

FastTrack Service

Required Application Materials

You must submit the following application materials as sorted by work type:

Interior alterations or DOB applications for a Certificate of Occupancy or Place of Assembly permit, and other applications where no work is proposed:

- Signed and sealed DOB filing drawings

Minor restorative work on non-visible facades or roofs:

- Photos of the proposed work location
- Description of damage to be repaired and extent of deterioration
- Written specifications for method of repair (pointing mortar mixture, cleaning technique, etc.)

Replacement of windows or doors on non-visible facades:

- Photos of the proposed work location clearly showing all windows and doors to be replaced
- A block plan or site plan showing the windows/doors will not be visible from any surrounding street
- Typical elevation drawings or catalog cut sheets of proposed windows or doors

If altering or creating new masonry openings:

- Facade elevations showing the existing and proposed window/doors openings

Installation of HVAC equipment or other mechanical equipment on non-visible rooftops, rear yards or secondary facades:

If you are installing equipment that is mounted to or passing through a window or wall, you need to provide:

- Photos of the proposed work location clearly showing all windows or walls to be modified
- A block plan or site plan showing the proposed equipment will not be visible from any surrounding street
- Elevation drawings showing the relationship of the proposed equipment relative to the existing windows and the dimensions of the equipment
- Section drawings through the window and/or wall if the unit is thru-wall or thru-window, showing the grille will be either flush with the existing masonry or window, or project no more than five inches for small caps (144 square inches or less in surface area)

If you are installing equipment on the roof, you need to provide

- Photos of the proposed work location and photos from surrounding points on the street to show the equipment will not be visible
- A building section and roof plan showing HVAC or mechanical equipment and dunnage of framing with clear dimensions
- Sightline section drawing taken from a 6'-0" eye level from any point where the installation may be visible

Installation of non-visible rooftop and rear yard decks and railings:

- Photos of the proposed work location and from surrounding points on the street to show the deck and railings will not be visible
- Existing and proposed elevation and sections at the same scale showing the dimensions of the proposed deck, railings and/or steps
- For rooftop and deck railings, also include site line section drawings from across the street and oblique views to show they are not visible. Sightline must be taken from a 6'-0" eye level from any point where the installation may be visible.
- For rear yard decks, also include a site plan indicating the location of the building and deck to show they will not be visible from any surrounding street.

Replacement of concrete sidewalks or installation of utilities below grade:

- Photos of the proposed work location showing existing materials and conditions and the pattern of the sidewalk and adjacent sidewalks
- A site plan showing existing and proposed concrete scoring pattern as related to the patterns of the adjacent sidewalks
- Concrete specifications showing tint color to match the adjacent stone or concrete sidewalks

Temporary installations (temporary signs, artwork, banners, kiosks or other temporary modifications):

- Photos of the proposed work location
- A plan and time schedule for the installations (180 calendar days or less for signs, and one (1) calendar year or less for all other installations)
- Specifications for any repair work that may be necessary after the temporary installation is removed
- If the applicant is not a public or quasi-public agency, an escrow agreement to ensure removal upon permit expiration and proper repair, if necessary. Please contact the LPC Enforcement Department at violations@lpc.nyc.gov for instructions
- In the case of artwork, the applicant must also submit a written statement signed by the artist and the building owner that provides evidence of the owner's authority to remove the artwork when the temporary installation permit expires. The statement must also show that the artist waives any

protection under federal and state laws that would prevent such removal when the temporary permit expires. This waiver includes protections offered under the Visual Artists Rights Act of 1990 U.S.C. 101 et seq and Article 14 of the New York State Law on Arts and Cultural Affairs

Installation of unenclosed sidewalk cafes:

- Photos of the proposed work location, including photos the storefront associated with the sidewalk café
- A site plan showing the number and location of the tables and planters/dividers