

Fact Sheet

LPC Business Express Service

LPC has created a new **Business Express Service** that will serve as a **one-stop shop** for business owners in landmark buildings making it easier for them to get their permits.

The LPC Business Express Service includes a **dedicated hotline and team of preservationists** who will offer pre-application consultation and focused application review to support businesses located in storefronts and other street-level commercial spaces in the City's designated buildings and historic districts, including restaurants, retail stores and offices. There is also an accompanying application form, available for download [here](#), to make the process as seamless as possible.

Many types of work are eligible for the LPC Business Express Service, including interior alterations, installation of signs and awnings, storefront alterations, security camera and light fixture installations, unenclosed sidewalk cafes, temporary installations, barrier-free access changes, and Heating, Ventilation, and Air Conditioning Equipment (HVAC) installation, among other things.

Take a look at the full list of eligible work types on the next page.

My work type isn't covered in these lists. If your work type isn't covered by the lists on the following page, reach out to the LPC Business Express Team at **646-202-3938** or info@lpc.nyc.gov and they will help you figure out the best way to get your permit. Depending on the work type, you may still qualify for the LPC Business Express Service, or another expedited review, like [FasTrak](#) or an [Expedited Certificate of No Effect](#). Learn more at nyc.gov/landmarks by clicking on *Applications*.

Contact the LPC Business
Express Team!

646-202-3938

info@lpc.nyc.gov

How do I know if my building is a landmark? Find out if your building is a landmark by using the [Discover NYC Landmarks map](#), available on our home page, nyc.gov/landmarks.

Who can apply for LPC Business Express?

The LPC Business Express Service is meant to support businesses located in storefronts and other street-level commercial spaces in the City's designated buildings and historic districts, including restaurants, retail stores and offices.

How do I submit my application?

Fill out the application form, available [here](#), attach all materials that describe the existing conditions and the proposed work, and send it by email to: applications@lpc.nyc.gov. See next page for more information on what you need to apply.

Business Express Service Review

The work types listed below related to commercial stores, restaurants, and offices at first or second floors and basements are eligible for the LPC Business Express Service review.

- Interior Work
- Minor Restoration Work (repainting, cleaning, repointing, etc.)
- Storefronts, Windows and Doors
- Awnings
- Signs and Related Lighting
- Barrier-Free Access (ramps, lifts, changes to doors, entrances and stairs)
- Sidewalks, Vault Lights or Hatches
- Health, Safety and Utility Equipment (security cameras, light fixtures, etc.)
- Heating, Ventilation and Air Conditioning (HVAC) Equipment (louvers, ductwork, condensing units, etc.)
- Unenclosed Sidewalk Cafes
- Temporary Installations or Work (temporary signs, artwork, banners, kiosks, storefront probes, etc.)
- Authorization to Proceed (ATP) Permits for work subject to an approved master plan

Before submitting your application...

Please ensure that the proposed work meets LPC Rules

by looking up the type of work you are proposing in the [Permit Guidebook](#) available at www.nyc.gov/landmarks (go to Applications>Rules/Guides>Permit Application Guide). You can also reference the [Guidelines for Storefront Design](#) available on our website (go to Applications>Rules/Guides>Storefronts).

Submit with your application...

You must include supplementary materials along with your application form to show that your work meets the rules. Supplementary materials vary by work type, as found on the links to checklists included under each work type in the application form, but **all applications should include the following:**

- **Current photos** of the area(s) where the proposed exterior work will take place.
- **Dimensioned drawings** of the proposed work. For work that also requires review by the Department of Buildings, submit signed and sealed DOB drawings.

Contact the LPC Business Express Team!

646-202-3938

info@lpc.nyc.gov

What makes my application

complete? A complete application consists of a filled-out application form and supplementary materials. Find your appropriate checklist of materials by looking up your work type in the [LPC Permit Guidebook](#). You can also find links to these on the Business Express application [form](#).

What if I don't know what supplementary materials to

submit? Contact the LPC Business Express Team at info@lpc.nyc.gov or call **646-202-3938** if you have any questions about what supplementary materials are needed to complete your application and ensure the quickest turnaround time. If emailing, please put "Business Express" in the subject line.