



# TOWN OF SIDNEY

2440 Sidney Avenue, Sidney BC V8L 1Y7  
Telephone: 250-656-1725; Fax: 250-655-4508

## BUILDING PLAN COPYING REQUEST FORM

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

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

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

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

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

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

Alternate Phone Number: \_\_\_\_\_

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

Copy Full Set            YES             NO

If full set not required, indicate which pages to be copied:

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

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	\$2.00 each way	Unbinding & Rebinding originals	\$1.00 per set
<u>Copying:</u>		<u>Scanning:</u>	
Building Plans	\$0.33 per square foot	Large Format	\$0.50 per square foot
8½" x 11"	\$0.17 per side	8½" x 11"	\$0.85 per side
11" x 17"	\$0.25 per side	11" x 17"	\$1.00 per side
Binding of copies	\$0.60 per set	Email Files	\$2.50

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