

FORM
DS-315
April 2025

Receipt For Loan of Public Records

Please use the following form to obtain a loan of public records. Once entirely filled, return to the authorized City representative for approval.

Once signed and approved, proceed to Maps & Records.

Requested by		
Name:	Company Name:	Phone Number:
Company Address:		
E-mail:	Date:	Signature:

Permit Information		
Name of Project:	Project Address:	Drawing Number:
Internal Order (IO) Number:	Project Number (PRJ or PTS):	Permit Number (PMT or Approval):
City Resident Engineer (RE):	RE E-mail:	RE Phone Number:
Received For:		
<input type="checkbox"/> Prints <input type="checkbox"/> As Built <input type="checkbox"/> Construction Change <input type="checkbox"/> Sheet Numbers: _____ <input type="checkbox"/> Other: _____		

Terms
Receipt of the above-described documents and drawings is hereby acknowledged. The undersigned hereby agrees to return said Public Records to this office, in good condition, within ____ working days from the date hereof.

Authorized City Representative		
Name:	Department/Division:	Phone Number:
E-Mail:	Date:	Signature: