

STAMP TRANSFER DROP OFF FORM

(Use in lieu of Project
Issue/Drop Off Form DS-3500)



Development
Services

Drop Off Date: _____ Time: _____

CUSTOMER CONTACT NAME: _____

COMPANY: _____

PHONE: _____ Text ok? Yes No

EMAIL (DSD Preferred Method of Contact): _____

PROJECT NO.: _____

PROJECT ADDRESS: _____

Request is for: Stamp Transfer and Permit Issuance

All Stamp Transfer requests are required to submit the following items:

- All original stamped plan sets (note that all required reviewers *must* have signed off their approval)
- Two (2) clearly identified final plan sets designated for stamp transfers**
- All required documents must be included with package (calculations and all required forms needed)**
- ** An additional, clearly identified plan set designated for the County Assessor

Stamp Transfer requests will not be processed unless all required documents listed above are provided. Forms are available on the DSD webpage: sandiego.gov/DSD.

DO NOT LEAVE ANY CHECKS OR CASH. Upon review, notification will be provided regarding required payments. All payments can be made online.

IMPORTANT: The City of San Diego and Development Services Department assume no responsibility for any items left for review/processing.

Staff Use Only - AREA ASSIGNED: _____