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
### Application Form for Work on Designated Properties

**Instructions for Filling**
- For applicants outside New York City, the form must be submitted.
- The completed form must be signed and notarized.

**Property Information**
- **Address:**
- **Street:**
- **City:**
- **State:**
- **Zip Code:**

### FasTrack Application Form for Work on Designated Properties

**Instructions for Filling**
- Please fill out the form and submit it to the appropriate authority.
- All required signatures must be provided.

**Property Information**
- **Name of Applicant:**
- **Address:**
- **City:**
- **State:**
- **Zip Code:**

### Expedited Certificate of No Effect Application Form

**Instructions for Filling**
- Please fill out the form and submit it to the appropriate authority.
- All required signatures must be provided.

**Property Information**
- **Name of Applicant:**
- **Address:**
- **City:**
- **State:**
- **Zip Code:**
Post-Approval Application for work on landmark properties

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

Assigned to staff
Assigned to staff → Complete → Meets Rules

Assigned to staff → Incomplete → Does not meet Rules

Assigned to staff → Staff sends materials checklist
File

Assigned to staff

Complete

Meets Rules

Staff-level approval

Permit Issued

Incomplete

Staff sends materials checklist

Does not meet Rules

Revise proposal to meet LPC Rules

Commission Review
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
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<td>Windows and Doors</td>
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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 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
Mortar Joint Removal
Sample Review
Coating Removal
Facade Reconstruction
Cleaning
<table>
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<th>Individual Landmarks</th>
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<td>Yes <em>(in limited quantities of discrete elements only)</em></td>
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<tr>
<td>Other cast metals</td>
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<tr>
<td>Wrought metals</td>
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<tr>
<td>Wrought metals</td>
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<tr>
<td>Natural finish sheet metals (i.e., copper)</td>
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Chapter 2

Windows and Doors
In This Chapter, You Will Find:

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

Note: Important information located throughout the chapter is identified with this symbol!
In This Chapter, You Will Find:

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Section C
Technical Guidance and Resources

Glossary

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

How to Get Started

1. Before applying for your permit, you should:

Find Information about Your Building
This will help you determine how the LPC Rules apply.

What type of building is it?
Search for your building on the Discover NYC Landmarks map to determine how the LPC Rules apply to your specific building type.

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?
Find historic tax photos from the 1940s and 1980s, available through the NYC Department of Records & Information Services NYC Municipal Archives Collections.

Additional information, including guidance on finding historic maps, can be found in the LPC Resource Guide, Renovating 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 windows or doors.
• Installing minor storm windows or clear films.
• Repairing or replacing window or door hardware such as hinges, knobs, pulley chains, and handles.
• Painting or straightening metal components.
• 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

Find Information About Your Building

Find Information about Your Building

This will help you determine how the LPC Rules apply. What type of building is it? Search for your building on the Discover NYC Landmarks map to determine how the LPC Rules apply to your specific building type.

Additional information, including guidance on finding historic maps, can be found in the LPC Resource Guide: Renovating 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.

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.

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 refinishing.
- Replacing window/door screens and placards.
- Installing interior storm windows or clear films.
- Repairing or replacing hardware such as hinges, knobs, panel chairs, and handles.
- Patching or straightening metal components and patches or partially rebuilding wood components; partially rebuilding wood window or door components.
- Installing picture-frame caulking, sealants, and weatherstripping.
- Repairs or replacing hardware such as hinges, knobs, panel chairs, and handles.

Contact LPC at 212-669-7817 or info@lpc.gov.

Before applying for your permit, you should:

1. 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.

2. What did it look like? Find historic tax photos from the 1940s and 1950s, available through the NYC Department of Records & Information Services NYC Municipal Archives Collection.
Section A
How to Get Started

What type of building is it?

Discover NYC Landmarks map
nyc.gov/landmarks
Section A
How to Get Started

What did it look like?

1940s tax photograph
nyc.gov/records
Section A
How to Get Started

How big is it?

327 ft
39 fl
Section A
How to Get Started

See If Your Work Requires an LPC Permit

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

Maybe you don’t need a permit.
Section A

How to Get Started

1. Before applying for your permit, you should:

Find Information about Your Building

Click on your building to find construction data, architect and style, building and landmark type, and a link to the LPC designation report with additional historical background.

What if it looked like?
Find historic tax photos from the 1940s and 1980s available through the NYC Department of Records & Information Services NYC Municipal Archives Collection.

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?
Visit the height and street frontage to determine the size of your building. Requirements for replacement materials vary depending on building size.

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

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

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.

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.

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.

Required Application Materials
- Photos of building facades.
- Photos of windows to be replaced.
- Historic 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 detailed drawings of heads, jambs, sills, meeting rails, mullions, and brick mason — 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

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.

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 tax data 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 detailed drawings of heads, jambs, sills, meeting rails, mullions, and brick modes.
- 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.
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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.

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.

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- Comparative vertical and horizontal section drawings of proposed windows, and historic windows, if they exist, to show details.
- Large-scale detailed drawings of heads, jamb, sills, meeting rails, mullions, muntins, and brick mode.
- 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.
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- Conditions assessment for special windows and historic windows at individual landmarks. See Technical Guidance and Resources for how to conduct a conditions assessment.

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Section B

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 28.

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.

Other 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.

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 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 detailed drawings of heads, jambs, sills, meeting rails, mullions, muntins, and brick masonry.
  - 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

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 28.

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 parts 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 steel), 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 steel), may be used for windows and brick molds.

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 immense 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 (including 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 window pattern, or due to code requirements (see Section C for more information on how to calculate glazing dimension).

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

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.
- 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 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 detailed drawings of heads, jambs, sills, meeting rails, mullions, muntins, and brick masonry.
- 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.
## 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

- Material specifications
- Color samples
- Conditions assessment for special windows and historic windows at individual landmarks

*If LPC needs additional materials once your application is reviewed, you will receive a Materials Checklist from LPC staff.*
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

- Section at Head
  - Existing Brick Mold to Remain

- Section at Meeting Rail

- Section at Sill
  - Existing Double Hung Wood Window to Be Removed

Historic Wood Window Section Detail
Contact Us!

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Front Desk (212) 669-7700
Public Info (212) 669-7855

www.nyc.gov/landmarks

1 Centre Street, individual landmark