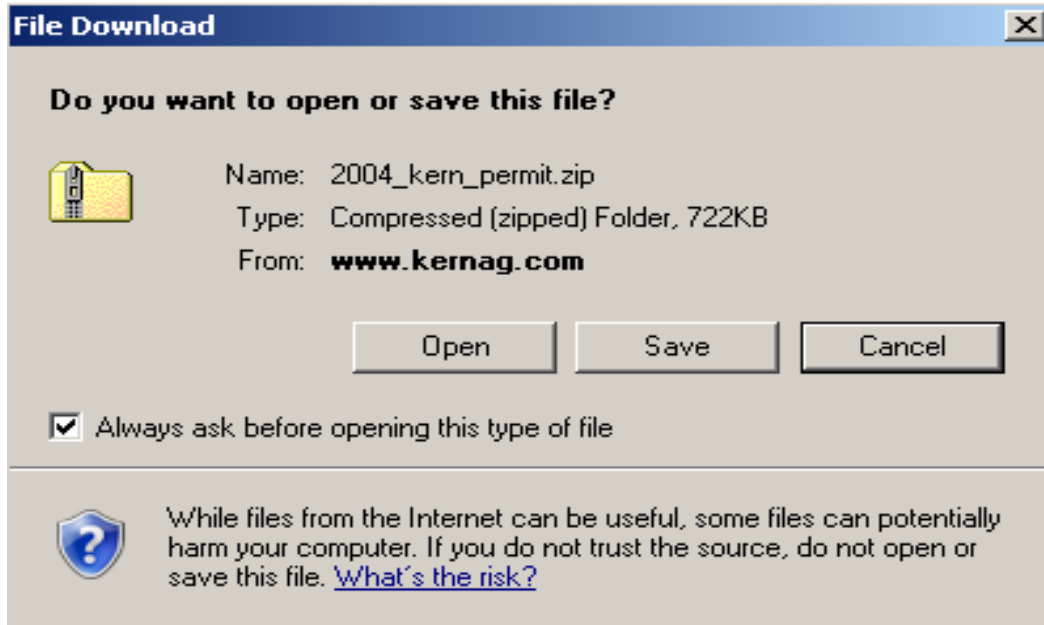
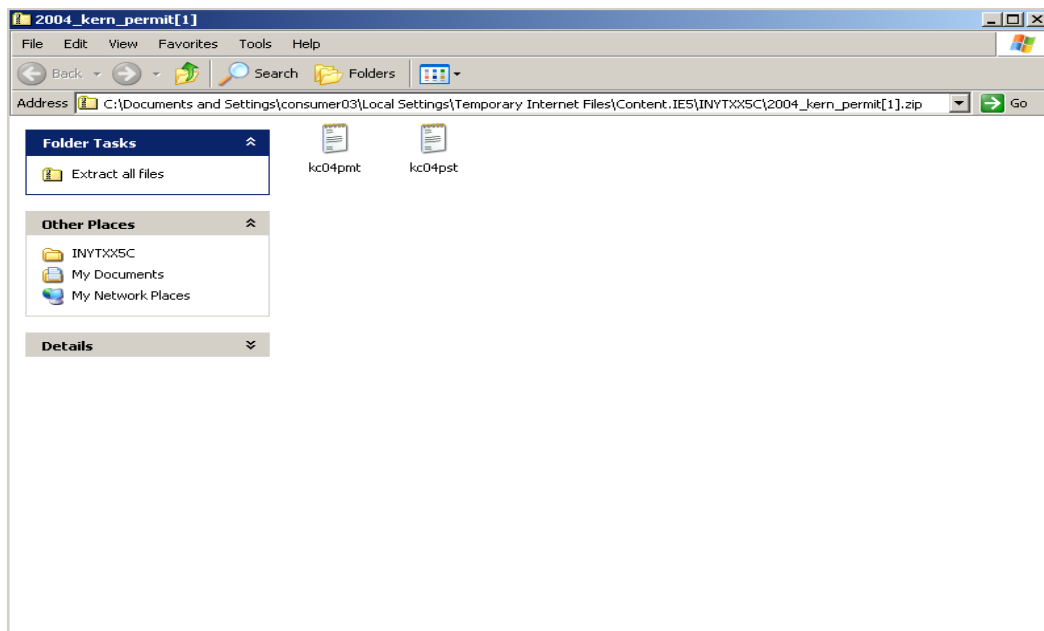


DOWNLOAD/EXTRACTION INSTRUCTIONS FOR KERN COUNTY, CA PERMIT DATA

1. Point your browser to: <http://www.kernag.com/ep/permit-use/permit-use.asp>
2. Scroll down the page and find your year of interest in the list.
3. The first entry for each year is "PERMITS." Click "PERMITS" and the following dialog (or similar) should appear:

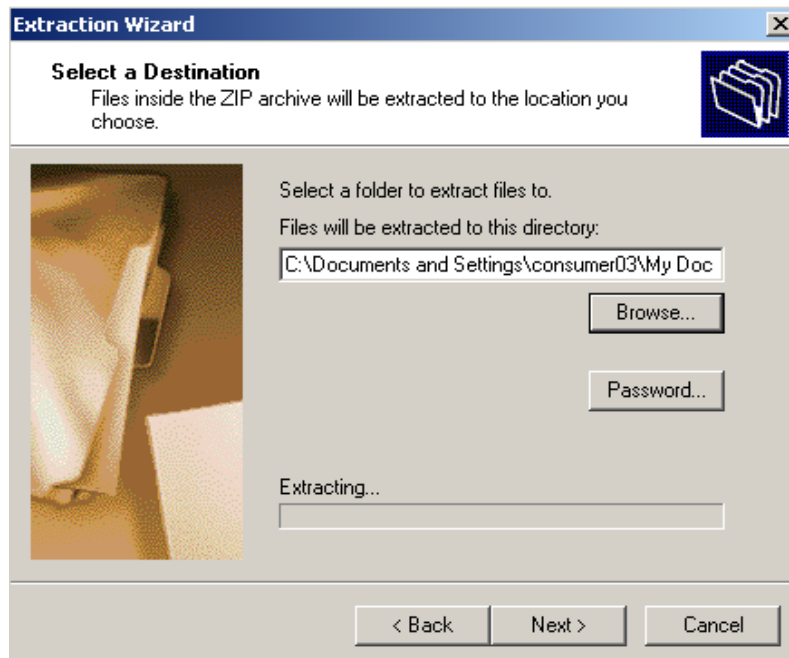


4. Click "OPEN" and the following dialog (or similar) should appear:



Continued on Next Page 

5. Browse to and select the folder in which you wish to store the file or select “Extract All Files,” depending on your software.



6. Follow the prompts until you have successfully unzipped/extracted the file.
7. Navigate in Windows Explorer to the folder into which you unzipped the file and you will see two text files:
 - a. kcXXpmt.txt
 - b. kcXXpst.txt
8. These files represent the Kern County permit and Kern County restricted materials on each permit, respectively, for the two-digit year of interest (XX). Information such as **Permittee**, **Permit Number**, **Commodity**, **Acreage**, and **Contact Information** are in the **kcXXpmt.txt** file. **Restricted Materials** available on each permit are listed in the **kcXXpst.txt** file.
9. Right-click the file you wish to open and select “OPEN WITH.” If you have Microsoft Office select either Excel or Access as the program.

Note: If you plan to relate permit/restricted material to use report data (also available on our website) you will not be able to open the use report file in MS Excel because the database may contain more than the 65,536 record Excel limitation. Bear this in mind when selecting the program with which to open the permit and/or restricted materials database.
10. If you choose MS Excel the file should open and you are ready to work with the database.
11. If you choose MS Access a “Link Text Wizard” should appear and prompt you for information:
 - a. Select “DELIMITED” as the data format on the first screen and click “NEXT”
 - b. Select “TAB” as the delimiter, check “First Row Contains Field Names” and click “NEXT”
 - c. Click “NEXT”
 - d. Rename the table if you wish and click “FINISH”
12. Refer to the website README file associated with your year of interest for column names and other information about the downloaded data.