



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. Place each of your documents to be uploaded in this file. Be sure to name each document accordingly (engineered plans, deed, noc, plot plan, etc..)

To log in go to the following link: <ftp://buildingftp.co.lake.fl.us>

- Username: lakebuilding Password: 1ftpupload!

TO UP LOAD FILES:

- After logging in click **Page**
- Then click **Open FTP Site in Windows Explorer**.
- 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 the upload, a Permitting Technician will contact you by email with the amount due prior to plan review. You will access your permit online to pay these fees.

TO RETRIEVE FILES:

- Once the permit and construction plans are approved a Permitting Technician will notify you by email with the amount due. You will access your permit online to pay these fees. **Then** approved 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.