

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: |

Visit our web site: sandiego.gov/dsd.

Upon request, this information is available in alternative formats for persons with disabilities. DS-315 (04-25)