



**City of San Diego
Development Services**
1222 First Ave., MS 201
San Diego, CA 92101
619-446-5200

**Development Services
Records Management Section
Release For Blue Print Duplication**

**FORM
DS-504**
APRIL 2021

Plan/File Information: _____ Reference Number: _____

Requester Name: _____

Bonded Company Name: _____ Telephone: _____

Representative Name: (Print) _____

	Type	Number of Blueprints	Sheets to copy only	*Special Instructions:
<input type="checkbox"/>	Building Plans			
<input type="checkbox"/>	Structural/Truss Calcs			
<input type="checkbox"/>	Geotech Report			
<input type="checkbox"/>	Project File			
<input type="checkbox"/>	Engineering			
<input type="checkbox"/>	Environmental			
<input type="checkbox"/>	Transportation			
<input type="checkbox"/>	Other			
<input type="checkbox"/>	Other			

Release Duplication Guidelines

As a bonded representative of the above-named blueprint company, I hereby acknowledge receipt of the following document listed above. These documents must be returned to Development Services-Records Management Section within **three (3) business days**.

I am responsible for returning all of these documents in the same condition received.

Rep Signature: _____ Date: _____ Records staff: _____

RETURNED DOCUMENTS:

I hereby acknowledge return of the above listed documents and verify that all documents borrowed are accounted for.

Records staff: _____ Date: _____