

FTP SITE INSTRUCTIONS

For electronic submittals, in cases where the customers plans are too large (NHC email maximum is 20MB, customers maximum may be less)

Steps:

1. Go to <ftp://ftp.nhcgov.com/inbound/planreview> and upload plans to be reviewed
2. Send an email to eplans@nhcgov.com with pdf. permit application, site plan, liens agent (as applicable), and notification that plans have been uploaded to our FTP site.

****NOTE****

If problems creating an FTP account, please call 910-798-7107 for assistance.

<ftp://ftp.nhcgov.com/inbound/planreview>

ftp.nhcgov.com

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*****  
* Welcome to New Hanover Co. FTP Server *  
*****  
* To DOWNLOAD files from this server *  
* click on the 'Outbound' Folder *  
* *  
* To UPLOAD files to this server, you *  
* must have an assigned FTP account. *  
* *  
* PLEASE CALL: 798-7107 for assistance *  
*****
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