



ROANOKE COUNTY

DEVELOPMENT SERVICES

5204 Bernard Drive, Second Floor, P.O. Box 29800

Roanoke, Virginia 24018-0798

TEL: (540) 772-2080


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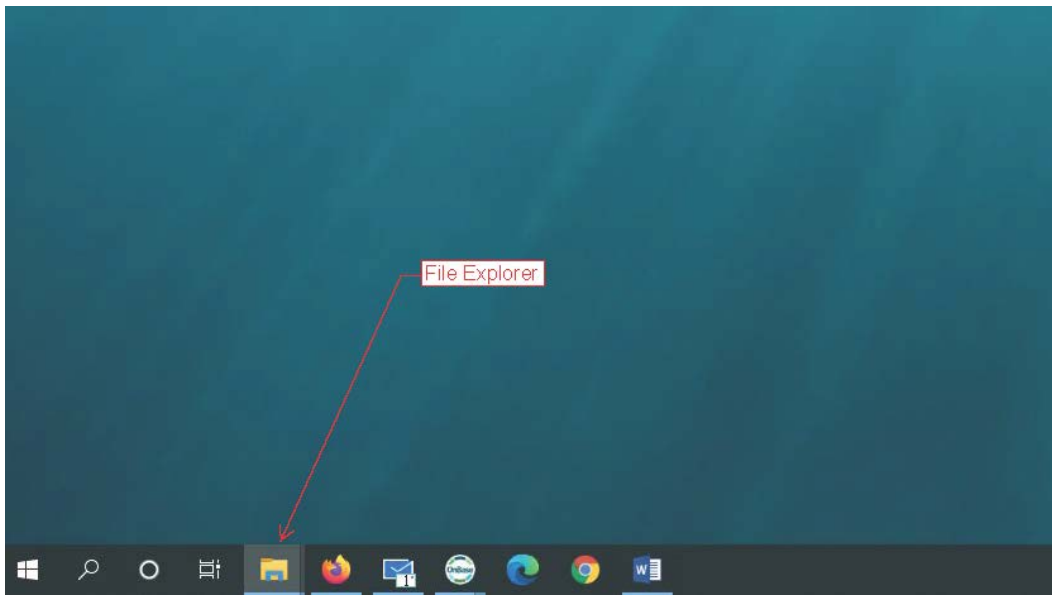
BUILDING PERMITS / INSPECTIONS
DEVELOPMENT REVIEW
ENGINEERING

Tarek Moneir
DIRECTOR

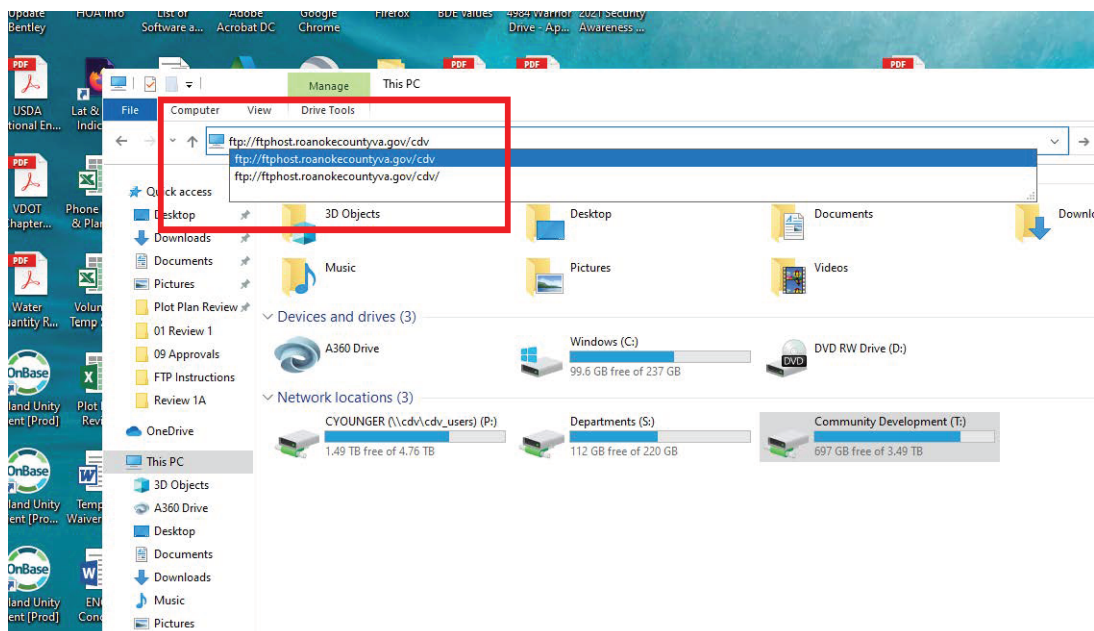
STORMWATER MANAGEMENT
STORM DRAINAGE
GIS/MAPPING

FTP INSTRUCTIONS

1. Open File Explorer by either clicking on the folder on the task bar at the bottom of your desktop (shown in the image below) or by holding down the  key and press the E key.



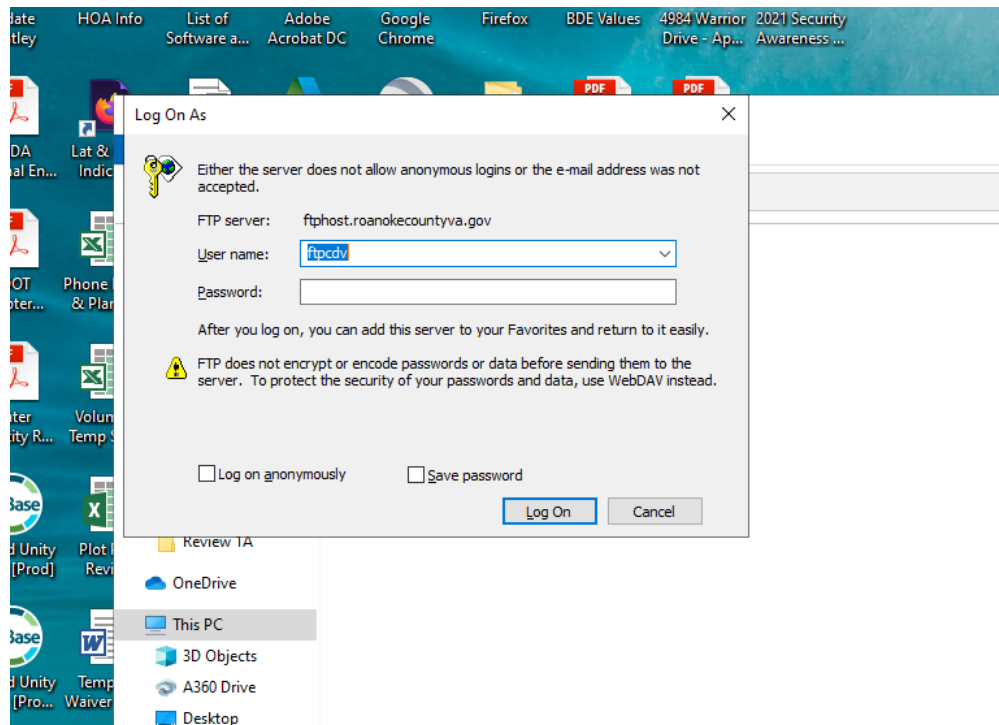
2. Once File Explorer is open a window will pop up on the desktop similar to the image below. Paste the FTP Site URL (<ftp://ftphost.roanokecountyva.gov/cdv>) into the File Explorer's Address Bar.



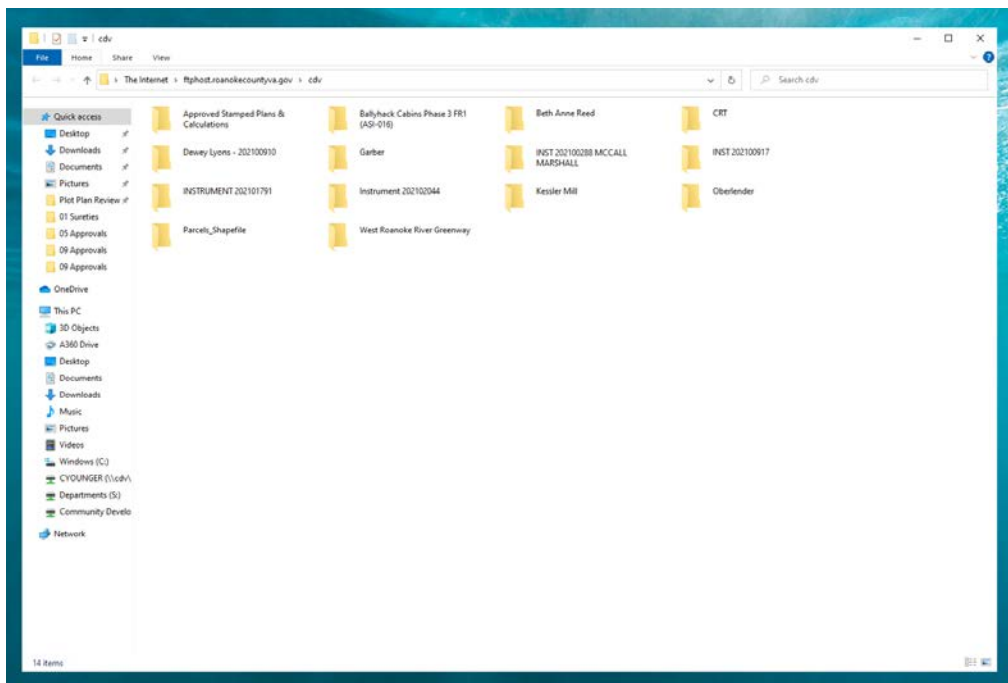
- A Login Window will prompt you to enter a Username and Password. Type the following into the respective fields:

Username: ftpcdv

Password: #dvFtp19



- Once logged in a window will appear similar to the image below. Once the window appears, please create with the name pertaining to the project that files are being submitted for and upload the files to that folder.



- To ensure plans are received, please send emails to dsowder@roanokecountyva.gov (Denise Sowder) & batkinson@roanokecountyva.gov (Bob Atkinson). For plats, please send emails to Denise & Bob and knixon@roanokecountyva.gov (Kyle Nixon) and kdooley@roanokecountyva.gov (Kelly Dooley).