A Brief How-To Process

Upload large Documents

Windows based computers use file explorer

Mac based computers download any ftp client from the App Store

Using file explorer - Windows Based

If you'd like to open File Explorer with a keyboard shortcut, press [⊞]+[E], and an Explorer window will pop up. From there you type t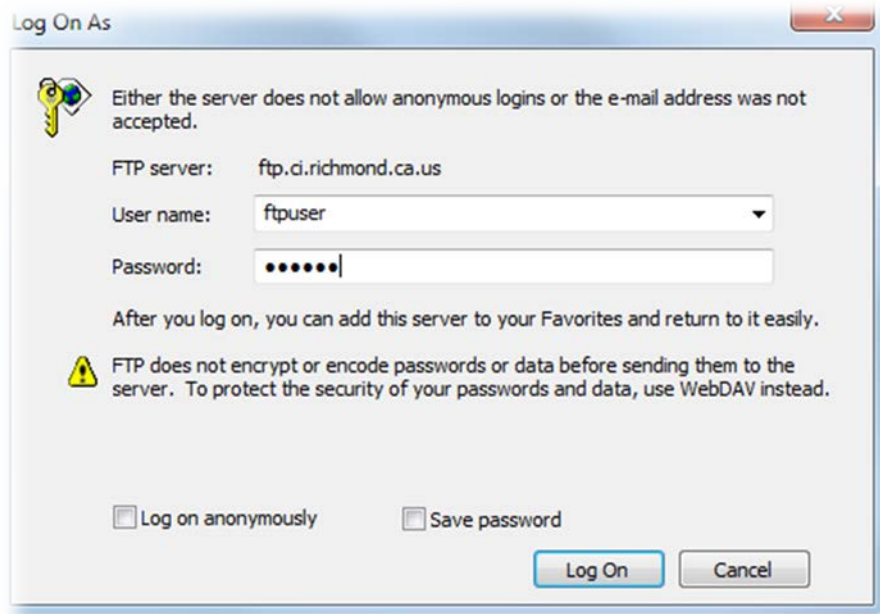he FTP address in the address bar. To open up another Explorer window, press [⊞]+[E] again, or press "Ctrl"+N if Explorer is already open

Type the following in the address bar and press enter
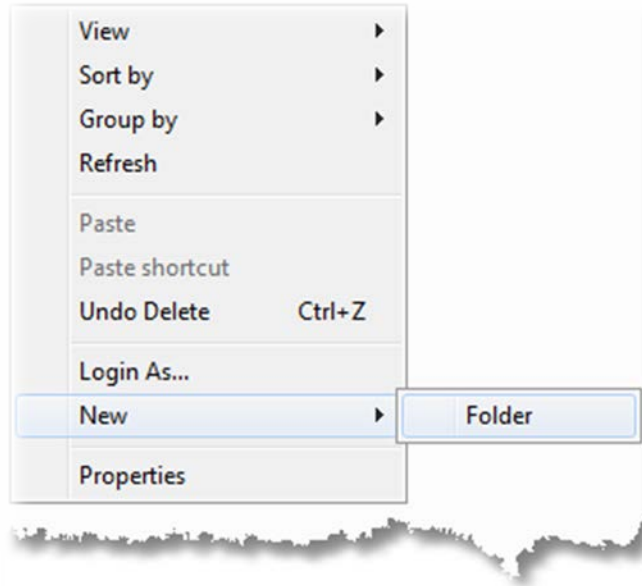ftp://ftp.ci.richmond.ca.us/BuildgReg

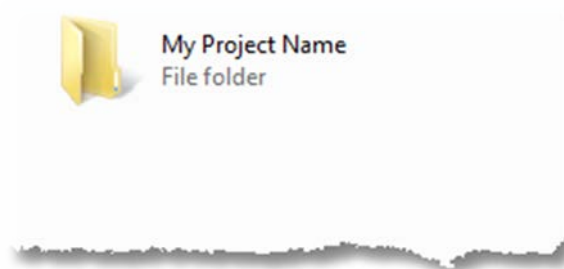You will be prompted to login. User name: ftpuser Password: ftpcor

City of Richmond
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Once you are connected right click anywhere in the details pane and select new folder.

Create the folder name as your project name, preferably your permit application number .

Double click on the folder to open and paste your files.

Notify the Permit techs of the location so they can attach those to your application.