



Lake County Building Services Instructions for using the FTP Site

After you have applied for a permit at lakecountyfl.gov and received your permit number:

- Create a folder on your desk top and name the folder with your permit number and date.
- a. Right click on one of the documents and go to “Save as”; a new box will pop up.
- b. At the top under “Save in:” - use the drop down arrow to find “Desktop”, then double click on your newly created permit folder,
- c. Near the bottom there is a “File name” field - name the document according to the document type,
- d. Click “Save”. Complete steps a – d for all required documents that will be uploaded.

Go to the following link: <ftp://buildingftp.co.lake.fl.us>

TO UP LOAD FILES:

- After logging in click **Page**
- Then click **Open FTP Site in Windows Explorer**.
- Username: lakebuilding Password: ftpupload
- Drag your folder from your desktop over to the FTP site. (Be sure the folder is named by the permit number AND the date so it can be easily identified and retrieved).
- When you have uploaded the file, please email permitting@lakecountyfl.gov with subject line stating “FTP Upload – (your permit #)”.
- After receiving notification of upload a Permit Specialist will contact you by email or phone with the amount due prior to plan review.

TO RETRIEVE FILES:

- Once the permit and construction plans are approved a Permit Specialist will notify you by email or phone to collect fees and **then** plans/documents will be loaded to the ftp site.
- Follow the directions above to log in.
- You will see a folder with your permit number; open that folder and select all of your approved plans/ documents, then right click and choose Save As to save the approved construction documents to your computer.
- Immediately after you have downloaded the file, please email permitting@lakecountyfl.gov with subject line stating FTP Upload – (your permit #) to confirm that your documents have been successfully retrieved. The file will remain on the ftp site for 10 days.

FEES:

- You will be contacted via email or phone to log in to your permit to make payment. Credit card charges have an additional 1% convenience fee.
- One half of the permit fee is required at the time of submittal for permitting. You will be contacted via email to log back in and make payment.
- Re-stamped plans or other applicable documents loaded to ftp site will require to be paid **PRIOR** to any final inspections.
- Revision fees must be paid before plans are uploaded to FTP site.