



I, \_\_\_\_\_, a representative of  
(*your company's name*) \_\_\_\_\_, am releasing  
the following submitted plans and/or information for picking up from the **County of San Diego, Department  
of Environmental Health, Food and Housing Division Plan Check Unit**, with the intention of making  
corrections and/or to conduct business. I certify I am an agent for the original plan owner or designer. If unable  
to retrieve these documents myself, (*alternate representative*) \_\_\_\_\_ is  
authorized to do so in my place.

Plan Check #:

\_\_\_\_\_

Facility Name:

\_\_\_\_\_

Date Documents Released: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Signature of authorized representative: \_\_\_\_\_

**THE FOLLOWING IS FOR OFFICE USE ONLY**

Type of Document: \_\_\_\_\_

Date Request Processed: \_\_\_\_\_

Date Documents Picked Up: \_\_\_\_\_

Signature of County representative: \_\_\_\_\_

Printed name of County representative: \_\_\_\_\_

Number of plans released to representative: Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Blue Tagged \_\_\_\_\_

Number of unapproved plans recycled in the office: \_\_\_\_\_