



Landmarks Preservation
Commission

LPC Permit Guidebook and Application Forms

Revised Tools to Improve Your Application

What is the Landmarks Preservation Commission?

The Landmarks Preservation Commission is the mayoral agency responsible for protecting and preserving New York City's architecturally, historically, and culturally significant buildings and sites.

What is the Landmarks Preservation Commission?

The Landmarks Preservation Commission is the mayoral agency responsible for protecting and preserving New York City's architecturally, historically, and culturally significant buildings and sites.

We *designate* buildings and sites as landmarks and then *regulate* proposed changes to them.

14,000
preservation
applications

Approximate number
of preservation applications
per year



94-97%
**staff-level
approvals**

Approximate proportion
of applications that do **not**
require a public hearing



3-6%

commission review

Approximate proportion
of applications seen by
LPC Commissioners



New Application Forms



NYC Landmarks Preservation Commission		STAFF USE ONLY	
LPC DOCKET #:	DATE RECEIVED:	STAFF:	
ACTION: PMW CNE COFA REPORT OTHER:			
WORK TYPE:			

APPLICATION FORM FOR WORK ON DESIGNATED PROPERTIES

INSTRUCTIONS FOR FILING
A complete application includes this form ("Application Form") and materials needed to describe the project and its effect on the landmark property. Please read the instructions of this form carefully, and provide all the information requested for ALL 6 sections. LPC staff uses this information to determine if the application meets LPC's rules for approval by staff or will require a review by the full Commission at a Public Hearing. Failure to submit complete applications with required materials will result in delays in the review and processing of your application.

Filing may be done by mail or in person to:
ATTN: New Applications, Municipal Building, 1 Centre Street, 9th Floor North, New York, NY 10007.

I. PROPERTY INFORMATION			
ADDRESS:		FLOOR/APT. #:	
BOROUGH:	BLOCK:	LOT:	COMMUNITY BOARD:
ZONING:			

II. PROPOSED WORK (CHECK ALL THAT APPLY)

INTERIOR ALTERATIONS	<input type="checkbox"/> INTERIOR ALTERATIONS <input checked="" type="checkbox"/> PLACE OF ASSEMBLY, NO WORK PROPOSED
RESTORATION & OTHER FAÇADE WORK	<input type="checkbox"/> RECREATE MISSING ARCHITECTURAL FEATURES <input type="checkbox"/> LL 11 EXTERIOR REPAIRS (check all that apply): <input type="checkbox"/> Street façade <input type="checkbox"/> Side or rear façade/roof <input type="checkbox"/> OTHER EXTERIOR REPAIRS (check all that apply): <input type="checkbox"/> Street façade <input type="checkbox"/> Side or rear façade/roof
HEATING, VENTILATION & AIR CONDITIONING EQUIPMENT	<input type="checkbox"/> WINDOW/HVAC EQUIPMENT: <input type="checkbox"/> Street façade <input type="checkbox"/> Rear or side façade <input type="checkbox"/> THRU-WALL HVAC EQUIPMENT: <input type="checkbox"/> Street façade <input type="checkbox"/> Rear or side façade <input type="checkbox"/> OTHER MECHANICAL EQUIPMENT: <input type="checkbox"/> Wall mounted <input type="checkbox"/> Yard <input type="checkbox"/> Roof <input type="checkbox"/> Exterior Generator
WINDOW & DOOR WORK	<input type="checkbox"/> REPLACE WINDOWS (check all that apply): <input type="checkbox"/> Street façade <input type="checkbox"/> Rear or side façade <input type="checkbox"/> NEW WINDOW OPENING (check all that apply): <input type="checkbox"/> Street façade <input type="checkbox"/> Rear or side façade <input type="checkbox"/> REPLACE DOOR (NEW) or MODIFY DOOR
ADDITIONS & NEW CONSTRUCTION	<input type="checkbox"/> ROOFTOP ADDITION (check all that apply): <input type="checkbox"/> Mechanical Equipment, Stair or Elevator Bulkhead <input type="checkbox"/> Occupiable <input type="checkbox"/> Solar <input type="checkbox"/> REAR YARD ADDITION (check all that apply): <input type="checkbox"/> Deck <input type="checkbox"/> Occupiable <input type="checkbox"/> New Building
STOREFRONTS	<input type="checkbox"/> INFILLS <input type="checkbox"/> LIGHTING <input type="checkbox"/> SIGNAGE <input type="checkbox"/> AWNINGS <input type="checkbox"/> SECURITY GATE
EXCAVATIONS, SIDEWALKS AND SITEWORK	<input type="checkbox"/> EXCAVATION (check all that apply): <input type="checkbox"/> Underpinning <input type="checkbox"/> No Underpinning <input type="checkbox"/> SIDEWALK PAVING (check all that apply): <input type="checkbox"/> Concrete <input type="checkbox"/> Stone <input type="checkbox"/> Tree Pit <input type="checkbox"/> SUBSURFACE UTILITIES (check all that apply): <input type="checkbox"/> Residential <input type="checkbox"/> Other <input type="checkbox"/> STREET PAVING/STREET BEDWORK
OTHER	<input type="checkbox"/> TEMPORARY INSTALLATIONS: <input type="checkbox"/> Sign <input type="checkbox"/> Other <input type="checkbox"/> NEW UNENCLOSED SIDEWALK CAFÉ <input type="checkbox"/> SIDEWALK CAFÉ LICENSE <input type="checkbox"/> LEGALIZE OR CORRECT LPC VIOLATION <input type="checkbox"/> FENCES AND GATES <input type="checkbox"/> BARRIER FREE ACCESS (ADA) <input type="checkbox"/> OTHER (Describe):

III. ADDITIONAL INFORMATION

Are you filing to correct or legalize work done without an LPC permit? NO YES If Yes, Warning Letter/NOV#:

Are you filing for a signoff or to amend a permit? NO YES If Yes, Docket#:

Are you applying to any of the following? NO Dept. Of Buildings City Planning Board of Standards and Appeals

Is there a facade easement on the property? NO YES (please provide contact information for easement holder)

1 of 2 Rev. 10/17

Standard

NYC Landmarks Preservation Commission		STAFF USE ONLY	
LPC DOCKET #:	DATE RECEIVED:	STAFF:	PERMIT TYPE:

FASTRACK APPLICATION FORM FOR WORK ON DESIGNATED PROPERTIES

INSTRUCTIONS FOR FILING
This application for certain work types can be processed within ten days of receipt if it is complete and there are no outstanding LPC violations against the property. A complete application includes ALL 6 SECTIONS of this two page form and materials needed to describe the project and its compliance with the Commission's rules. Please read the instructions for each section carefully, and provide the information requested.

1. FASTRACK MATERIALS CHECKLIST: Please complete the materials checklist for your proposed work type. All required materials must be submitted with this application; otherwise your application cannot be processed through the FasTrack system.

INTERIOR ALTERATIONS	<input type="checkbox"/> Interior Alterations <input type="checkbox"/> Place of Assembly/Certificate of Occupancy/No Work Proposed	<input type="checkbox"/> Submit a copy of your signed and sealed DOB Drawings
CONCRETE SIDEWALK REPLACEMENT AND BELOW-GRADE UTILITY INSTALLATIONS	<input type="checkbox"/> Photographs showing existing material(s), condition and the pattern of sidewalk and adjacent sidewalks <input type="checkbox"/> Plan showing existing and proposed concrete scoring pattern indicating relationship to the patterns of the adjacent sidewalks <input type="checkbox"/> Concrete specifications showing tint color to match the adjacent sidewalks.	
ROOFTOP AND REAR YARD DECKS AND RAILINGS	<input type="checkbox"/> Photos of existing roof and from surrounding points on the street to determine the potential visibility <input type="checkbox"/> Existing and proposed elevation & sections at the same scale showing the dimension of the proposed deck, railings and steps ROOFTOP DECKS AND ASSOCIATED RAILINGS: <input type="checkbox"/> Also include site line section drawings from across the street and oblique views to show they are not visible. Sight lines must be taken from a 6'-0" eye level. REAR YARD DECKS: <input type="checkbox"/> Also include a site plan indicating the location of the building and deck to show they won't be visible from a public thoroughfare	
MINOR EXTERIOR REAR FAÇADE / ROOF REPAIRS	<input type="checkbox"/> A condition statement describing the type and extent of deterioration <input type="checkbox"/> Written specifications for method of repair <input type="checkbox"/> Recipe of mortar and/or resurfacing/patching mix Name of chemicals or treatment products proposed	
WINDOW AND DOOR WORK ON NON-VISIBLE FAÇADES	<input type="checkbox"/> A block plan or site plan showing the windows/doors will not be visible from any surrounding street <input type="checkbox"/> Typical elevation drawings or catalog cut sheets of proposed windows/doors IF ALTERING OR CREATING NEW MASONRY OPENINGS: <input type="checkbox"/> Façade elevations showing the existing and proposed window/door openings	
TEMPORARY INSTALLATIONS	<input type="checkbox"/> Photographs of the proposed location <input type="checkbox"/> A plan and time schedule for the installations (60 calendar days or less for signs, and one (1) calendar year or less for all other installations) <input type="checkbox"/> Specifications for any repair work that may be necessary after dismantling of the installation <input type="checkbox"/> If the applicant is not a public or quasi-public agency, an escrow agreement is established. Please contact the LPC Director of Enforcement for instructions. IN THE CASE OF ARTWORK: <input type="checkbox"/> The applicant is also required to submit a written instrument signed by the artist and the building owner that evidences the owner's authority to remove the artwork when the temporary installation permit expires and that waives any protection under applicable federal or state law afforded to the artist or artwork that would prevent such removal at the expiration of the temporary permit, including but not limited to, the Visual Artists Rights Act of 1990, 17 U.S.C. 101 et seq. and Article 14 of the New York State Law on Arts and Cultural Affairs	
HEATING, VENTILATION, & AIR CONDITIONING EQUIPMENT & ALTERNATIVE ENERGY EQUIPMENT ON ROOFTOPS AND SECONDARY FAÇADES AND REAR YARDS	THRU-WINDOW/THRU-WINDOW/WALL- MOUNTED EQUIPMENT: <input type="checkbox"/> Photos of the proposed location <input type="checkbox"/> Site plan, building footprint plan, block plan, or Sanborn map showing the location of the work will not be visible from a public thoroughfare <input type="checkbox"/> Elevation drawings showing unit's relationship to window(s) and dimensions of existing grille <input type="checkbox"/> Section drawing – if the unit is thru-wall or thru-window, the grille must be either flush with masonry/window or project no more than five inches Paint card or indication of the color to be used to match the surrounding wall/window color. NON-VISIBLE ROOFTOP EQUIPMENT: <input type="checkbox"/> Photos from surrounding points on the street to show the units won't be visible from the street <input type="checkbox"/> A building section and roof plan showing rooftop unit(s) and dormage with clear dimensions Sightline section drawing taken from a 6'-0" eye level from any point where the addition may be visible	
UNENCLOSED SIDEWALK CAFES	<input type="checkbox"/> Photographs of the base of the building, including the storefront associated with the sidewalk café <input type="checkbox"/> Two copies of a dimensioned site plan showing the number and location of the tables	

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FasTrack

NYC Landmarks Preservation Commission		STAFF USE ONLY	
LPC DOCKET #:	DATE RECEIVED:	STAFF:	PERMIT TYPE:

EXPEDITED CERTIFICATE OF NO EFFECT APPLICATION FORM

INSTRUCTIONS FOR FILING
Applications for interior work may qualify for LPC's Expedited Certificate of No Effect Service if the proposed work meets the following conditions:

- Must be interior work only;
- Must be performed above the second story (third floor and up) or in the cellar or basement and must not involve excavation, except for minimal excavation related to elevator and mechanical work;
- Must NOT be performed on any portion of a space designated as an interior landmark;
- Must NOT involve any change to, replacement of, or penetration of, an exterior wall, window, skylight, or roof, including penetrations, replacements or changes for HVAC ducts, grilles, exhausts intakes, vents or pipes;
- Does NOT involve a dropped ceiling or partition which is less than a minimum of one foot (10") back from the sills or frames of interior windows, whichever is furthest from the glass.

A complete application includes this form ("Application Form") and at least one copy of the signed and sealed Department of Buildings Filing Drawings. Filing may be done by mail or in person. Applications that include exterior work, including HVAC louvers and grilles are not eligible for an Expedited Certificate of No Effect.

Filing may be submitted by mail or in person to:
ATTN: New Applications, Landmarks Preservation Commission, 1 Centre Street, 9th Floor North, New York, NY 10007.

You may contact the LPC if you need information about the application process, details about the types of drawings or other materials that may be required, or for general guidance: Tel: (212) 669-7817 | info@lpc.nyc.gov

1. PROPERTY INFORMATION			
Address:		Floor/Apt. #:	
Borough:	Block:	Lot:	Community Board:
Zoning:			

2. CONTACT INFORMATION (please check off Primary Contact)

Tenant/Lessee/Co-Op Shareholder		<input type="checkbox"/> Primary Contact	
Name:		Company/ Organization:	
Address:	City & State:	Zip:	
Phone:	E-mail:		
Architect/Engineer/Contractor (If Applicable)		<input type="checkbox"/> Primary Contact	
Name:		Company/ Organization:	
Address:	City & State:	Zip:	
Phone:	E-mail:		
Person Filing Application (e.g., Expeditor, Attorney, Managing Agent)		<input type="checkbox"/> Primary Contact	
Name:		Company/ Organization:	
Address:	City & State:	Zip:	
Phone:	E-mail:		

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Expedited Certificate of No Effect

NYC Landmarks Preservation Commission

Standard Application for work on landmark properties

Staff use only

LPC Docket #: _____

Staff: _____

Date Received: _____

Filing Instructions

You **MUST FILE** a complete application in order to obtain your permit. Follow the instructions below so that your application is complete upon submission.

1. Fill out **ALL SECTIONS** of this form.

2. Attach **ALL MATERIALS** that describe the existing conditions and the proposed work, like photos, architectural drawings, material samples, etc. Consult the **LPC Permit Guidebook** at www.nyc.gov/landmarks for a list of required materials for your work type.

3. Submit this form and all corresponding materials **BY MAIL or IN PERSON** to:

NYC Landmarks Preservation Commission
1 Centre St., 9th Floor North
New York, NY 10007
ATTN: Applications

Note: If you are filing for a Notice of Compliance (sign-off) for approved work, an amendment to an existing permit or submitting drawings for a Certificate of Appropriateness, use the **Post-Approval Application Form**.

For help: Call LPC at 212-669-7817 or email info@lpc.nyc.gov.

Property Information

Address _____ Floor / Apt. No. _____
Borough _____ Block _____ Lot _____

Person Filing Application

Name _____
Title _____ Organization _____
Address _____
City _____ State _____ ZIP _____
Phone _____ Email _____

Additional Information

Do you intend to fix work that was done without an LPC Permit? Yes No
If yes, provide the Warning Letter/Summons/Notice of Violation No. _____

Are you filing with any other NYC agencies? Yes No

If yes, check all that apply below

Department of Buildings City Planning
 Board of Standards and Appeals Other

Proposed Work

Check all that apply (continue on next page)

Interior Alterations: Altering or making changes to interior spaces
 Restoration and Other Facade Work, Roof Work: Repairing or restoring the facade, roof or other architectural features
 Storefronts: Installing, repairing or replacing storefronts
 Awnings and Canopies: Installing or replacing awnings and canopies

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Standard

NYC Landmarks Preservation Commission

FasTrack Application for work on landmark properties

Staff use only

LPC Docket #: _____

Staff: _____

Date Received: _____

Filing Requirements

You **SHOULD ONLY USE** this form if you are applying for the work listed below and there are no outstanding LPC violations against your property.

- Interior alterations
- Reviews of 'as built' drawings for DOB applications for a Certificate of Occupancy or Place of Assembly permit, and other applications where **no work** is proposed
- Minor restorative work on non-visible facades or roofs
- Replacement of windows or doors on non-visible secondary facades
- Installation of Heating, Ventilation and Air Conditioning (HVAC) and other mechanical equipment on non-visible rooftops and rear yards
- Installations of through-wall HVAC equipment on non-visible secondary facades
- Installation of through-window HVAC equipment on non-visible secondary facades
- Installation of wall-mounted HVAC units on non-visible secondary facades
- Installation of non-visible rooftop and rear yard decks and railings
- Replacement of concrete sidewalks or installation of utilities below grade
- Temporary installations (temporary signs, artwork, banners, kiosks, etc.)
- Installation of unenclosed sidewalk cafes

Filing Instructions

You **MUST FILE** a complete application in order to obtain your permit. Follow the instructions below so that your application is complete upon submission.

1. Fill out **ALL SECTIONS** of this form.

2. Attach **ALL MATERIALS** that describe the existing conditions and the proposed work. This form includes the required materials for each work type.

3. Submit this form and all corresponding materials **BY MAIL or IN PERSON** to:

NYC Landmarks Preservation Commission
1 Centre St., 9th Floor North
New York, NY 10007
ATTN: Applications

For help: Consult the LPC website: www.nyc.gov/landmarks, call 212-669-7817 or email info@lpc.nyc.gov.

Property Information

Address _____ Floor / Apt. No. _____
Borough _____ Block _____ Lot _____

Person Filing Application

Name _____
Title _____ Organization _____
Address _____
City _____ State _____ ZIP _____
Phone _____ Email _____

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FasTrack

NYC Landmarks Preservation Commission

Expedited Certificate of No Effect Application for interior work on landmark properties

Staff use only

LPC Docket #: _____

Staff: _____

Date Received: _____

Filing Requirements

You **SHOULD ONLY USE** this form if the interior work you are applying for meets the below conditions and there are no outstanding LPC violations against your property.

- The interior work **WILL NOT** be performed on any portion of a space designated as an **interior landmark**.
- The interior work **WILL NOT** be performed at the first or second story of a building where there is commercial use at the ground floor.
- The interior work **WILL NOT** involve any change to, replacement of, or penetration of an exterior wall, window, skylight, or roof, including penetrations, replacements, or changes for ducts, grills, exhaust intakes, vents, or pipes.
- The interior work **WILL NOT** involve excavation, or will only involve minimal excavation and no underpinning.

Note: If staff deems that the application does not qualify for expedited service, it will be reassigned as a standard application within two business days. You will be notified by email should this occur.

Filing Instructions

You **MUST FILE** a complete application in order to obtain your permit. Follow the instructions below so that your application is complete upon submission.

1. Fill out **ALL SECTIONS** of this form.

2. Attach **ALL MATERIALS** that describe the proposed work, including a set of signed and sealed Department of Buildings (DOB) filing drawings.

3. Submit this form and all corresponding materials **BY MAIL or IN PERSON** to:

NYC Landmarks Preservation Commission
1 Centre St., 9th Floor North
New York, NY 10007
ATTN: Applications

For help: Consult the LPC website: www.nyc.gov/landmarks, call LPC at 212-669-7817 or email info@lpc.nyc.gov.

Property Information

Address _____ Floor / Apt. No. _____
Borough _____ Block _____ Lot _____

Person Filing Application

Name _____
Title _____ Organization _____
Address _____
City _____ State _____ ZIP _____
Phone _____ Email _____

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Expedited Certificate of No Effect

NYC Landmarks Preservation Commission

Post-Approval Application for work on landmark properties

Staff use only

LPC Docket #: _____

Staff: _____

Date Received: _____

Filing Requirements and Instructions

You **SHOULD ONLY USE** this form if you are filing for a Notice of Compliance (sign-off) for approved work, an amendment to an existing LPC permit, or submitting filing drawings for a Certificate of Appropriateness.

You **MUST FILE** a complete application in order to obtain your permit or sign-off. Follow the instructions below so that your application is complete upon submission.

1. Fill out **ALL SECTIONS** of this form.

2. Attach **ALL MATERIALS** that describe the existing conditions and the proposed work and/or request, like photos of completed work, list of changes, architectural drawings showing changes, etc. Consult the **LPC Permit Guidebook** at www.nyc.gov/landmarks for a list of required materials for your work type.

3. Submit this form and all corresponding materials **BY MAIL or IN PERSON** to:

NYC Landmarks Preservation Commission
1 Centre St., 9th Floor North
New York, NY 10007
ATTN: Applications

Note: If you are filing for a permit amendment or a Notice of Compliance that does not require including Department of Buildings filing drawings, and the property owner hasn't changed since the original approval, you can submit this form **BY EMAIL** to applications@lpc.nyc.gov and the subject line should be **ATTN: Post-Approval Applications**.

For help: Call LPC at 212-669-7817 or email info@lpc.nyc.gov.

Property Information

Address _____ Floor / Apt. No. _____
Borough _____ Block _____ Lot _____

Person Filing Application

Name _____
Title _____ Organization _____
Address _____
City _____ State _____ ZIP _____
Phone _____ Email _____

Filing Type

Notice of Compliance (sign-off) Original Docket No(s) _____
 Permit Amendment Original Docket No. _____
 Certificate of Appropriateness filing drawings Original Docket No. _____
(For proposals that have already been approved at a public hearing/meeting)

Do you intend to fix work that was done without an LPC Permit or document completed corrective work? Yes No

If yes, provide the Warning Letter/Summons/Notice of Violation No. _____

Proposed Work


Check **ONLY** if applying for an amendment or if you are seeking a sign-off and work was added to the scope after the initial permit was issued. (continue on next page)

Interior Alterations: Altering or making changes to interior spaces
 Restoration and Other Facade Work, Roof Work: Repairing or restoring the facade, roof or other architectural features
 Storefronts: Installing, repairing or replacing storefronts

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Post-Approval

Post-Approval



Staff use only

LPC Docket #:

Staff:

Date Received:

Post-Approval Application for work on landmark properties

Filing Requirements and Instructions

You **SHOULD ONLY USE** this form if you are filing for a Notice of Compliance (sign-off) for approved work, an amendment to an existing LPC permit, or submitting filing drawings for a Certificate of Appropriateness.

You **MUST FILE** a complete application in order to obtain your permit or sign-off. Follow the instructions below so that your application is complete upon submission.

- Fill out **ALL SECTIONS** of this form.
- Attach **ALL MATERIALS** that describe the existing conditions and the proposed work and/or request, like photos of completed work, list of changes, architectural drawings showing changes, etc. Consult the **LPC Permit Guidebook** at www.nyc.gov/landmarks for a list of required materials for your work type.
- Submit this form and all corresponding materials **BY MAIL** or **IN PERSON** to:

NYC Landmarks Preservation Commission
1 Centre St., 9th Floor North
New York, NY 10007
ATTN: Applications

Note:
If you are filing for a permit amendment or a Notice of Compliance that does not require including Department of Buildings filing drawings, and the property owner hasn't changed since the original approval, you can submit this form **BY EMAIL** to applications@lpc.nyc.gov and the subject line should be **ATTN: Post-Approval Applications**.

For help:
Call LPC at 212-669-7817 or email info@lpc.nyc.gov.

Property Information

Person Filing Application

Address Floor / Apt. No.

Borough Block Lot

Name

Title Organization

Address

City State ZIP

Phone Email

Filing Type

Notice of Compliance (sign-off) Original Docket No(s)

Permit Amendment Original Docket No.

Certificate of Appropriateness filing drawings Original Docket No.

(For proposals that have already been approved at a public hearing/meeting)

Do you intend to fix work that was done without an LPC Permit or document completed corrective work? Yes No

If yes, provide the Warning Letter/Summons/Notice of Violation No.

Proposed Work

Check ONLY IF applying for an amendment or if you are seeking a sign-off and work was added to the scope after the initial permit was issued.

(continues on next page)


Interior Alterations: Altering or making changes to interior spaces

Restoration and Other Facade Work, Roof Work: Repairing or restoring the facade, roof or other architectural features

Storefronts: Installing, repairing or replacing storefronts

Filing Type
 Notice of Compliance (sign-off)
 Permit Amendment
 C of A filing drawings

Post-Approval



Staff use only

LPC Docket #: _____

Staff: _____

Date Received: _____

Post-Approval Application for work on landmark properties

Filing Requirements and Instructions

You **SHOULD ONLY USE** this form if you are filing for a Notice of Compliance (sign-off) for approved work, an amendment to an existing LPC permit, or submitting filing drawings for a Certificate of Appropriateness.

You **MUST FILE** a complete application in order to obtain your permit or sign-off. Follow the instructions below so that your application is complete upon submission.

- Fill out **ALL SECTIONS** of this form.
- Attach **ALL MATERIALS** that describe the existing conditions and the proposed work and/or request, like photos of completed work, list of changes, architectural drawings showing changes, etc. Consult the **LPC Permit Guidebook** at www.nyc.gov/landmarks for a list of required materials for your work type.
- Submit this form and all corresponding materials **BY MAIL** or **IN PERSON** to:

NYC Landmarks Preservation Commission
1 Centre St., 9th Floor North
New York, NY 10007
ATTN: Applications

Note:
If you are filing for a permit amendment or a Notice of Compliance that does not require including Department of Buildings filing drawings, and the property owner hasn't changed since the original approval, you can submit this form **BY EMAIL** to applications@lpc.nyc.gov and the subject line should be **ATTN: Post-Approval Applications**.

For help:
Call LPC at 212-669-7817 or email info@lpc.nyc.gov.

Property Information	Address _____	Floor / Apt. No. _____	Borough _____	Block _____	Lot _____
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Person Filing Application	Name _____	Title _____	Organization _____	Address _____	City _____ State _____ ZIP _____
	Phone _____	Email _____			

Filing Type	<input type="checkbox"/> Notice of Compliance (sign-off) Original Docket No(s) _____ <input type="checkbox"/> Permit Amendment Original Docket No. _____ <input type="checkbox"/> Certificate of Appropriateness filing drawings Original Docket No. _____ <small>(For proposals that have already been approved at a public hearing/meeting)</small>				
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Do you intend to fix work that was done without an LPC Permit or document completed corrective work? Yes No

If yes, provide the Warning Letter/Summons/Notice of Violation No. _____


Proposed Work

Check **ONLY IF** applying for an amendment or if you are seeking a sign-off and work was added to the scope after the initial permit was issued.

(continues on next page)

- Interior Alterations:** Altering or making changes to interior spaces
- Restoration and Other Facade Work, Roof Work:** Repairing or restoring the facade, roof or other architectural features
- Storefronts:** Installing, repairing or replacing storefronts

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Post-Approval Application for work on landmark properties

Proposed Work

Check **ONLY IF** applying for an amendment or if you are seeking a sign-off and work was added to the scope after the initial permit was issued.

(continuation)

- Awnings and Canopies:** Installing or replacing awnings and canopies
- Signage:** Installing or replacing signs and related lighting
- Windows and Doors:** Installing, repairing or replacing windows and doors
- Additions and New Construction:** Making additions to existing buildings, and constructing new buildings
- Excavation:** Excavating in basements, cellars, yards and areaways
- Front, Side, Rear Yards and Areaways:** Making changes to the front, side or rear yards and areaways
- Barrier-Free Access:** Making changes to doors and entrances and installing or replacing ramps and lifts
- Sidewalks:** Installing, repairing or replacing sidewalks and vault lights
- Health, Safety, Utility Equipment:** Installing health, safety and utility equipment (e.g. security cameras, utility meters, light fixtures, etc.)
- Heating, Ventilation, Air Conditioning (HVAC), and Other Mechanical Equipment:** Installing or replacing HVAC equipment and other equipment (e.g. solar panels, generators, etc.)
- Fire Escapes:** Installing, replacing or repairing fire escapes
- Temporary Installations:** Installing temporary signs, artwork, banners, kiosks or making other temporary construction-related modifications
- Other:** (Describe) _____

Owner's Information

In co-op or condominium buildings, the "owner" is the co-op corporation or condominium association. A condominium unit owner can act as the "owner" **ONLY IF** the work is limited to interior alterations or if the work is exterior and the unit owner states s/he has the authority to perform that work under the condominium plan.

Name _____	Title _____	Organization _____	Address _____	City _____	State _____	ZIP _____
Phone _____	Email _____					

Facade Easement

If there is a facade easement, the easement holder must consent to the work.

Is there a facade easement on the property? Yes No

If yes, provide easement holder's information below

Name _____	Title _____	Organization _____	Address _____	City _____	State _____	ZIP _____
Phone _____	Email _____					

Owner's Consent and Signature

In co-op or condominium buildings, the "owner" is the co-op corporation or condominium association. A condominium unit owner can act as the "owner" **ONLY IF** the work is limited to interior alterations or if the work is exterior and the unit owner states s/he has the authority to perform that work under the condominium plan.

I am the owner of the property. I hereby give my consent for this application for an amendment and/or a Notice of Compliance, or to submit final filing drawings for a Certificate of Appropriateness to be filed with LPC. The information provided herein, including all supplemental materials is correct and complete to the best of my knowledge.

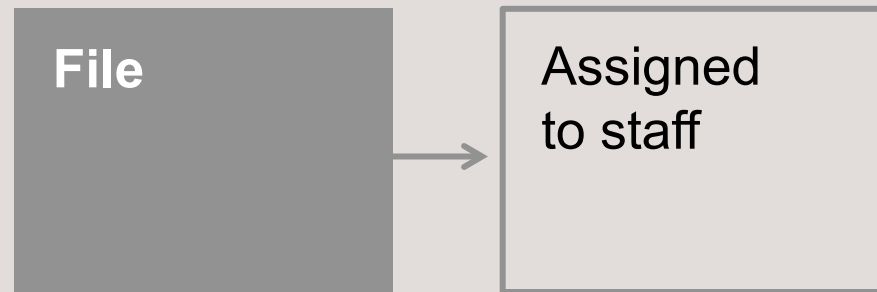
Signature _____	Date _____	Printed Name _____	Title _____	Organization _____	Address _____	City _____	State _____	ZIP _____
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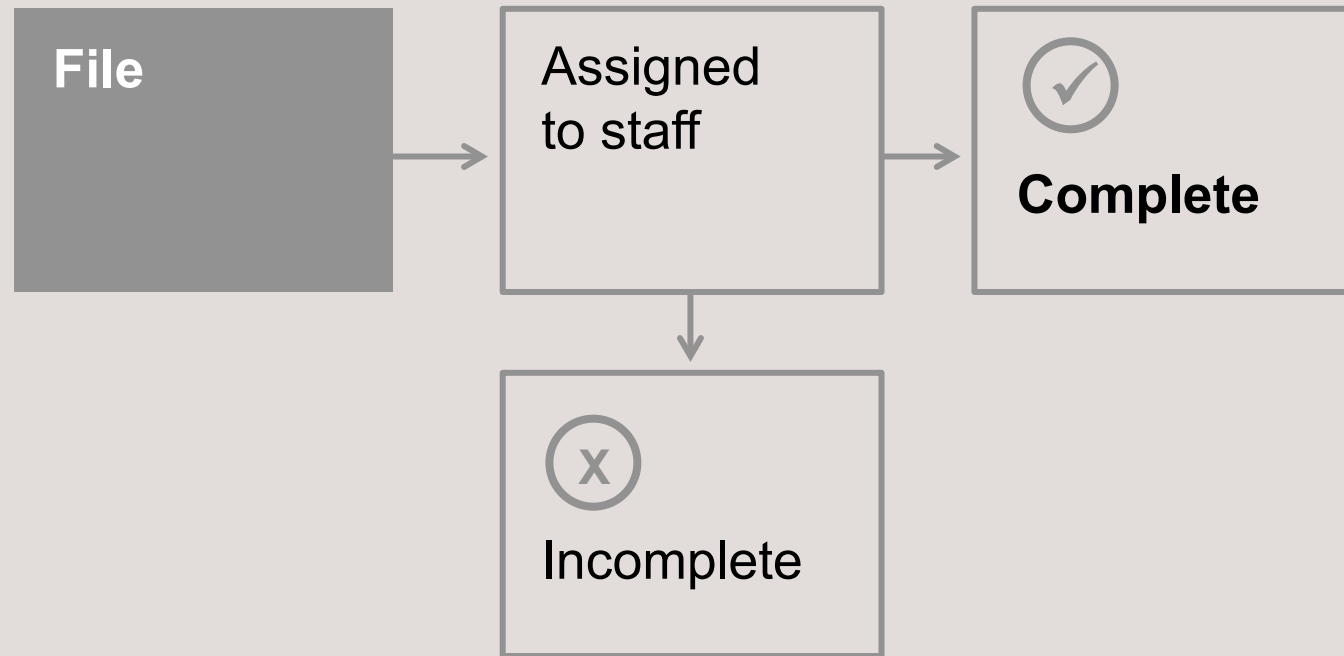
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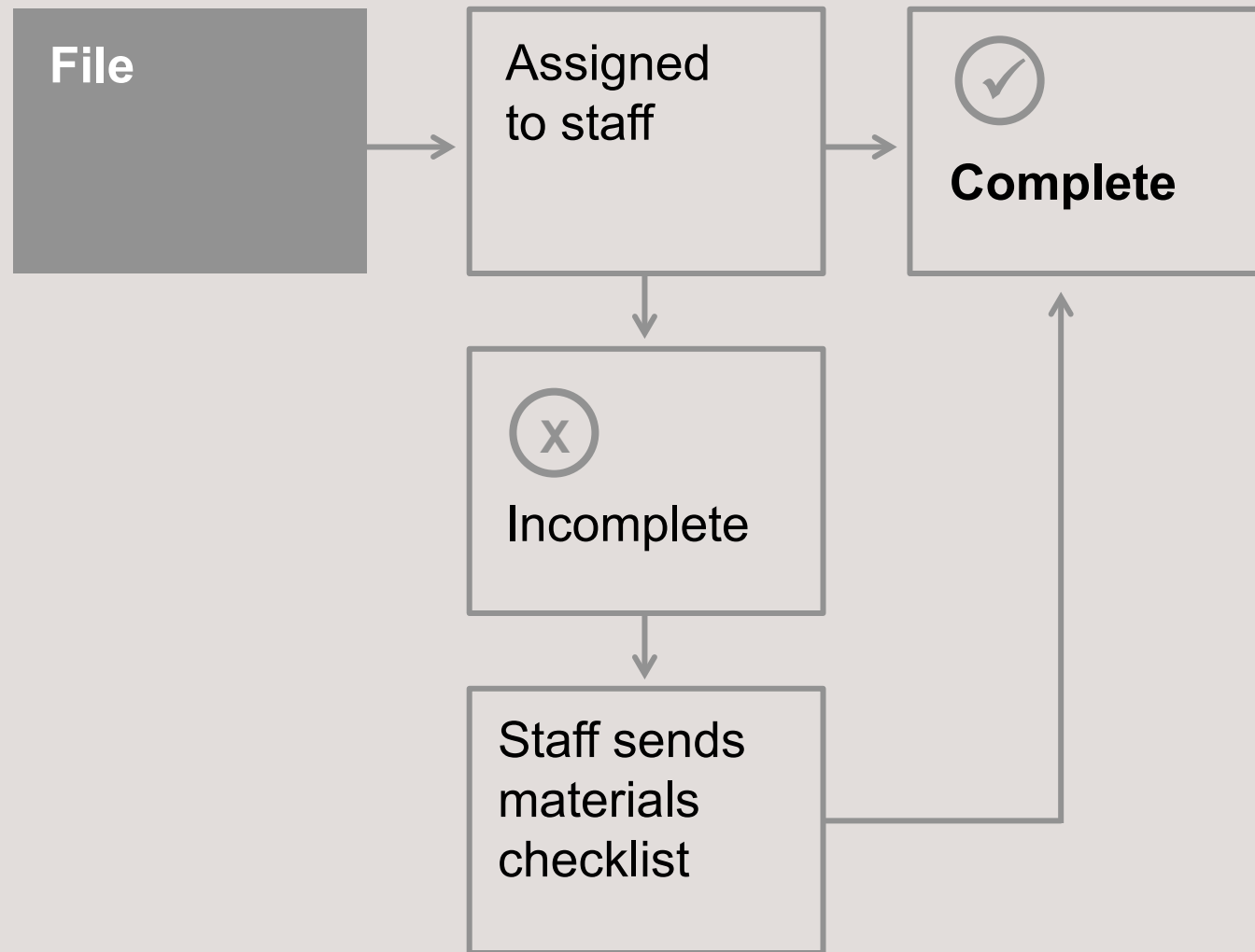
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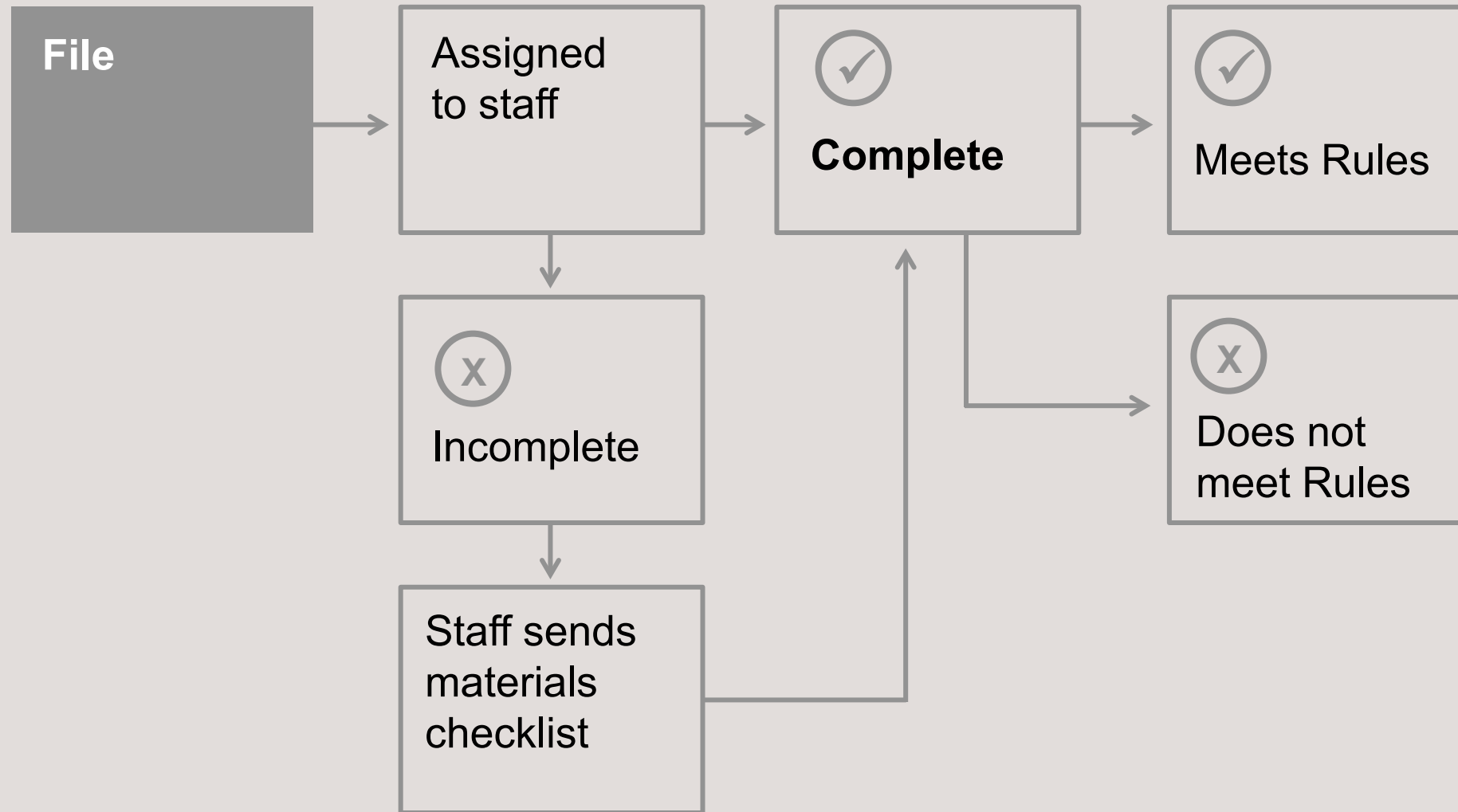
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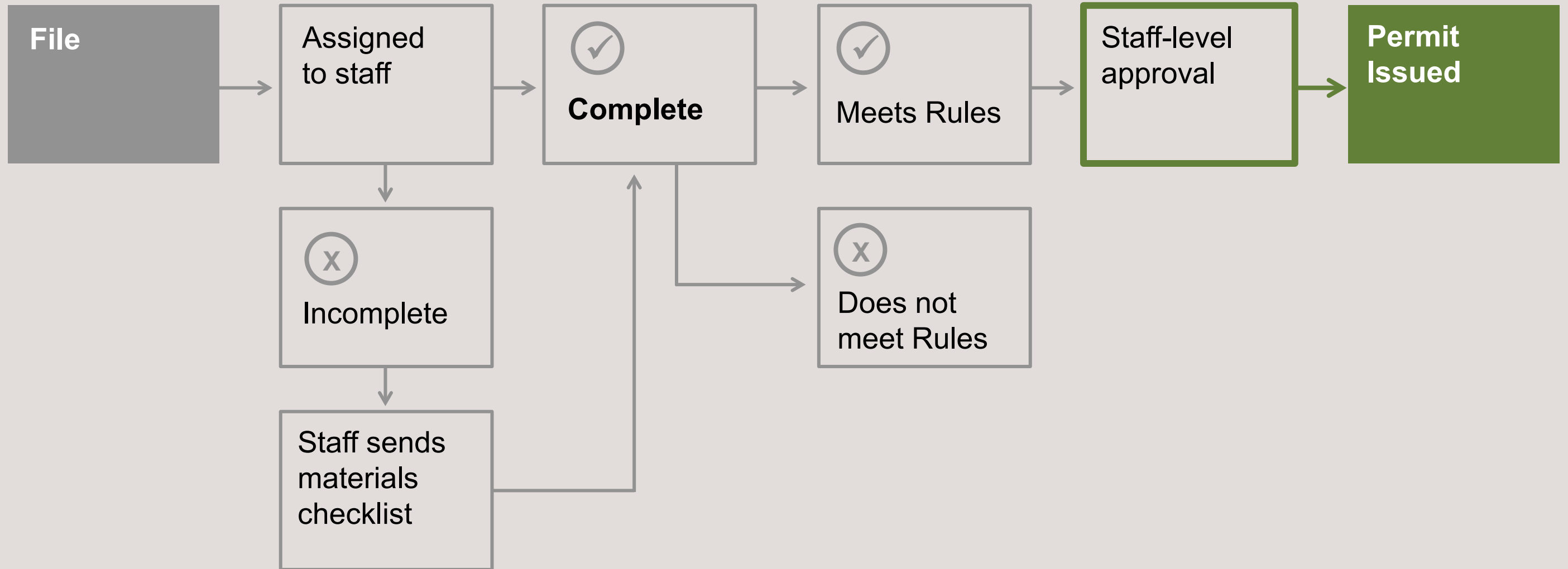


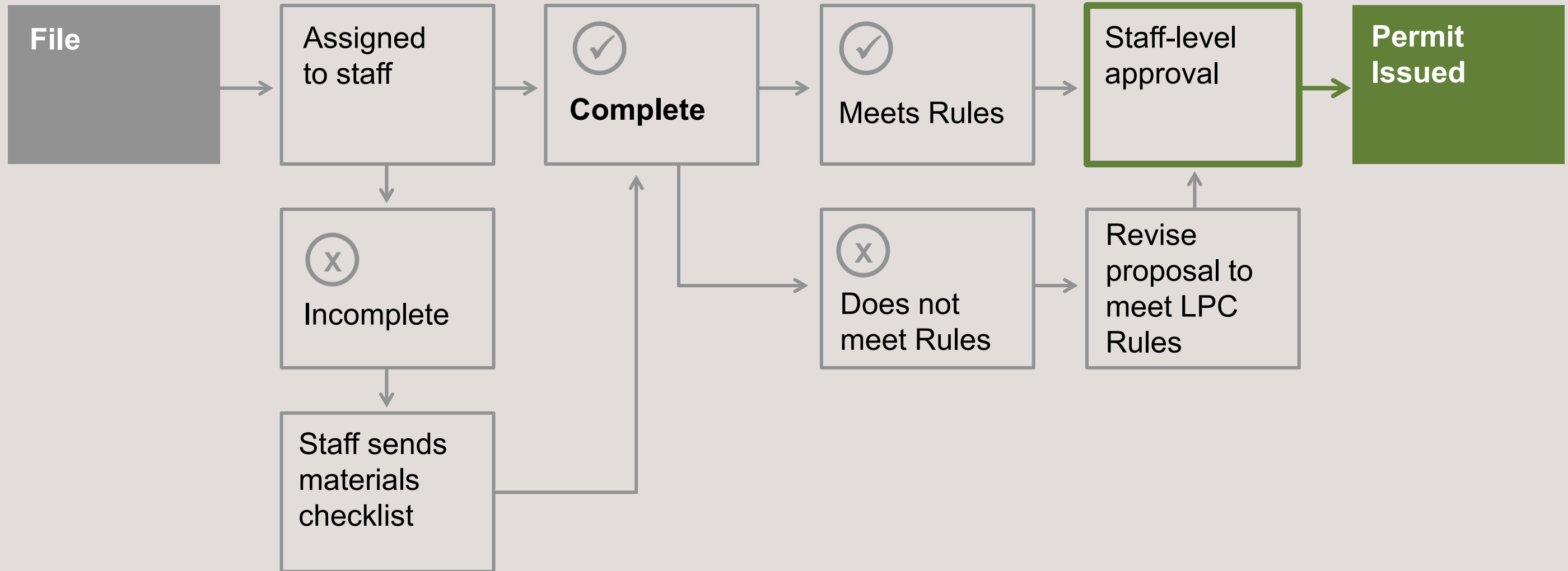


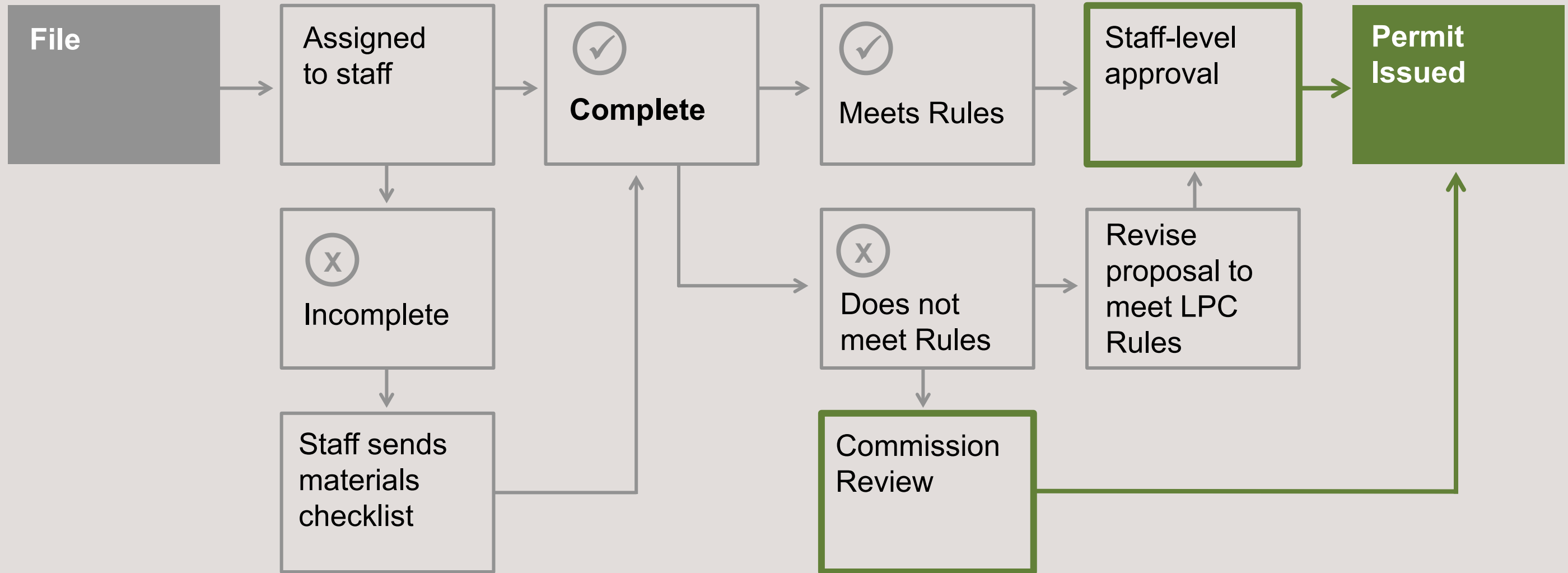


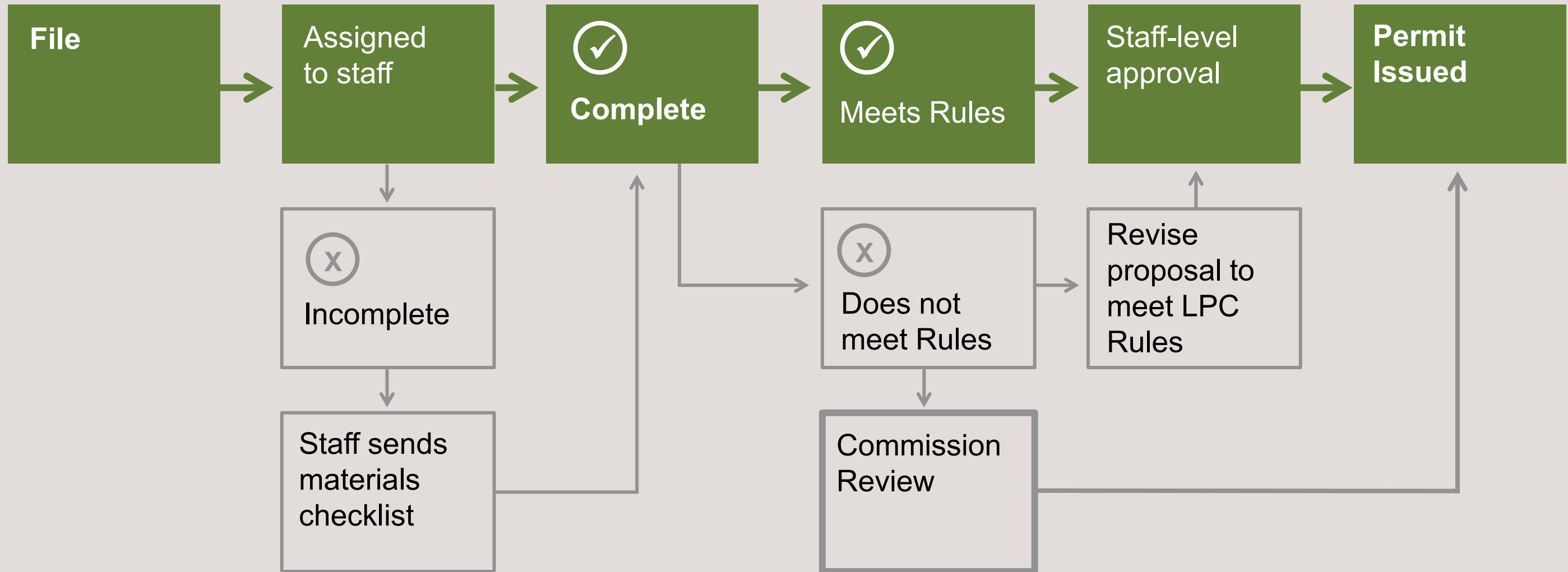












Navigating the Permit Guidebook



Chapter 1: Restoration

Chapter 2: Windows and Doors

Chapter 3: Storefronts

Chapter 4: Awnings and Sidewalk Canopies

Chapter 5: Signage

Chapter 6: Additions

Chapter 7: Excavation

Chapter 8: Front, Side, and Rear Yards

Chapter 9: Barrier-Free Access

Chapter 10: Sidewalks

Chapter 11: Health, Safety, & Utility Equipment

Chapter 12: HVAC

Chapter 13: Fire Escapes

Chapter 14: Temporary Installations

Chapter 1: Restoration

Chapter 2: Windows and Doors

Chapter 3: Storefronts

Chapter 4: Awnings and Sidewalk Canopies

Chapter 5: Signage

Chapter 6: Additions

Chapter 7: Excavation **new!**

Chapter 8: Front, Side, and Rear Yards

Chapter 9: Barrier-Free Access **new!**

Chapter 10: Sidewalks

Chapter 11: Health, Safety, & Utility Equipment **new!**

Chapter 12: HVAC

Chapter 13: Fire Escapes

Chapter 14: Temporary Installations

Chapter 1: Restoration

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Chapter 3: Storefronts

Chapter 4: Awnings and Sidewalk Canopies

Chapter 5: Signage

Chapter 6: Additions

Chapter 7: Excavation **new!**





Chapter 8: Front, Side, and Rear Yards

Chapter 9: Barrier-Free Access **new!**

Chapter 10: Sidewalks

Chapter 11: Health, Safety, & Utility Equipment **new!**

Chapter 12: HVAC

Chapter 13: Fire Escapes

Chapter 14: Temporary Installations



Chapter 8: Front, Side, and Rear Yards

Chapter 9: Barrier-Free Access **new!**

Chapter 10: Sidewalks

Chapter 11: Health, Safety, & Utility Equipment **new!**

Chapter 12: HVAC

Chapter 13: Fire Escapes

Chapter 14: Temporary Installations

Chapter 1: Restoration bigger & better!

Chapter 2: Windows and Doors

Chapter 3: Storefronts

Chapter 4: Awnings and Sidewalk Canopies

Chapter 5: Signage

Chapter 6: Additions

Chapter 7: Excavation new!

Chapter 8: Front, Side, and Rear Yards

Chapter 9: Barrier-Free Access new!

Chapter 10: Sidewalks

Chapter 11: Health, Safety, & Utility Equipment new!

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Chapter 1

Restoration



Mortar Joint Removal



Facade Reconstruction



Sample Review



Coating Removal



Cleaning

	Buildings in Historic Districts			Individual Landmarks	
	Primary facades <i>(6th story and below)</i>	Primary facades <i>(7th story and above)</i>	Secondary facades <i>(visible and non-visible)</i>	Primary facades <i>(individual landmarks)</i>	Secondary facades <i>(individual landmarks)</i>
Materials					
Cast iron	Yes <i>(limited to cast aluminum or other cast metal)</i>	Yes <i>(in limited quantities of discrete elements only)</i>	Yes <i>(in limited quantities of discrete elements only)</i>	No	Yes <i>(in limited quantities of discrete elements only)</i>
Other cast metals	No	Yes	Yes	No	Yes
Wrought metals	No	Yes	Yes	No	Yes
Natural finish sheet metals (i.e., copper)	No	Yes	Yes	No	Yes

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Other cast metals	No	Yes	Yes	No	Yes
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Natural finish sheet metals (i.e., copper)	No	Yes	Yes	No	Yes

Chapter 2

Windows and Doors



In This Chapter, You Will Find:



Note: Important information located throughout the chapter is identified with this symbol!

Section A

How to Get Started

Section B

LPC Rules and Criteria

Windows

- Replacing Windows at Primary Facades
 - Replacing Windows at Visible Secondary Facades
 - Replacing Windows at Non-Visible Secondary Facades
-

Doors

- Replacing Doors at Primary Facades
 - Replacing Doors, Modifying Door Openings, and Creating New Door Openings at Secondary Facades
-

Section C

Technical Guidance and Resources

Glossary

In This Chapter, You Will Find:



Note: Important information located throughout the chapter is identified with this symbol!

Section A How to Get Started

Section B LPC Rules and Criteria

broken up by
work type

Windows

- Replacing Windows at Primary Facades
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Glossary

Section A

How to Get Started

Section A

How to Get Started

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Find Information about Your Building

This will help you determine how the LPC Rules apply.

What type of building is it?
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Click on your building to find **construction date, architect and style, building and landmark type**, and a link to the **LPC designation report** with additional historical background.

What did it look like?
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Additional information, including guidance on finding **historic maps**, can be found in the [LPC Resource Guide](#), [Researching Historic Buildings in New York City](#), available at www.nyc.gov/landmarks.

How big is it?
Verify **height and street frontage** to determine the size of your building. Requirements for replacement materials vary depending on building size.

See If Your Work Requires an LPC Permit

Maybe you don't need a permit.
A permit is not required for the following work types:

- Ordinary maintenance, repair, and retrofitting.
- Replacing window/door screens and glazing.
- Installing interior storm windows or clear films.
- Repainting windows or doors their existing color.
- Installing perimeter caulking, sealants, and weatherstripping.

- Repairing or replacing hardware such as hinges, knobs, pulley chains, and handles.
- Patching or straightening metal components and patching or partially rebuilding wood components; partially rebuilding wood window or door components.

Unsure whether your work requires a permit?
Contact LPC at 212-669-7817 or info@lpc.nyc.gov.

Consider Establishing a Master Plan

If you plan to install replacement windows over time, apply for a master plan. A master plan provides the opportunity to incrementally perform work. Once you have a master plan, future applications that conform to it can be quickly reviewed since specific work standards are established and approved. This type of permit generally does not expire.

Section A How to Get Started

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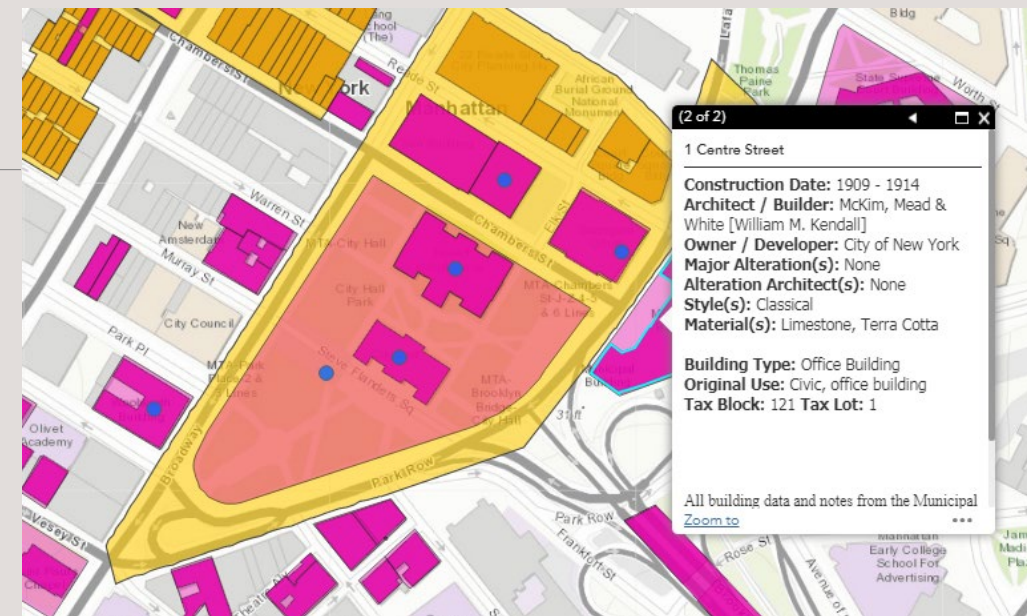
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Section A

How to Get Started

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What did it look like?



1940s tax photograph
nyc.gov/records

Section A

How to Get Started

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How big is it?

39 fl

327
ft

Section A

How to Get Started

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Use the Permit Application Finder to see past permits at nyc.gov/landmarks

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Section A

How to Get Started

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Section A

How to Get Started

Basic Application Materials

- An **LPC Permit Application Form**, filled out and signed by the property owner
- **Color photos** of the entire building and close-ups that show location and context of proposed work
- **Comparative drawings:**
 - Elevation of existing and proposed windows and doors
 - Floor plans of locations of existing and proposed windows and doors
 - Section (horizontal and vertical) of existing and proposed windows and doors
 - Details of existing and proposed windows and doors
 - Comparative drawings that show any changes to the size or creation of existing window and door openings
- **Color and material specifications**
- An **assessment of deteriorated conditions** for replacement of historic front doors, special windows /doors, and at individual landmarks
- Two sets of **Department of Buildings (DOB) filing drawings** if the proposed work requires a DOB permit

Section B Windows

Windows

Replacing Windows at Primary Facades

Staff can approve new windows at primary facades if they match original or historic windows in terms of configuration, operation, details, materials, and finish. However, variations are permitted in certain situations. See *Acceptable Variations* below and on page 2.8.

Configuration

New windows must match the original design in terms of number, shape, organization, and relationship of panes (lights) of glass, mullions, and muntins. Check historic tax photos to determine historic window configuration.

Operation

New windows must open, close, and function generally in the same manner as historic windows, e.g., casement or double-hung. Variations are acceptable, depending on type. See *Acceptable Variations* below.

Details

New window details — the dimensions and contours of stationary and movable portions of windows and moldings — must be as dimensionally close to historic window details as possible.

Materials

New windows must generally match historic windows. Exceptions are allowed based on the size of the building and window type:

For small buildings

classified by LPC as six stories or less with street frontage of 40 feet or less, if original windows had a one-over-one configuration, replacements may be made of other alternative materials.

Other materials, including wood, metal, or fiberglass (but not vinyl), may be used for windows and brick molds.

For large buildings, classified by LPC as seven or more stories or with street frontage of more than 40 feet, replacement windows may be made of other alternative materials.

Other materials, including wood, metal, or fiberglass (but not vinyl), may be used for windows and brick molds.

Required Application Materials

- Photos of building facades.
- Photos of windows to be replaced.
- Historic 1940s tax photos, if available.
- Existing and proposed annotated floor plans or elevations showing location of windows.
- Comparative window elevation for each proposed window type, and historic windows, if they exist, to show configuration.
- Comparative vertical and horizontal section drawings of proposed windows, and historic windows, if they exist, to show details.
 - Large-scale detail drawings of heads, jambs, sills, meeting rails, mullions, muntins, and brick molds
 - Glazing calculations may be required to ensure historic framing and glazing proportions are maintained. See *Technical Guidance and Resources* for more on how to calculate glazing
- Material specifications on drawings.
- Color samples.
- Conditions assessment for special windows and historic windows at individual landmarks. See *Technical Guidance and Resources* for how to conduct a conditions assessment.

If LPC requires additional materials after your application is reviewed, you will receive a Materials Checklist from LPC staff.



Section B

Windows

work category

Windows

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work type

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Section B

Windows

Windows

Replacing Windows at Primary Facades

Staff can approve new windows at primary facades if they match original or historic windows in terms of configuration, operation, details, materials, and finish. However, variations are permitted in certain situations. See *Acceptable Variations* below and on page 2.8.

Configuration

New windows must match the original design in terms of number, shape, organization, and relationship of panes (lights) of glass, mullions, and muntins. Check historic tax photos to determine historic window configuration.

Operation

New windows must open, close, and function generally in the same manner as historic windows, e.g., casement or double-hung. Variations are acceptable, depending on type. See *Acceptable Variations* below.

Details

New window details — the dimensions and contours of stationary and movable portions of windows and moldings — must be as dimensionally close to historic window details as possible.

Materials

New windows must generally match historic windows. Exceptions are allowed based on the size of the building and window type:

For small buildings classified by LPC as six stories or less with street frontage of 40 feet or less, if original windows had a one-over-one configuration, replacements may be made of other alternative materials.

Other materials, including wood, metal, or fiberglass (but not vinyl), may be used for windows and brick molds.

For large buildings, classified by LPC as seven or more stories or with street frontage of more than 40 feet, replacement windows may be made of other alternative materials.

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Configuration

Operation

Details

Materials

Section B Windows

acceptable variations
Hi-performance simulated
double-hung windows

Windows

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Acceptable Variations

Variations in operation, details, and materials may be permitted in certain situations. This provides some flexibility when matching historic windows.

Operation

The following are acceptable variations in operation:

The upper sash of a double-hung window or transom window may be fixed or non-operable, even if it was historically operable. The direction of the swing (i.e., outward or inward) of a casement, awning, or hopper window may be changed.

A pivot window may be changed to hinged operation if it matches orientation of the pivot operation (i.e., outward or inward), except at individual landmarks.

Installation of high-performance simulated double-hung windows (passive house windows) at buildings in historic districts is another acceptable variation. This type of window is typically part of an intensive building-wide energy efficiency program, using energy-efficient frames and sashes with triple glazing, high insulation values, and minimal air leakage. Typical modern double-hung windows and retrofitted older windows cannot match their performance.

Appearance of the window must simulate a double-hung window, but operation of the upper sash is fixed and lower sash changed to hinged operation for ventilation.

Details must closely match the historic double-hung window, but additional dimensional tolerances (typically deeper sashes and frames) are permitted to accommodate thicker insulated glazing and a change in operation at the lower sash.

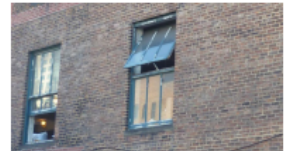
Since this type of window slightly differs in appearance from historic windows, all windows on a primary facade (excluding special windows) must be replaced at the same time to ensure a uniform aesthetic.

Details (including muntins, mullions, and brick molds)
The following are acceptable variations in details:

Variations that do not significantly affect appearance.
New windows, however, must be installed in approximately the same plane as historic windows.

Due to variations in materials and details, the glazing area of new windows can be decreased by up to 10 percent for historic metal windows and 6 percent for historic wood windows (see *Technical Guidance and Resources* on how to calculate a glazing decrease). Further variations in percentages exist for certain window types due to their small size or muntin pattern, or due to code requirements (see *Section C* for more information on how to calculate glazing diminution).

Simulated divided light (SDL) muntins can be used instead of true divided light muntins, as long as exterior muntins match materials and are permanently secured to the frame, and spacers



The operation of a pivot window may be changed to hinged.



A high-performance simulated double-hung window with its lower sash tilted in is an acceptable variation in window operation.



A double-hung replacement window with simulated divided light muntins, featuring exterior and interior muntins, and spacers within the double glazing.

Section B Windows

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Section C

Technical Guidance and Resources

[Glossary](#)

[Window Drawings](#)

[Window Glazing Calculations](#)

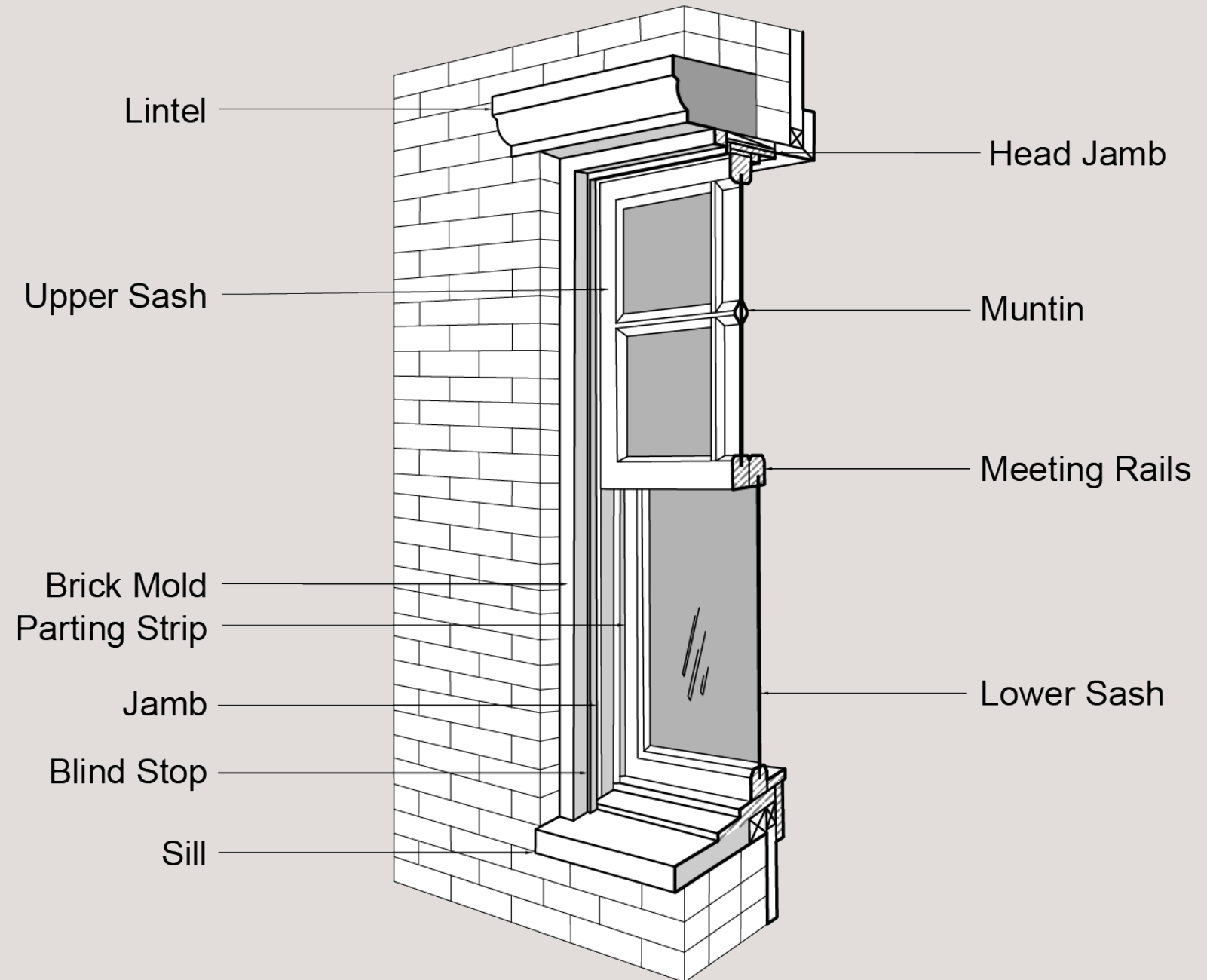
[Investigative Probes](#)

[Conditions Assessment](#)

[Best Practices for Repairing and
Retrofitting Windows](#)

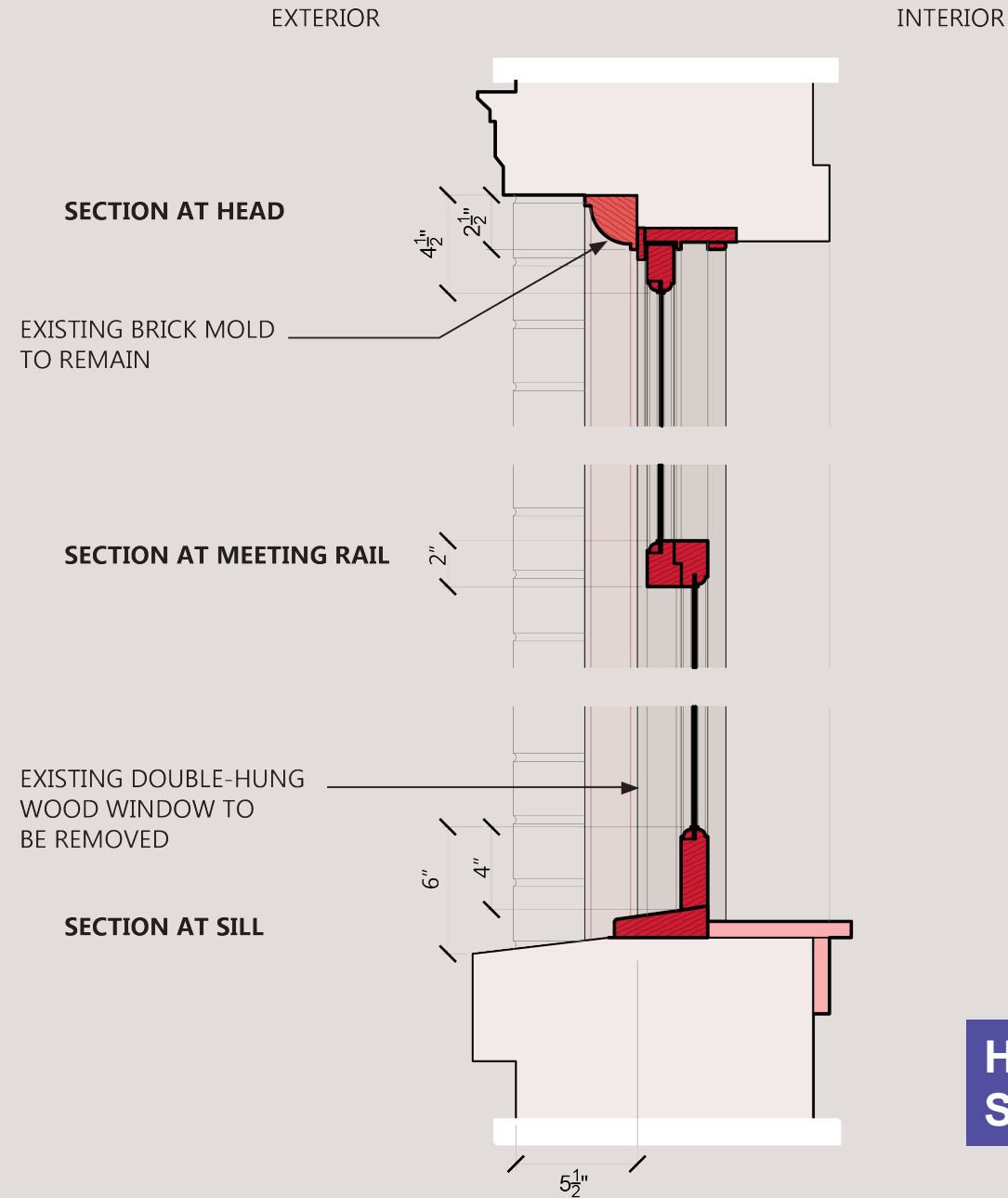
[Master Plans](#)

Section C Glossary



Section C

Windows Drawings



**Historic Wood Window
Section Detail**

Contact Us!

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