

## FAQ

# Portico

## What is Portico?

Portico is a web-based permit portal that allows 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.

The portal employs an Application Assistant, or “wizard”, for all applications, asking applicants a series of simple questions to direct them to the correct application process and to provide directions on the materials required. Portico is configured to allow multiple users to access the same application, so property owners will be able to view the application status at the same time as their representatives.

## I am a member of the public looking for more information on permits and violations issued by LPC, should I use Portico?

No. Portico is for people applying for permits or post-approval actions. LPC has a number of tools available to the public to search for permit and violation information.

- Permit Application Search: This search tool allows you to look up the current status of permit applications filed and permits issued since January 1, 2016.  
<https://www.nyc.gov/site/lpc/applications/permit-search.page>
- Permit Application Finder: This map displays the current status of permit applications filed and permits issued since January 1, 2016. Users can search by address and docket number or simply click on designated buildings and sites to see if there are any applications or permits issued for work that requires an LPC permit. It features a permit filter that lets you sort issued permits by Community District, Commission or Staff Level Approval, and Work Type. Applications or pending permits can be sorted by Community Board District.  
<https://www.nyc.gov/site/lpc/applications/permit-application-finder-map.page>
- Landmark Violation Search: This search tool allows you to look up information on landmark violations. <https://www.nyc.gov/site/lpc/violations/landmark-violation-search.page>

## How do I know if my building is a NYC landmark?

You can use LPC’s Discover New York City Landmarks map to find out if your building is a designated landmark: <https://nyc.lpc.maps.arcgis.com/apps/webappviewer/index.html?id=93a88691cace4067828b1eede432022b>

## **I am looking for general information about LPC permitting, where do I find it?**

For up-to-date information on LPC's permitting process and guides, please visit LPC's website:

[nyc.gov/landmarks](https://nyc.gov/landmarks)

### Quick Links

- LPC's application page: <https://www.nyc.gov/site/lpc/applications/applications.page>
- LPC Permit Guidebook: How to Get Staff-Level Approvals:  
<https://www.nyc.gov/site/lpc/applications/permit-application-guide.page>
- LPC's Rules: <https://www.nyc.gov/site/lpc/applications/rules-guides.page>
- Technical Resources: <https://www.nyc.gov/site/lpc/applications/technical-resources.page>

## **I have looked through these questions and still need help. How do I reach LPC?**

If you have a question about using Portico or have a question about filing for work on your building, you can find phone numbers and web forms on the Contact Us page on our website:

<https://www.nyc.gov/site/lpc/about/contact-us.page>

## **How do I find my building identification number (BIN) or block and lot?**

You can use LPC's Discover New York City Landmarks map to find detailed building-by-building information:

<https://nyc.lpc.maps.arcgis.com/apps/webappviewer/index.html?id=93a88691cace4067828b1eede432022b>

## **Where can I find my docket number?**

The LPC docket number is a unique identifier used to keep track of your application. The format is LPC-YY-12345 where YY is the current fiscal year, followed by a 5-digit number. Once you apply, an LPC docket number will be sent to you via email, and if submitted in Portico, will also be available under My Applications.

If you are applying at the Department of Buildings, DOB NOW will require this number in order to submit and process your application. For issued permits, the LPC Docket # can be found on the permit. For in-progress applications, the LPC docket number can be found under My Applications, or by using the search function.

## **Who can file an application and/or a Post-Approval Action?**

Anyone with an NYC.ID can submit an application through Portico. There is no requirement to have any type of professional file your application for you. If your work requires submission to the Department of Buildings for approval, then you will need to submit drawings that are signed and sealed by a registered architect or professional engineer, but they do not need to submit your application for you.

## **What is a NYC.ID?**

NYC.ID is a centralized user authentication and self-service account management tool used by City agencies to provide online services and benefits to the public.

## **How do I get a NYC.ID?**

Create an account here: <https://www1.nyc.gov/account/register.htm>

## **Can I get a NYC.ID if I am not a NYC resident?**

Yes! NYC residency is not required for the NYC.ID required to use Portico.

## **Do I have to have a NYC.ID to use Portico?**

Yes, every user needs to have a NYC.ID.

## **What is a primary contact?**

A primary contact is the main source of correspondence between LPC staff and your applicant team. Each applicant team must have a primary contact. There can only be one primary contact, so be sure to indicate the person to whom you would like all correspondence directed.

## **Can I change the primary contact on my application?**

The owner can add, remove, and/or change any and all team members on the application. If you are not the owner of the building, then you will need to contact the owner to make changes once the application has been submitted to the LPC.

**I've sold my building or bought a new building. How can I change the property owner on an open application?**

If the property owner of the building has changed, you will need to request to withdraw the open application, then submit a new application through Portico with the new owner's information and attestation.

**What is the role of the property owner?**

The role of the property owner is to approve applications before they are submitted to LPC. Your applicant team must include a property owner, who will be contacted via email to review and approve applications before they are submitted to LPC. The property owner must have a NYC.ID to access Portico and review applications. Note that the email address of all team members, including the owner, must match their NYC.ID.

**What is an attestation?**

Attestation is a legal acknowledgment of the authenticity of a document and a verification that proper processes were followed. Property owner attestations are required for all applications, and Professional of Record (POR) attestations are required for applications that qualify for Expedited Certificate of No Effect (XCNE) service.

**What is the Professional of Record (POR)?**

If your application qualifies for Expedited Certificate of No Effect (XCNE) 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.

**My Professional of Record does not want to complete the attestation. Do I have to resubmit a new application?**

No, you can request that the Professional of Record disapprove the attestation and then you can submit directly to the property owner; or you can recall your draft from the Professional of Record, and then submit directly to the property owner. In both cases, the application may still qualify for FasTrack service instead of Expedited Certificate of No Effect (XCNE) service.

## Can I choose the type of review service I want for my application?

No, the Application Assistant in Portico will ask you a series of questions about your proposed work and will determine which service your application may qualify for based upon your answers. If a violation is in force against the property, you may not qualify for certain expedited review services (e.g., XCNE and FasTrack).

## How can I track my progress in Portico?

Visit My Applications to review the status of the application in the milestones section, review documents and other materials in the document library, as well as the complete application history.

## What is a Document Library?

The document library stores all of the materials submitted by the applicant, as well as documents provided by LPC, including Materials Checklists (MCLs), which request missing materials required to explain the proposed work, the final permit, and LPC-approved drawings.

## What types of files can I upload?

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.

- **Drawing Files:** You will upload 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.

**I uploaded a number of documents and not all of them are showing up. What happened to them?**

If you upload files larger than 300MB or unsupported file formats (e.g., HEIC – iPhone images), or the name of your file is very large (over 250 characters), the files cannot be reviewed by the LPC and will be removed from Portico. Be sure to check the size, format, and name of all your files to ensure that LPC can review your files.

**Can I submit my materials directly to my assigned LPC staff preservationist?**

No. All materials must be submitted through Portico, with the exception of materials for applications filed before Portico launched. However, you can email your staff preservationist if you have specific questions regarding your Materials Checklist (MCL), should you receive one. Your staff preservationist's contact information can be found at the end of the Materials Checklist.

**I filed my application before Portico launched, but it is not listed under My Applications. How do I submit materials in response to a Materials Checklist (MCL)?**

To submit materials for applications filed with LPC before Portico launched (“legacy” applications), refer to the instructions on your Materials Checklist (MCL), or contact your assigned LPC staff preservationist for assistance.

**I filed my application before Portico launched, but it is not listed under My Applications. Where can I find it?**

Applications filed before Portico launched will not appear in this location. Visit the LPC website to look up the current status of previously filed permit applications:

<https://www.nyc.gov/site/lpc/applications/permit-search.page>

**Why didn't one of my older applications appear when I used the “Search Permit Application” button?**

The “Search Permit Applications” button only shows applications that originated in Portico. Applications filed before Portico launched will not appear in this location. Visit the LPC website to look up the current status of previously filed permit applications:

<https://www.nyc.gov/site/lpc/applications/permit-search.page>

## **A new docket number with “SAMPLES/SHOPS” appeared in my submitted tab in my dashboard. What is this and why can’t I withdraw it?**

LPC generates a new docket number with a Samples/Shop Drawings checklist when samples or shop drawings are required after a permit is issued. These are typically generated for permits that include restoration work. You do not need to submit all your samples and/or shop drawings at once. You can submit them as you are ready to do so, and your staff preservationist will prioritize your samples and note the approval of samples on the checklist. You will not receive a permit for this docket number; instead, you will receive a complete Samples/Shop Drawings checklist noting all of the materials have been approved by staff. These dockets cannot be withdrawn, because these materials are required prior to the commencement of related work.

## **What is a Post-Approval Action?**

A Post-Approval Action is an application submitted after a permit or letter is issued by the LPC. The three post-approval actions include:

- Amending My Permit
- Submitting Final Drawings for a Commission Level Approval
- Requesting a Notice of Compliance (sign-off) for completed work

## **How do I amend a permit?**

Applications filed after Portico launched: Go to your Completed tab to find the docket number, click the three dots, choose “Amend Permit,” and then follow the instructions. If you are not the original applicant, and you know the application was submitted in Portico, click the “Search Permit Applications” button, and follow the instructions to locate the docket. Once you’ve located your docket, you can click the three dots, then choose “Amend Permit” and follow the instructions.

Applications filed before Portico launched: Click the “Post-Approval Actions” button, then choose “Amend My Permit” and follow the instructions.

## **How do I sign-off on a permit?**

Applications filed after Portico launched: Go to your Completed tab to find the docket number, click the three dots, choose “Request Notice of Compliance,” and then follow the instructions. If you are not the original applicant, and you know the application was submitted in Portico, click the “Search Permit Applications” button, and follow the instructions to locate the docket. Once you’ve located your docket, you can click the three dots, then choose “Request Notice of Compliance” and follow the instructions.

Applications filed before Portico launched: Click the “Post-Approval Actions” button, then choose “Request Notice of Compliance” and follow the instructions.

## **How do I obtain a permit for work that was approved by the Commission at a Public Hearing?**

Applications filed and approved after Portico launched: Go to your Completed tab to find the docket number, click the three dots, choose “Submit Final Drawings,” and then follow the instructions. If you are not the original applicant, and you know the application was submitted in Portico, click the “Search Permit Applications” button, and follow the instructions to locate the docket. Once you’ve located your docket, you can click the three dots, then choose “Submit Final Drawings” and follow the instructions.

Applications filed and approved before Portico launched: Click the “Post-Approval Actions” button, then choose “Submit Final Drawings” and follow the instructions.

## **Still need help?**

We're here to help with any questions you may have. Click on the [Contact Us](#) page on our website for more information on how to reach out for more assistance.



**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.