



# TOWN OF SIDNEY

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## BUILDING PLAN COPYING REQUEST FORM

Date: \_\_\_\_\_

Request taken by: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City & Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

*\*Required if requesting PDF format*

Property Address: \_\_\_\_\_

**Copy Type:** PDF  PRINT  (check both if requesting both formats)

**Copy Full Set:** YES  NO

**If full set not required, please indicate which pages are to be copied/scanned:**

\_\_\_\_\_  
\_\_\_\_\_

Additional Comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**By signing below I hereby agree to pay Island Blue Print for all copying and handling charges incurred in copying the above requested plans.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### Island Blue Fee Schedule

Pick up & Delivery from Town Hall	\$2.20 each way	Unbinding & Rebinding originals	\$1.10 per set
<u>Copying:</u>		<u>Scanning:</u>	
Building Plans	\$0.495 per square foot	Large Format	\$0.55 per square foot
8½" x 11"	\$0.165 per side	8½" x 11" & 8½" x 14"	\$0.33 per side
11" x 17"	\$0.275 per side	11" x 17"	\$0.495 per side
Binding of copies	\$0.99 per set	Email Files	\$5.50

*Fee schedule is subject to change at Island Blue's discretion.*