

Community Development Department
Building and Engineering Division
214 S. C Street, Oxnard CA 93030
805.385.7925 fax 805.385.7854



Release of Original Signed Drawings

In order for the City to release signed drawing we must first obtain a bond copy as a replacement set for the drawing being released. The replacement prints will be kept on file until the original signed drawings are returned to the City. Please note, if the signed drawings are being released to be "As-Built" any prior comments provided by the construction inspector must also be returned with the original signed drawings.

Please complete and return form to City Inspector assigned to the project or in person at the Building and Engineering front desk.

Date: _____ Date of Return: _____

Drawing no.: _____ Sheet Number (s): _____

Reason for release: ☐ As-Built ☐ Change ☐ Other: _____

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Company Owner's Name: _____

R.C.E No. : _____

I take full responsibility for the return or the above listed drawing(s) in good condition. I will not allow any changes to these drawings that are not expressly approved by the City of Oxnard.

I authorize _____ to pick up these drawing on my behalf but take full responsibility
(Reproduction Company)
for their return. (Must be a reproduction company unless authorize by City personnel.)

Signature: _____ Date: _____

Name: _____

Print Name

Comments: _____

