

Sarah Carroll, Chair

Instructions for E-filing

Starting Tuesday, March 17, 2020, as part of the agency response to the COVID-19 situation, LPC will be temporarily accepting electronic filing of all permit applications.

Application forms and associated drawings, photographs and other materials must be emailed to LPC at applications@lpc.nyc.gov. Electronic applications will be given priority during the City's COVID-19 Response. Because of reduced workforce at the LPC's office, applications that are mailed in or dropped off will likely experience significant delays in processing.

Please carefully follow the instructions below in order to electronically submit your application:

1. Go to the LPC website at <https://www1.nyc.gov/site/lpc/index.page> and navigate to the Forms page (<https://www1.nyc.gov/site/lpc/applications/forms.page>) to choose the desired application form type (Standard, FasTrack, XCNE or Post-approval). *Note: only one form can be used per application- please check instructions on the form to make sure that you qualify.*
2. Fill out the application form completely, including the owner signature, and the attached verification cover letter.
3. Send an email to applications@lpc.nyc.gov with "New Applications" in the subject line, and attach the completed application form and any file attachments under 10MB in size.
4. Within the body of your email, include a list of all file attachments and if necessary, provide a file transfer link to send any files over 10MB. If you are unable to transfer your files at this time, your application will still be assigned, and your staff preservationist will work with you to transfer them directly.
5. An email notifying you that the application has been received will be sent within two business days, which will provide the docket number associated with your application along with further instructions about the permit review process. After submitting an application electronically, if you do not receive a confirmation email within two business days, please send a follow-up email with your contact info and the property address to applications@lpc.nyc.gov without any file attachments.

Additional Notes

- All other steps in the permit review process should take place electronically as well, including the resubmission of drawings or other materials in response to a checklist from your staff preservationist, however these correspondences should occur by emailing your preservationist directly.
- Upon approval of a permit, your staff preservationist will email you the permit and the approved drawings or send you a link to a file transfer service for you to retrieve them.
- DOB filing drawings must be signed and sealed by the professional of record prior to submitting them to LPC.