

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:		
☐ Prints ☐ As Built ☐ Construction Change ☐ Sheet Numbers: _____ ☐ 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)