

# Digital Plan Submittal - Commercial

Digital building permit plans and documents may be submitted digitally. Please submit the proposed plans and documents with the Completed Building Permit Application as the front page followed by other addenda items and plans, combined into one pdf.

Mail disc to attention: Development Services Center  
810 Union St – 1<sup>st</sup> Floor  
Norfolk, VA 23510

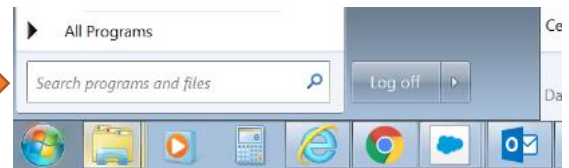
OR,

Upload onto our City of Norfolk FTP Site as follows:

1. Click on "START" →



2. Click in the bar "Search programs and files" and type the following address: <ftp://remote.norfolk.gov/Eplans> →  
When finished press "Enter"



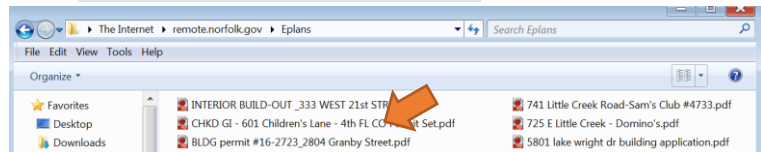
3. A Log On window will pop, fill out "User Name" and Password" as follows:

User name: ftpuser  
Password: getFILE\$416



Then click "Log On"

4. Copy and paste your file onto the folder "Eplans"



5. After copying your file send an ALERT e-mail to:

[planreviewpermits@norfolk.gov](mailto:planreviewpermits@norfolk.gov)

## RETRIEVE OR DOWNLOAD APPROVED PLANS

**\*\*FILES WILL NOT OPEN IN OUR FTP FOLDER, THEY MUST BE SAVED INTO A COMPUTER\*\***

1. Follow steps 1, 2 and 3 above
2. When in the folder "Eplans",
3. Locate your file by address or permit number
4. You may "drag" the file into your computer  
Or  
Right click on your file and select "Copy to Folder..." and select a folder of your convenience

