		Drop On Date	וווופ,
TAMP TRANSFER ROP OFF FORM se in lieu of Project sue/Drop Off Form DS-3500)	CUSTOMER CONTACT NAME: COMPANY: PHONE: EMAIL (DSD Preferred Method o		
ROJECT NO.:			
ROJECT ADDRESS:			
equest is for:	tamp Transfer Only	☐ Both Stamp Tr	ransfer <u>and</u> Permit Issuance
<u>ll</u> Stamp Transfer requests are <u>re</u>	quired to submit the following items:		
☐ All original stamped	plan sets (note that all required revie	ewers must have signed of	f their approval)
☐ Two (2) clearly identi	fied final plan sets designated for sta	amp transfers**	
equests for <i>both</i> Stamp Transfer	and Permit issuance are also require	d to submit the following	with their package:
☐ All required docume	nts <i>must</i> be included with packag	e (calculations and all re	equired, fully completed forms)
□ ** An additional, clea	rly identified plan set designated for th	e County Assessor	
Stamp Transfer requests will	not be processed unless all required	d documents listed above	are provided.

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- Forms are available on the DSD webpage: <u>sandiego.gov/DSD</u>.
- 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 OnlyAREA ASSIGNED:	
Form DS-4000	