Fact Sheet

Apply on Portico

Note: LPC no longer accepts application forms submitted via email.

All LPC permit applications are now filed and processed through Portico, the agency's new web-based permit application portal. 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 filings or related materials outside of Portico.

- Do not email PDF forms, drawings, or other materials directly to LPC staff or to any of the LPC email addresses previously used to email applications.
- Do not mail, messenger, or bring paper application forms, drawings, or other materials to the LPC office.

New Applications and Post-Approval Actions will both be filed through Portico.

- For New Applications, Portico will automatically determine the service for which your application qualifies. Some types of work are eligible for LPC's expedited review services, where LPC's expert staff can review and more quickly issue permits. If your proposed work qualifies for Business Express Service, FasTrack, or an Expedited Certificate of No Effect (XCNE), Portico will automatically direct your application to the correct service.
- Post-Approval Actions include amending previously-approved work (changing or adding to a previously-approved scope of work), extending an active permit before it expires, signing off on previously-approved work (including requesting review of work done to correct a violation, and submitting final filing drawings for Certificate of Appropriateness permits

Click here to learn more about how to apply on Portico