

## 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](#)