2440 Sidney Avenue
Sidney BC V8L 1Y7
250-656-1725
developmentservices@sidney.ca
www.sidney.ca

Town of Sidney

BUILDING PLAN COPYING REQUEST

Building plans are sent to Island Blue Print for copying. They will contact the applicant for payment prior to starting the job.

Please submit the completed form to: developmentservices@sidney.ca or drop off at Town Hall.

I: PROPERTY INFORMATION

Civic Address:

II: APPLICANT INFORMATION

Are you the registered property owner? ☐ YES ☐ NO **** If NO, please complete Section IV, below.**		
Name:	Company (if applicable):	
Address:	City / Province:	Postal Code:
Phone:	Email:	

ACKNOWLEDGEMENT: The information provided in response to this request pertains only to routinely released property data. All personal information will be redacted in accordance with the Freedom of Information and Protection of Privacy Act. This information is provided for convenience only; the Town does not guarantee its availability, nor does it warrant the accuracy or completeness of the information provided. The records are to be used solely for research or private study and not for any purpose that would infringe upon copyright regulations.

Signature:	Date:

III: INFORMATION REQUESTED

COPY TYPE: ☐ PDF ☐ PRINT **** Check both if requesting both formats.**

COMMENTS:

IV: REGISTERED OWNER(S) AUTHORIZATION (if required)

Due to privacy and copyright legislation, building plans will only be released to the property owner(s) listed on title or with property owner(s) written authorization.

Registered Owner Name(s):		
Address:	City / Province:	Postal Code:
Phone:	Email:	
I/we consent and authorize the Applicant identified above to view and/or obtain copies of information regarding my/our property information.	Signature:	

Island Blue Print Fee Schedule (March 2026)

Pick up & Delivery from Town Hall	$3.20 each way	Job Cancellation	$25.00 plus delivery
E-mail of PFD scans (up to 5 e-mail addresses)	$6.30	Document Repair Minimum	$15.00

A) SCANNING to PDF ONLY or COPIES ONLY

Full Size Drawing (sheet size larger than 11" x 17")	
First Drawing (includes unbind/rebind if applicable)	$14.00
Additional Drawings	$9.00/sheet
Small Drawings (sheet size up to 11" x 17")	$4.00/sheet

B) COPIES PRINTED FROM SCANNED PDF (loose)

Full Size Drawing (sheet size larger than 11" x 17)	$1.45/sq ft
Small Drawings (sheet size up to 11" x 17")	$1.87/sheet

For Scan and Copy = A + B

Fees not collected by Town of Sidney – provided for information only

Fee schedule subject to change at Island Blue Print's discretion

Personal information collected on this form is for the provision of Town services and authorized under section 26 of the Freedom of Information and Protection of Privacy Act. The information will be used for the purpose it was collected and in accordance with the Act. Questions about the collection can be directed to the Administration Department at 250-656-1139 or admin@sidney.ca.

2026 Mar 23