

Fact Sheet

Apply on Portico

Portico is LPC’s web-based permit portal that makes it easy for owners of designated properties to file applications for permits, upload supporting documentation (photographs, architectural plans, presentations), view the status of the application, and receive final permits. Applicants can also amend existing permits and request notices of compliance. Portico allows multiple users to access the same application and receive updates on application status.

Follow the **six easy steps** below to submit a complete application on Portico.

Step One: Find My Property

This section asks you to identify the building where the work is proposed to be performed. There are three ways to identify your building:

- Borough, House Number, and Street Name (e.g., Fifth Avenue)
- Borough, Block, and Lot
- BIN (Building Identification Number)

[LPC’s Discover New York City Landmarks](#) map is a helpful tool to find the building information requested above.

Step Two: Contact Information

This section is where you will input contact information for all team members related to this application. You will be directed to indicate your “primary contact” for the application. This person will be the main source of correspondence between LPC staff and your applicant team.

Note: there can only be one primary contact, so be sure to indicate the person to whom you would like all correspondence directed. In addition, your applicant team must include the property owner. Note that the email address of all team members, including the owner, must match their NYC ID.

Step Three: My Application Assistant

This section will take you through a series of simple questions about your proposed work to determine the most efficient LPC review of your application. LPC offers several expedited review services, including Business Express, Expedited Certificate of No Effect, and FasTrack, as well as standard review.

Note: if your application qualifies for Expedited Certificate of No Effect service, you will be directed to indicate the team member serving as the Professional of Record (POR) in your Contact Information. The

POR will either be your architect or engineer, who will be contacted to complete the self-certification attestation.

Step Four: Upload Documents

This section prompts you to upload application materials related to the proposed work. It is very important that you review the LPC Permit Application Guide and other resources in advance to make sure you are providing the specific materials needed for the staff to understand and assess each aspect of your proposal. Typical application materials include:

- **Drawing Files:** You will upload (or drag and drop) your drawings as a PDF. If your project requires submission to the Department of Buildings (DOB), the drawings should be the exact same final filing drawings that you will submit to the DOB.
- **Image Files:** You will upload (or drag and drop) your color photographs. All proposed exterior work requires color photographs to show existing conditions, including parts of the building not visible from the street. LPC accepts Microsoft-compatible file types for photographs (e.g. JPEG, PDF, TIFF). If your work is for interior alterations only and your work is not located within an interior landmark, you do not need to provide photographs.
- **Additional Files:** You can upload (or drag and drop) any additional application materials, such as cover letters, reports, restoration specifications, paint chips, or cut sheets, that are needed to explain or support your proposed work.

Step Five: Uploaded Documents Confirmation

This section will show you the successfully uploaded documents in support of your application. If any files are missing, you can go back to the previous page to check the size, format, and name of all of your files.

Step Six: Overview

This section will prompt you to confirm that your application is ready to be sent to the owner of the building for their digital signature (called an attestation). The application will then be submitted to LPC and a docket number will be generated to indicate that the application has been received and will be assigned to the staff.

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