



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.