

**LPC Permit Guidebook:
How to Get Staff-Level Approvals
2025 Edition**



The City of New York
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Foreword from the Chair

Sixty years ago, on April 19, 1965, the Landmarks Preservation Commission was created to safeguard the incredible array of buildings and places that represent New York City's vibrant cultural, social, economic, political, and architectural history. New York's landmark sites and historic districts today are both reminders of our past and centerpieces of our modern life – places of work and worship, shelter for our families, and beloved green spaces amidst our busy urban landscape.

In recent years, our landmark buildings and sites have played a central role as New York City has rebounded from the global pandemic with bold initiatives designed to reimagine and reshape our city, from converting historic office buildings to residential use, to activating public spaces, supporting economic development, and building a greener, more climate-resilient city for future generations.

Set against the dynamic background of New York City itself, LPC's approach to regulation of designated landmark properties continues to evolve to reflect the city and people we serve, ensuring that our historic resources can be preserved while also adapting to new needs and requirements as the city grows.

LPC's Equity Framework lays out our policy goals of equity, inclusion, and accessibility, which have been my priority throughout my tenure as Commissioner, and are reflected in LPC's commitment to ensuring fairness, transparency, and efficiency in our regulatory work. As part of that commitment, LPC has introduced several recent initiatives to support efficiency and accessibility across the agency's permitting process, ensuring that work is approved in a timely manner, and that property owners have equal access to resources and guidance. These initiatives have helped create a more user-friendly permitting process by making it easier and faster for landmark property owners to apply for and receive the permits they need, including for work that will make their historic buildings more efficient and climate resilient.

To ensure that our applicants have the best resources available, we've updated our LPC Permit Guidebook to reflect the changes to the permitting process, including:

- The launch of Portico, LPC's web-based permit application portal that streamlines the application process and provides increased transparency, allowing multiple users to access the same application, guiding users to the correct type of application, and offering access to detailed status updates from start to finish. We developed Portico with our applicants in mind, and have been pleased to see their enthusiastic response.
- Multiple updates to the Commission's rules, including amendments that streamline the application and review process for those seeking agency approval for several types of work, including updates that improve the climate resiliency and sustainability of landmark buildings, plus changes that support economic growth in our historic districts by simplifying the permitting process for restaurants in historic districts participating in the Dining Out NYC program.

Preservation is a partnership between owners and LPC, and I believe our work to make the permitting process easier and more user-friendly will help this relationship continue to strengthen and grow as we work towards our shared goal: ensuring that New York City's designated landmarks can continue to thrive for generations to come.



Sarah Carroll, *Chair*

New York City Landmarks Preservation Commission



Introduction

This guidebook is intended to help you get a permit as quickly as possible. The easiest way to do so is to **file an application that is complete when you first submit it**. Filing a complete application will allow the staff to approve the work if it conforms to the rules of the Landmarks Preservation Commission. If an application does not conform to the rules, staff may suggest alternatives that can be approved at staff-level, or the proposed work can be presented to the LPC Commissioners at a public hearing. This guidebook is focused on helping applicants submit applications that meet the rules and can therefore be approved by staff. Staff approval is the fastest way to get a permit.

How do I file a permit application?

All LPC permit applications are now filed and processed through Portico, the agency's web-based permit application portal that makes it easy to file an application, and allows multiple users to access the same application and receive updates on application status. By logging into Portico, owners of designated landmarked properties can apply online for LPC permits, upload supporting documents, track the progress of their applications in real-time, and seamlessly download final permits. LPC no longer accepts any new filings or related materials outside of Portico.

What does it mean to file a complete application?

It means submitting an application through Portico, including uploading **supporting materials that document existing conditions, describing the proposed work, and demonstrating that the work you propose satisfies the criteria of the LPC Rules**. If your application materials fulfill these requirements, staff can quickly issue your permit.

The sooner your application is fully complete, the sooner your permit can be issued. Permits for many work types can be issued in as few as ten business days if your application is complete upon submission. Certain expedited permits for interior work can be issued within three days.

The guidebook focuses on the most common work types requiring LPC permit approval, such as window replacement, restoration, and maintenance, as well as building additions and accessibility. **If your work type is not included in this guidebook, please contact LPC** at 212-669-7817 or info@lpc.nyc.gov. If you wish to pursue an application that does not meet LPC Rules, staff will guide you through the process.

The LPC Permit Guidebook should be used in conjunction with the LPC Rules, available on our website at www.nyc.gov/landmarks. It does not replace or amend the LPC Rules.



Following this guidebook does not release property owners from the obligation of obtaining a permit for work from the Commission.



How to Use This Guidebook



To help you plan your project and submit a complete application for a work permit, the guidebook offers two main sections:

The Permit Application Process

This section explains the permit application process, including permit types and requirements, and how to submit a complete application. Use it to determine if your work requires a permit and learn how to get started on your application.

LPC Rules and Filing Instructions

This section contains chapters on the most common types of work that staff can approve. Each chapter explains the rules and criteria for specific types of work, lists the application materials you need to show that your project meets the rules, and includes tips for finding information about your building plus other resources and guidance.

To get the most out of this guidebook:

Find the chapter that matches the type of work you plan to do.

Review “How to Get Started” and requirements for staff-level approval. If you understand the criteria, a complete application will be easier to put together.

Make sure your proposal conforms to the LPC Rules. If your proposal does not conform to the rules, you will either need to revise your proposal or present your proposal before the LPC Commissioners.

Submit your application, along with the materials listed in the chapter that show how your work complies with the LPC Rules.

The Permit Application Process



When planning your project and compiling your application materials, use the LPC Rules criteria as a checklist.

Permit applications are reviewed and approved by either LPC staff or the full Commission. Work that meets the LPC Rules can be issued by staff. Work that does not meet the rules must be reviewed by the LPC Commissioners at a public hearing.

Your complete application must be submitted via Portico, LPC's web-based permit portal, including an electronically-signed attestation by the property owner, plus materials that explain existing conditions and proposed work. For staff approval, materials must show how the work meets the LPC Rules.

→ In This Section:

When Is a Permit Required?

How LPC Processes Your Application

Permit Types

How to Get Started

How to Submit a Complete Application

When Is a Permit Required?

When Is an LPC Permit Required?

With few exceptions, the Landmarks Law (found in Title 25, Chapter 3, Sections 301 to 322 of the New York City Administrative Code) requires owners of landmark properties to obtain permits from the LPC before doing work that affects the exterior and, in some cases, interior of a landmark property.

LPC permits are required for the following exterior work:

Restoration, alteration, reconstruction, demolition, or new construction that affects the exterior of an individual landmark or building in a historic district, even on parts of the building that are not visible from the street, as well as work in front, side, and rear yards

Any project that occurs on a landmark site or within the boundaries of a historic district, such as a new building or other improvement on a vacant lot

LPC permits are required for the following interior work:

Projects that require a permit from the Department of Buildings (DOB)

Projects that may be thought of as “interior” but affect the exterior of a building, such as HVAC louvers and vents

Please note: even if your exterior project does not require a Department of Buildings permit, or can be approved by self-certification at DOB, an LPC permit is still required.

When Is an LPC Permit Not Required?

LPC permits are not required for the following emergency repairs or types of minor maintenance work, such as:

Temporarily boarding up windows and doors to prevent possible damage (i.e., due to hurricanes, vandalism, etc.) or to secure damaged windows and doors prior to making repairs

Removing broken or dislodged facade elements that pose an immediate threat to occupants or the public (Note: historic architectural features should be salvaged and saved on site for repair or replication, and LPC staff should be immediately notified to assist you in applying for permanent repairs.)

Installing tarps or protective coverings at holes in walls or roofs (i.e., damage from fallen trees, fire, structural collapse, etc.)

Replacing broken window glass and broken window and door hardware in kind

Repainting a building's exterior or architectural feature a color that matches the existing color

Replacing caulk around windows and doors

Replacing broken or damaged gutters and leaders in kind (e.g., copper for copper)

Repainting or "touching-up" painted surfaces in kind using the same color

Cleaning sidewalks, storefronts and facade elements with low-pressure water washing

For emergency repairs, an LPC permit is needed for permanent repairs after the immediate/temporary measures are taken.

You can also download our **Fact Sheet on Emergency Repairs** available on our website.

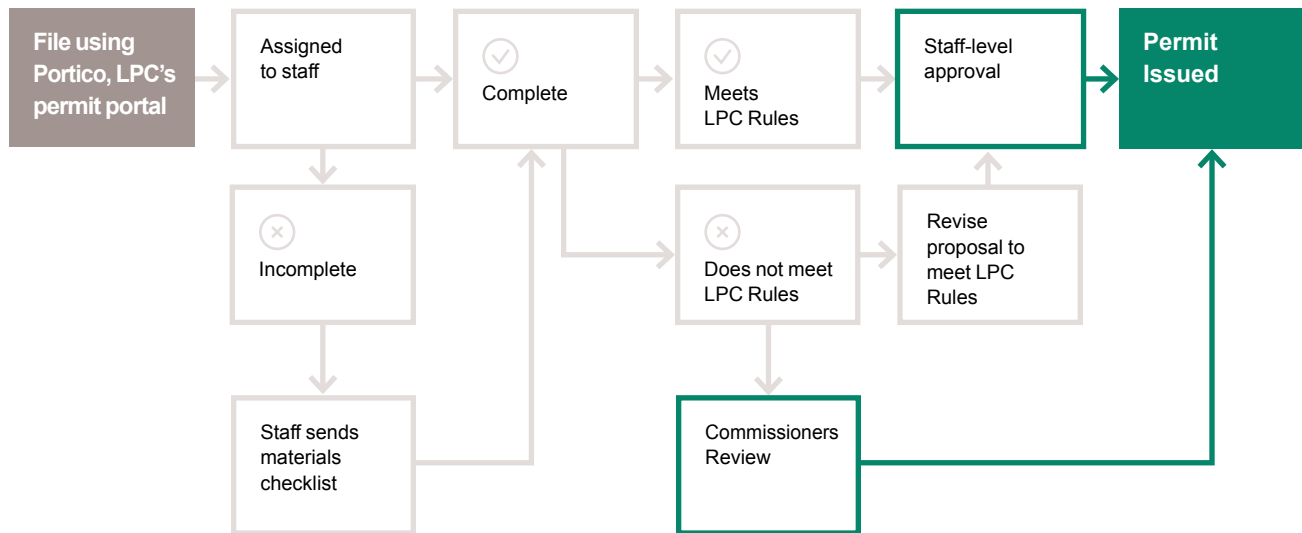
All approved LPC permits are issued through Portico and available for download via the Portico dashboard, as are the approved drawings when applicable. A permit describes the proposed work and explains why it has been approved. Permits must be posted prominently at the building while the work is underway. The approved drawings are electronically stamped.

Note: Work such as repointing, rebrownstoning, replacing siding, or replacing features like windows are not considered minor maintenance work. Do not presume your work qualifies as minor maintenance — always check with the Commission.

Unsure whether your work requires a permit?

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

How LPC Processes Your Application



File

You file your application through **Portico, LPC's web-based permit portal**, including supporting documentation such as photographs, architectural plans, and presentations that explain the proposed work, as well as an electronically-signed owner attestation.

Assigned to Staff

When LPC receives your submission, staff reviews the application to identify key information (including property address, block and lot, and property owner information) and type of review (standard or expedited). Your application is given a reference number ("docket number") and assigned to a preservationist. Applicants can access detailed status updates throughout the entire application process via their Portico dashboard, and since Portico is designed to allow multiple users to access the same application, property owners and their applicant team will all have equal access to this information.

Staff reviews your application to

determine the permit type and process required: whether the work can be approved at the staff level or must undergo a full Commission review at a public hearing. They also note if your application is complete, or whether it requires additional materials.

If Complete

If your application is complete upon submission, staff can issue a permit in as few as ten business days. "Complete" means it includes the descriptive materials necessary for staff to determine that the work conforms to the LPC Rules. LPC can then issue a **staff-level approval**.

If Incomplete

If your application is incomplete, staff will send you a Materials Checklist and request additional materials. After you provide the missing information, staff can determine whether the work meets the LPC Rules.

Meets Rules

After your application is complete, if your proposed work meets the rules, LPC can then issue a staff-level approval.

Does Not Meet Rules

If your application does not meet LPC Rules, staff may suggest modifications or other alternatives that can be approved at the staff level. Otherwise, staff will guide you through the public hearing process for **Commission review**.

Permit Issued

All permits are issued to the property owner and available for download via Portico, as are the approved drawings when applicable. A permit describes the proposed work and explains why it has been approved. Permits must be posted prominently at the building while the work is underway. The approved drawings are electronically stamped.

Permit Types



The type of permit issued for your project depends on the type of work you plan to do. Permit types are categorized as staff-level permits, Commission-level review, or post-approval actions. Staff will determine the appropriate type of permit for your project.

Portico employs an application assistant, or “wizard,” for all applications, removing any uncertainty by asking a series of simple questions to direct applicants to the correct application process and the required materials to support the application. Portico will also automatically direct applications to LPC’s express services, such as Business Express, FasTrack, and Expedited Certificate of No Effect (XCNE), if qualified.

Staff-Level Permits

Standard Review

Permit for Minor Work (PMW) is issued when the proposed exterior work does not require a DOB permit and is found to be restorative or appropriate, such as repairing brownstone or window replacement.

Certificate of No Effect (CNE) is issued when the proposed work requires a DOB permit and the work is found to have “no effect” on protected architectural features, such as facade restoration (Local Law 11), barrier-free access ramps, creating new window openings, or HVAC equipment.

Expedited Review

Staff-level permits for certain types of work can be expedited through LPC’s express services:

FasTrack Service

Certificates of No Effect and Permits for Minor Work can be processed through FasTrack if the

application is for interior work or select exterior work on non-visible facades, such as window replacement, minor restoration, or HVAC equipment. Portico will automatically determine whether your application qualifies for FasTrack service. A permit can be issued **within ten business days** if:

The proposed work meets LPC Rules

The application is complete

No outstanding LPC violations exist on the associated property

The application includes one copy of signed and sealed DOB filing drawings for interior alterations or one copy of signed and sealed DOB filing drawings for exterior work (if DOB filing is required)

Expedited Certificate of No Effect

An Expedited Certificate of No Effect (XCNE) permit can

be issued for certain interior work. Portico will automatically determine whether your application qualifies for XCNE service. A permit will be issued in **five business days or less** if:

The work is limited to an interior space that is not part of an interior landmark designation

The work does not include partitions behind windows, through-wall or through-window HVAC equipment, or other work that may affect the exterior

No outstanding LPC violations exist on the associated property

The application includes an electronically-signed attestation from a Professional of Record in Portico (an architect or engineer), plus one copy of signed and sealed DOB filing drawings



If your application is directed to an expedited review in Portico but staff determines that the application is incomplete or does not meet the criteria for expedited review, the application will be re-assigned; applicants do not need to re-apply or resubmit via Portico.

Commission-Level Review

Status Update Letter (SUL) is issued when the Commission approves a proposal presented at a public hearing and notifies the owner of the outcome and the required materials (often, the DOB filing drawings) needed to issue an actual permit. The SUL is not a permit and does not authorize work.

Certificate of Appropriateness

A Certificate of Appropriateness (COFA) permit is issued after the owner submits all required materials identified in the SUL. Final drawings are reviewed to ensure they match the design approved by the full Commission, including any modifications required as part of the approval. You will file for a COFA as post-approval action in Portico.



Remember

Only work approved by the LPC is legal and permitted. If unauthorized changes are made during construction — even if approved by the DOB — they will later need to be approved by the Commission and may need to be modified to meet LPC's requirements.

Post-Approval Actions

Other post-approval actions you can file for in Portico (besides a COFA) are amendments and Notices of Compliance (NOC).

Amendments

A valid, existing LPC permit can be amended to reflect certain changes and to extend or even reinstate a permit. Staff can approve amendments to a Commission-approved or staff-approved permit if the work meets the rules and/or is found to be in keeping with the intent of the original approval, and/or has no effect on significant protected architectural features. If the changes to the approved work are significant, they may need to be reviewed at the Commission level instead of the staff level. Permits

for interior-only work cannot be amended.

Notice of Compliance

A Notice of Compliance (NOC) letter or “sign-off” can be issued upon request for approved projects, but LPC does not require a NOC except when addressing open violations and permits issued in connection with related approvals from the City Planning Commission (CPC). However, the DOB often requires an NOC prior to final closeout of the DOB process. Requests for NOCs must be accompanied by clear photos of all approved exterior work, including work not visible from a public thoroughfare, and a list of any “as-built” conditions that differ from the original approval.



If on-site conditions are different from what LPC approved or other conditions require modifications to approved work, speak with your staff preservationist and seek an amendment before beginning work. Otherwise, you risk having to remove or redo the work.

How to Get Started



Before applying for your permit, you should:

Find Information About Your Building

This will help you determine how the rules apply.

What type of building is it?

Search for the building on the [Discover NYC Landmarks map](#) to determine if it is a designated landmark or located within a designated historic district.

Click on your building to find the construction date, architect and

style, building and landmark type, and a link to the LPC designation report with historical background.

What did the building look like?

Find **historic tax photos** from the 1940s and 1980s, available through the NYC Department of Records & Information Services' [NYC Municipal Archives Collections](#). LPC's [Designation Photo Collection](#) is another helpful resource, allowing users to easily search and download high-resolution images of

designated buildings and sites citywide. Knowing what your building originally or historically looked like will help you plan your project.

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.

See if the Work Requires a Permit

See *When Is an LPC Permit Required?* earlier in this section, plus the chapter on the appropriate work type in this guidebook.

Unsure whether your work requires a permit?

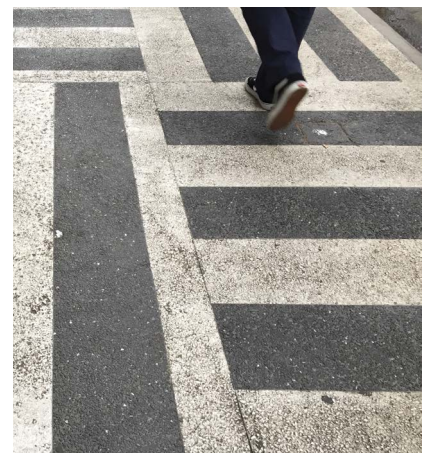
Contact LPC at 212-669-7817 or info@lpc.nyc.gov.

What are the Rules for Your Work Type?

Carefully read the portion of this guidebook relevant to your proposed work. Use the Required Application Materials checklists provided for planning your project and compiling application materials.

To further understand LPC requirements, review the rules that pertain to your project, available on LPC's website, nyc.gov/landmarks.

If your project does not appear to meet the LPC Rules, or there is no rule for your work type, contact LPC for guidance.



How to Submit a Complete Application for Staff Approval



All applications are now filed and processed through Portico, LPC's web-based permit portal.

By logging into Portico, owners of designated landmark buildings can apply online for LPC permits, upload supporting documents, track the progress of their application in real-time, and seamlessly download final permits and approved drawings. Portico is designed to enable both owners and their representatives to have equal access to application information and status. Follow the four steps below to ensure that you file a complete application.



Step 1

Start an application on Portico.

Go to <https://portico.lpc.nyc.gov/> to access Portico. To log into Portico, you will need an active email account and an NYC.ID account. If you don't have an NYC.ID account, click "Create Account" and follow the directions to create a new NYC.ID account and log into Portico. After you have created an NYC.ID account, you can log in to Portico with that email and password.

When logging in to Portico for the first time, you'll be prompted to complete your Portico profile.

Once logged in to Portico, you'll see your personalized dashboard. From here you can start an application, apply for a post-approval action (such as an amendment, extension, or Notice of Compliance), and search for your permit applications. You can also view the status of your applications, including ones that are in draft form, previously submitted, and those already completed and issued. Once you've submitted an application, any documents that are awaiting your approval will also appear here. From the Portico dashboard, you can also access helpful resources such as our FAQs, Rules, and more.



Amendment applications must be accompanied by a list of any exterior work that differs from your original approval, plus drawings clearly annotated with notes that explain revisions. Changes not clearly identified in this manner will not be considered part of the amendment, even if they are shown on the filing drawings. Making such changes to your building may result in a violation.

Step 2

Start Compiling All Necessary Materials, including Property Owner Attestation.

Using the list of Required Application Materials in the guidebook chapter that pertains to your project, compile all the materials necessary to show that the work meets LPC Rules criteria for your work type.

Property owner attestations (signatures) are required for all applications, and Professional of Record (POR) attestations are required for applications that qualify for Expedited Certificate of No Effect (XCNE) service.

For property owner attestations, “property owner” means only the actual owner of the property.

An authorized representative of the property, such as an officer of a co-op corporation/board or condominium association, a managing agent of the property, or someone with power of attorney, may also act as the property owner.

Other individuals associated with the proposed project (e.g., a contractor or expeditor) are not allowed to sign the attestation as property owner.

*In co-op or condominium buildings, the “owner” is the authorized representative of the co-op corporation or condominium association. A co-op or 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 can provide documentation that they have the authority to perform that work under the cooperative/proprietary lease of the condominium plan.*

Property owner attestations must be completed in Portico, therefore property owners must also create an NYC.ID account to log into Portico even if they are not the individual completing to the permit application or serving as the Primary Contact for the application.

To complete the property owner attestation, property owners must create a NYC.ID, log in to their Portico dashboard, select the application, and click on “Review Details” to check that all information is entered correctly. Once all required information has been entered, click “Submit to LPC” to finalize submission.

More information on creating an NYC.ID can be found on page 16 of this chapter.

Step 3

Submit an application on Portico.

Once you’re logged into Portico, there are six easy steps to submitting a complete application. You can find more information about each step by clicking on the “[Six Easy Steps to File a New Application](#)” fact sheet, located on LPC’s [Portico Resources](#) page.

Track your progress! Your personalized Portico Dashboard will show you the status of the application at every step of the way.

Step 4

LPC assigns a staff preservationist to review your submitted application and determine the level of review.

When LPC receives your application through Portico, your application is given a docket number and assigned to an LPC staff preservationist, who will evaluate the effect of the proposed work on the architectural and historic character of the building and/or the historic district and determine if the proposed work meets the Commission's rules to qualify for staff-level review and approval once complete.

Depending on the proposed work, your LPC staff preservationist may provide additional guidance to refine or clarify details, materials, specifications, and approaches, if needed, and may arrange a meeting with you and your architect or contractor, depending on the complexity of the project.

If your staff preservationist finds that the proposed work does not meet the rules, they may suggest modifications that can result in the project being approvable at staff level. Otherwise, you may present your proposal to the Commission at a public hearing and make your case for appropriateness. Your staff preservationist will guide you through the public hearing process.

The LPC staff preservationist will determine whether your application is complete. If your application is found to be incomplete, the primary contact on the application will receive an email notification that additional materials are needed, with a link to the Portico Dashboard to view the Materials Checklist items requiring review.

Staying updated: The primary contact on your application will receive email notifications with any updates, and all application team members can log into the Portico dashboard at any time during the review process to see the current status of the application.

If your application remains incomplete for more than 90 days, your application may be withdrawn.

How long does it take for LPC to review your application?

Standard applications are reviewed within ten business days of submission. If your application is complete and meets the LPC Rules, staff can issue a permit upon initial review. FastTrack and Expedited Certificates of No Effect are reviewed and issued within ten days and three days of submission, respectively.

If staff cannot determine what your work entails or whether it meets the LPC Rules, you will be sent a Materials Checklist. Each submission in response to a Materials Checklist will be reviewed in the order in which it is received. Please allow up to 10 business days for LPC staff to review the submitted materials. To avoid delays, applicants should strive to submit a complete application, as the process of submitting additional materials can delay the issuance of a permit.

Step 5

LPC issues your permit.

If your application was found to be eligible for staff-level approval:

Once your staff preservationist has confirmed that all required materials are received, determined to be accurate, and the application is considered complete, LPC will process and issue the permit as quickly as possible.

The Commission is required to issue a permit within the following timeframes from the date the application is determined to be complete: Certificate of No Effect: (30 working days); Permit for Minor Work (20 working days); Certificate of Appropriateness (90 working days).

In most instances, staff-level permits are issued more quickly than the required time frames noted above. The amount of time needed to process a completed application depends on the complexity of the proposed work and whether a site visit is necessary (e.g., to review a mock-up or assess conditions).

If your application was found not to be eligible for staff-level approval and you choose to present your proposal to the Commission at a public hearing:

If approved by the Commissioners, the staff may issue the Certificate of Appropriateness permit, depending on the work proposed, or it may require a separate filing through Portico to request review of the final filing drawings.

Once issued, your permit will be available for download in your Portico dashboard.

If you require guidance, please contact LPC at 212-669-7817 or email info@lpc.nyc.gov.

How long do applicants have to complete an incomplete application?

If your application remains inactive for more than 90 days after a Materials Checklist is issued, it may be withdrawn and a Notice of Withdrawal letter will be sent. The application will then be closed, and you will need to reapply if you wish to pursue the proposal.

If an application to legalize a violation remains inactive for a period of **55 days** from issuance of a Materials Checklist, staff will withdraw the application and a Notice of Violation or Warning letter will remain in effect against the property. Failure to resolve this matter may result in a summons that originates from the Office of Administrative Trials and Hearings, and a fine may be imposed. A second summons requires a court appearance, and a civil fine will be imposed.