

## 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.

**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](mailto: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 on the [Applications](#) page on LPC's website.

**Contact the LPC Business Express Team!**  
646-202-3938  
[info@lpc.nyc.gov](mailto: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](https://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?

All LPC permit applications are now filed and processed through Portico, the agency's new web-based permit application portal. See next page for more information, including 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.)
- Work at commercial spaces subject to an approved master plan

## Contact the LPC Business Express Team!

646-202-3938

[info@lpc.nyc.gov](mailto:info@lpc.nyc.gov)

## What makes my application

**complete?** A complete application is one in which all application information has been entered and supporting materials uploaded using Portico. Find your appropriate checklist of materials by looking up your work type in the [LPC Permit Guidebook](#). You can also find this information on the [Business Express Required Application Materials Checklist](#).

## What if I don't know what supporting materials to submit?

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

## 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](http://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).

## Submitting your application...

**All LPC permit applications are now filed and processed through Portico, the agency's new web-based permit application portal.** If your proposed work qualifies for Business Express, Portico will automatically indicate this, and your application will be reviewed by the Business Express team. Portico will prompt you to upload the supporting materials required for Business Express Service. Supporting materials vary by work type, 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.