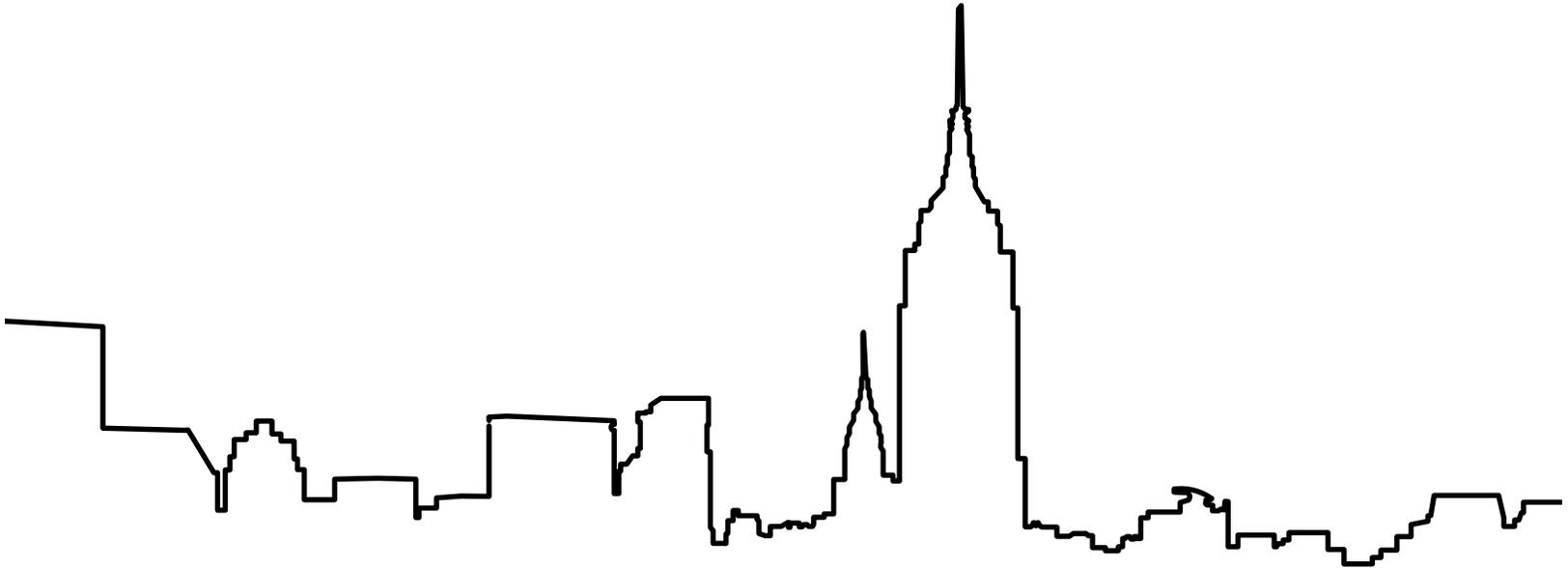


# AWNING INSTALLATION

Application Guidelines





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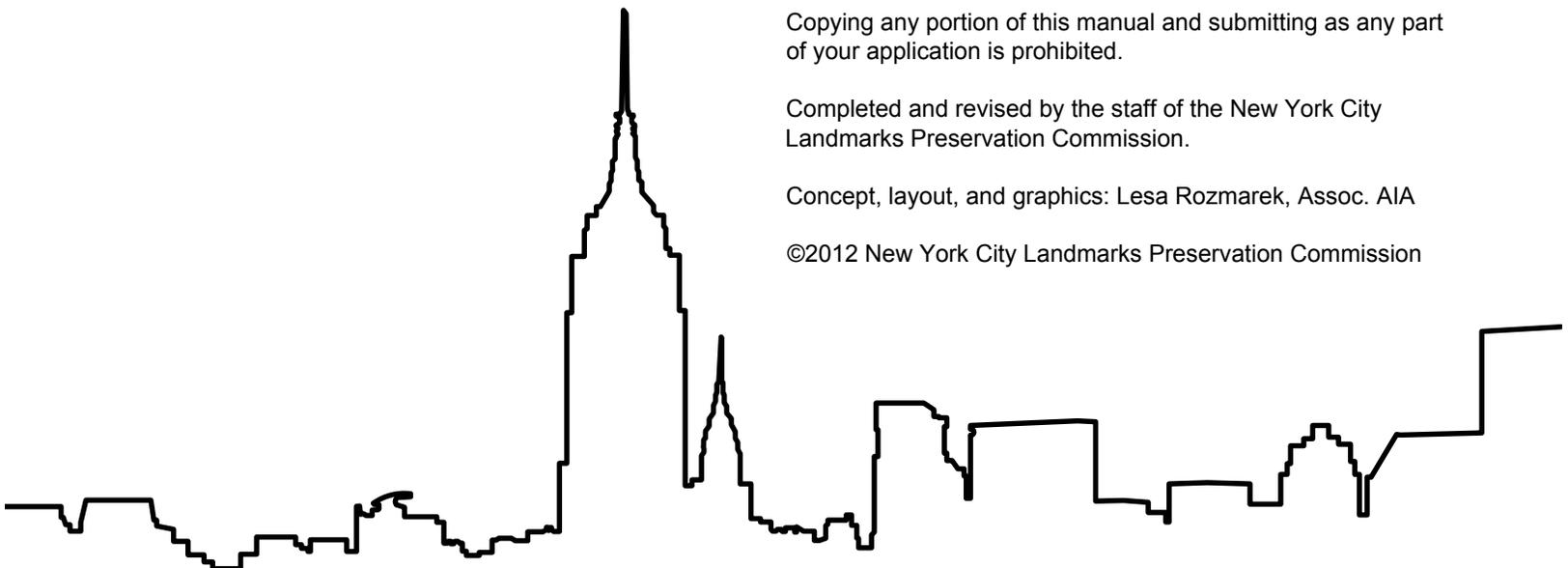
This manual is not a substitute for LPC's Rules and Regulations and does not release owners from obtaining a permit from the Commission. For more information about the permit application process, please visit our website, [www.nyc.gov/landmarks](http://www.nyc.gov/landmarks) or call 311.

Copying any portion of this manual and submitting as any part of your application is prohibited.

Completed and revised by the staff of the New York City Landmarks Preservation Commission.

Concept, layout, and graphics: Lesa Rozmarek, Assoc. AIA

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## Awning Installation

Awnings historically were used as both a climate control tool above windows and door entrances and for advertising above storefronts. They typically were made from cloth or canvas, and featured a straight slope, flexible skirt and open sides, and fit within a door or window opening or storefront. They were installed directly at the top of the wall openings they covered and corresponded to the size and shape of the openings they covered.

The historic uses and appearance of awnings in New York City serve as the basis for [Section 2-12 of the Landmarks Preservation Commission's Rules](#), which governs and specifies criteria for the installation and replacement of awnings. This chapter summarizes the criteria of Section 2-12, and offers guidance on how to submit an application that conforms to them so you can successfully obtain a staff-level permit.

Permit applications that do not conform to this rule will require a review before the full Commission at a public hearing. For a copy of the Commission's Rules, please visit our website: [www.nyc.gov/landmarks](http://www.nyc.gov/landmarks)

### No Permits Required

Permits are not required for routine awning maintenance, including:

- Seasonal removal and installation of LPC-approved window awnings
- Fabric patching in a matching material
- Minor repairs or adjustments to the rolling or folding arm mechanism of an awning's frame
- Cleaning

### When LPC Approvals are Required

Permits are required for:

- Replacement of or repairs to significantly damaged or deteriorated frames and armatures
- Repairs to significantly damaged or deteriorated frames and armatures
- Recladding or retaining existing awnings
- Installation of new awnings on residential windows, doors, and porches
- Installation of new awnings on storefronts

### Recladding an Existing Awning

#### Residential Properties

A staff-level permit will be issued if:

- The awning was present at the time of designation or was previously approved by LPC
- All awnings match in terms of fabric color and pattern if installed on primary or visible secondary facades
- The fabric is made of water repellant canvas with a matte finish or similar looking fabric
- The fabric is a solid color, or vertically striped and relates to the color of the building
- The awning has no letters or signs
- The address numbers are no higher than 6 inches

#### Commercial Storefronts

A staff-level permit will be issued if:

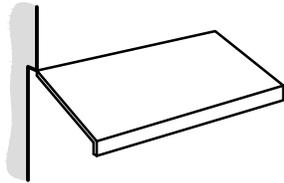
- The awning was present at the time of designation or was previously approved by LPC
- All awnings match in terms of fabric color and pattern if installed on primary or visible secondary facades
- The fabric is made of water repellant canvas with a matte finish or similar looking fabric
- The fabric is a solid color, or has vertical stripes and relates to the historic color of the building
- The signs, lettering and/or graphics are painted on the awning skirt
- The size of the lettering is proportional to the height of the awning skirt

# Installing New Awnings on Residential Doors, Windows and Porches

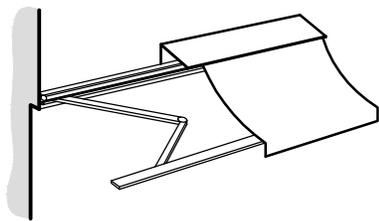
A staff-level permit will be issued if:

- The awnings are retractable
- The awnings are installed at or below the lintel and fit into the window or door opening
- The awning attachments do not damage, hide or obscure a significant building feature
- It projects at an angle and its length, size, height and slope are in proportion to the window or door
- Terrace and architectural setback awnings are in proportion to the size, length and depth of the terrace or setback
- Terrace and architectural setback awnings may extend over more than one opening, but the awning must be proportional to the size, length and depth of the terrace or setback
- Porch awnings conform to the bay structure and proportions of the porch
- The fabric, color and pattern of the awnings match those on the primary and visible secondary façades
- The fabric is made of water repellent canvas with a matte finish or similar looking fabric
- The fabric is a solid color, or vertically striped and relates to the historic color of the building
- The awning has no letters or signs, except for an address number
- The address numbers are no higher than six inches

## Types of Awnings



Fixed Awning



Retractable Awning



1930s Tax Photograph from Brooklyn, New York

## Installing New Awnings on Storefronts

Please note that awnings must be retractable on individual landmarks and on buildings that were designed with retractable awning housing in order to qualify for a staff-level permit. In all other cases, the awning may be retractable or fixed.

A staff-level permit will be issued for a **retractable** awning if:

- It follows the curved configuration of the window or door openings (it can have a straight or curved slope and may or may not have side panels)
- It is installed at the head of the window or door opening with an arched or segmental head
- The skirt is unframed and proportional to the height and size of the awning

A staff-level permit will be issued for a **fixed** awning if:

- It has a straight slope and is open at the sides
- It is installed at the rectilinear transom bar of a window or door opening with an arched or segmental head
- The skirt is unframed and proportional to the height and size of the awning

Additionally, an awning application, whether retractable or fixed, must meet the following criteria:

- Attachments do not damage, hide or obscure a significant building feature
- Installation occurs at or below the lintel or transom bar (see 2-12 (f) for exceptions)
- Awning is attached to a projecting storefront below the storefront cornice or cap
- Length does not exceed the length of the storefront or associated window opening
- Edges are aligned with the principle piers of the storefront or window opening
- Underside is open
- Lowest framed portion is at least eight feet above the sidewalk
- Lowest unframed portion is at least seven feet above the sidewalk
- Awning projects at an angle and its length, size, height and slope are in proportion to the window or door
- Fabric is made of water repellent canvas with a matte finish or similar looking fabric
- Fabric is a solid color, or has vertical stripes and relates to the historic color of the building
- Signs, lettering and/or graphics are painted on the awning skirt
- Size of the lettering is proportional to the height of the awning skirt
- It is on an upper story, provided historic evidence is presented as precedence, it is uniform in color and absent of signage.



1930s Tax Photograph from Brooklyn, New York

### All Other Awnings

Your application may be reviewed by the full Commission at a public hearing if it does not meet one or more of LPC's awning criteria. The staff preservationist assigned to your application will help you prepare your presentation and determine which descriptive materials are needed to clearly explain your project, and will schedule a public hearing date as soon as those materials have been collected.

Please note that the descriptive materials required for a Commission-level permit are the same as those required for a staff-level permit, except that they should be in a large-scale format and mounted on foam-core boards or presented in Power Point or other software presentation program. See Appendix C for details on the public hearing process.

Anyone can comment on your proposal at the public hearing. You may respond to those comments, as well as to questions from individual Commissioners, who will discuss the proposal and either vote to approve it, deny it or request revisions, which can be presented at a subsequent public hearing.

# Awning Application Review Process

## LPC Rule Applied

LPC Rules, 2-12 Rules for Installation of Awnings

## Scope of Work

Recladding & Retention of Existing Awnings

Installation of New Awnings on Residential Windows, Doors, and Porches

Installation of New Awnings on Storefronts

## LPC Staff Level Approvals

A PMW may be issued for the recladding of awnings if it meets both of the following criteria:

- The awning to be reclad was present at the time of designation or was previously approved by an LPC permit.
- The existing frame will be reclad in a material and finish that conforms to the criteria set forth in the LPC Rules.

An application that is complete and complies with all LPC Rules may have a Permit for Minor Work (PMW) or Certificate of No Effect (CNE) issued at staff level.

If the application does not comply with one or more criterion of the Rules it moves to the Public Hearing Process.

## Public Hearing Approvals

Applications that come before the Commission for review and approval, may be granted a Certificate of Appropriateness (CofA).

These applications must be complete and include historic photographs of the site and building, color photographs of the existing building, color renderings of proposal and dimensioned drawings. Your staff preservationist will notify you of any missing pieces of information. Please follow the recommendations and guidance of your staff preservationist. See Appendix C for details on the public hearing process.

## Application Checklist for Awning Installation

Below is a list of required descriptive materials for your awning proposal. These materials will help the Commission evaluate the impact of your proposal on the associated landmark site. Examples of some of the required materials are available in the Sample Application Materials section of this chapter.

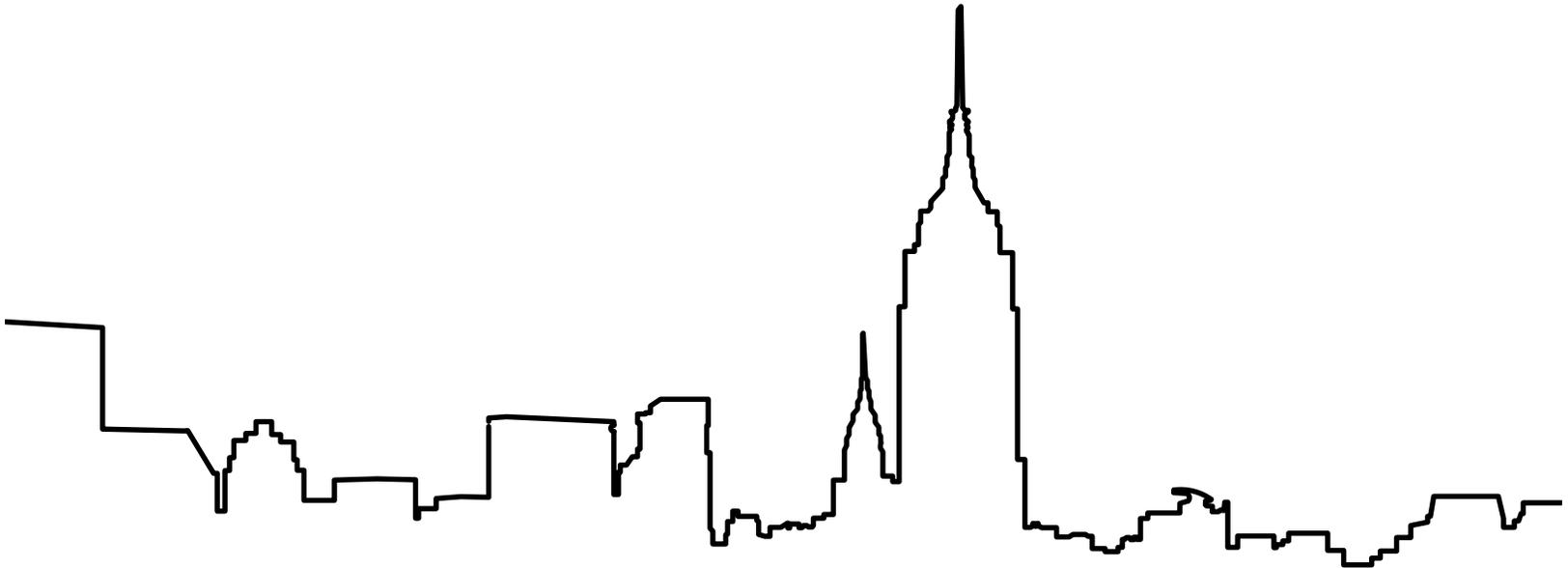
- Permit application signed by the building owner
- Color photographs of the building and/or sketch elevation of the building with proposed location of awning indicated
- Close-up color photograph of proposed location of awning
- Elevation drawing of awning with dimensions
- Section drawing showing point of installation, method of installation, awning profile and projection
- Color and material sample(s)
- If you have met all of the requirements and staff has confirmed you are able to receive a staff-level approval, you must submit two sets of filings drawings signed and sealed by a licensed architect or engineer if the proposed work requires a Department of Buildings permit before the LPC approval may be issued

**An LPC staff preservationist will contact you if additional materials are required.**

# AWNING INSTALLATION

Sample Application Materials

Commercial Awning Installation  
Residential Awning Installation





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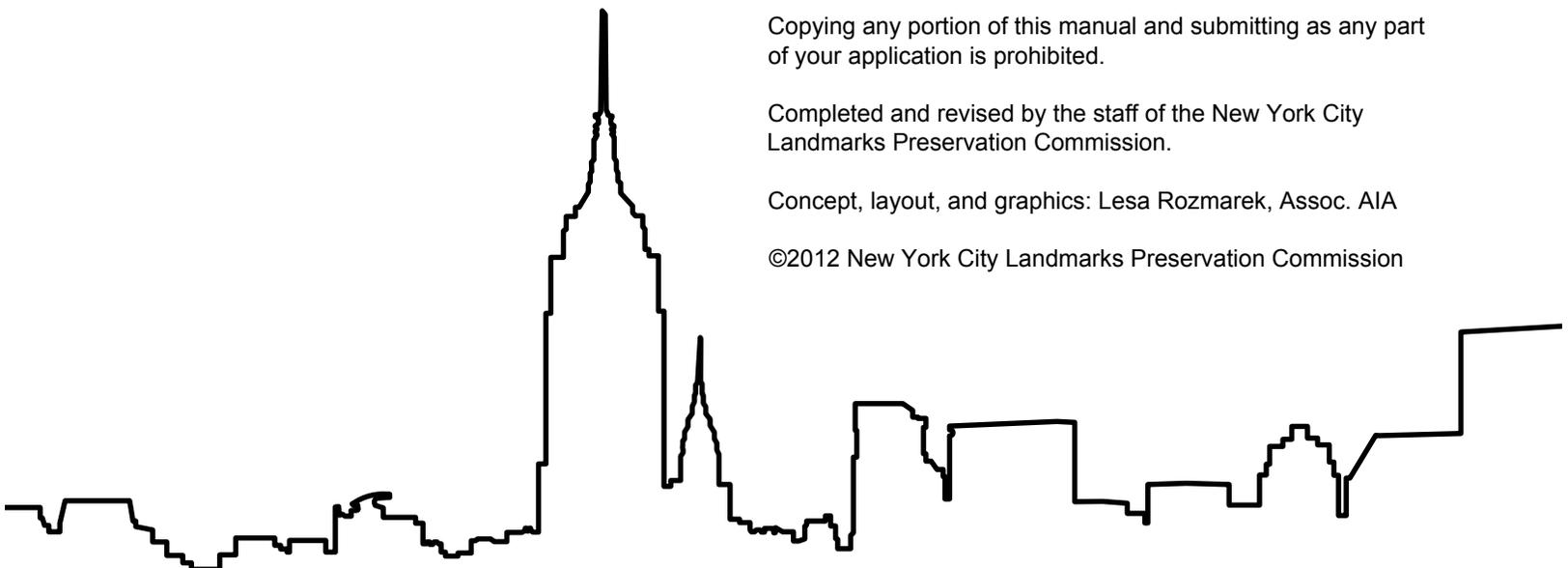
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*Label the photograph on the front or on the back; i.e., Canal Elevation. If you are submitting a digital file denote which elevation the photograph is representing in the file name; i.e., Elevation\_Canal\_Street.jpg.*

**Existing Elevation View from Canal Street**

**COMMERCIAL AWNING INSTALLATION**  
456 CANAL ST., NEW YORK, NEW YORK

**Photo Documentation**



*Describe work - like this:*

EXISTING AWNING TO BE  
REMOVED.  
CORNICE & SIGN BAND  
TO BE REPAIRED AND  
PAINTED.

*Label the photograph on the front or on the back; i.e., Canal Street Elevation. If you are submitting a digital file denote which elevation the photograph is representing in the file name; i.e., Elevation\_Canal\_Street.jpg.*

**Proposed Work Elevation from Canal Street**

**COMMERCIAL AWNING INSTALLATION**  
456 CANAL ST., NEW YORK, NEW YORK

**Photo Documentation**

**NYC** Landmarks Preservation  
Commission

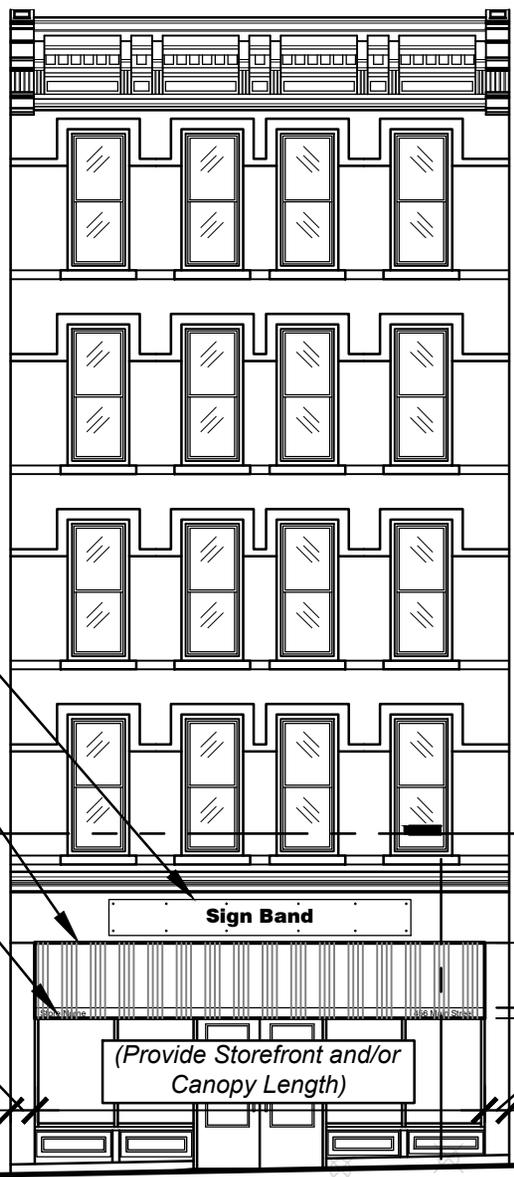


Describe the scope of work - like this.

EXISTING AWNING SITS ABOVE LINTEL AND COVERS SIGN BAND AND CORNICE. THE PROPOSED NEW RETRACTABLE AWNING TO FIT WITHIN THE STOREFRONT OPENING AND REVEAL THE SIGN BAND AND CORNICE.

SECURITY GATE HOUSING TO BE MOVED TO THE INTERIOR OF THE BUILDING AND AWNING LOCATED WITHIN THE WINDOW OPENING.

**Existing Awning Close-up Photographs**



(refer to Rule 2-20 for Sign Rules)

LOCATION OF PROPOSED RETRACTABLE AWNING, AWNING FABRIC: UV FABRIC INC., MUCKY DUCK ULTRA UV PROTECTION SOLAR GUARD

(Signage should be limited to the skirt. Provide Color for Signage Lettering)

BOTTOM OF LINTEL  
EL +11'-0"

(Remaining Distance to Edge of Bldg.)

Sign Band

(Provide Storefront and/or Canopy Length)

(Remaining Distance to Edge of Bldg.)

(Provide enlarged elevation of area with proposed canopy. Elevation must clearly demonstrate all proposed signage and graphics to be located on the skirt. Similar to enlarged residential elevation on sheet A15.)

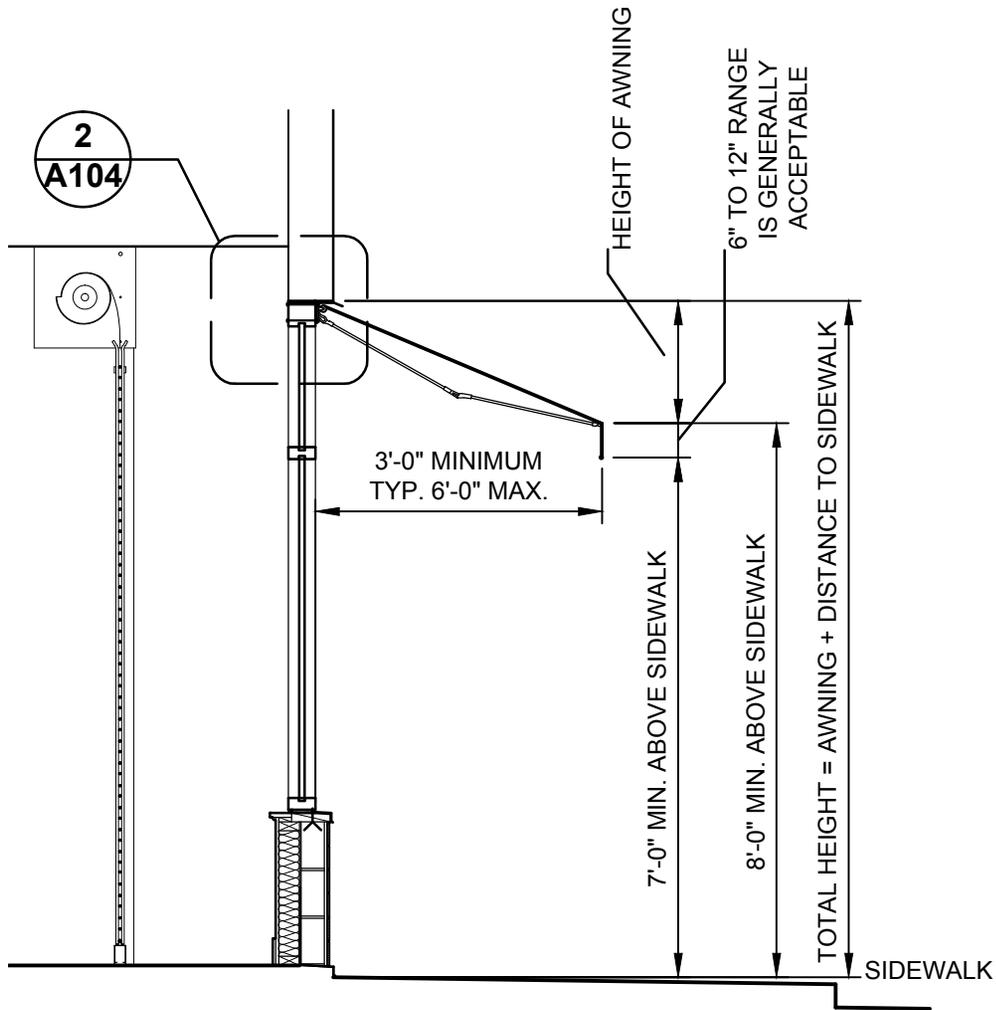
(Provide Overall Height of the Awning. Height must be proportional to the overall composition and framing be mounted no less than 8'-0" Above the Sidewalk.)

(Provide Height of the Awning Skirt. Height must be proportional to the overall composition.)

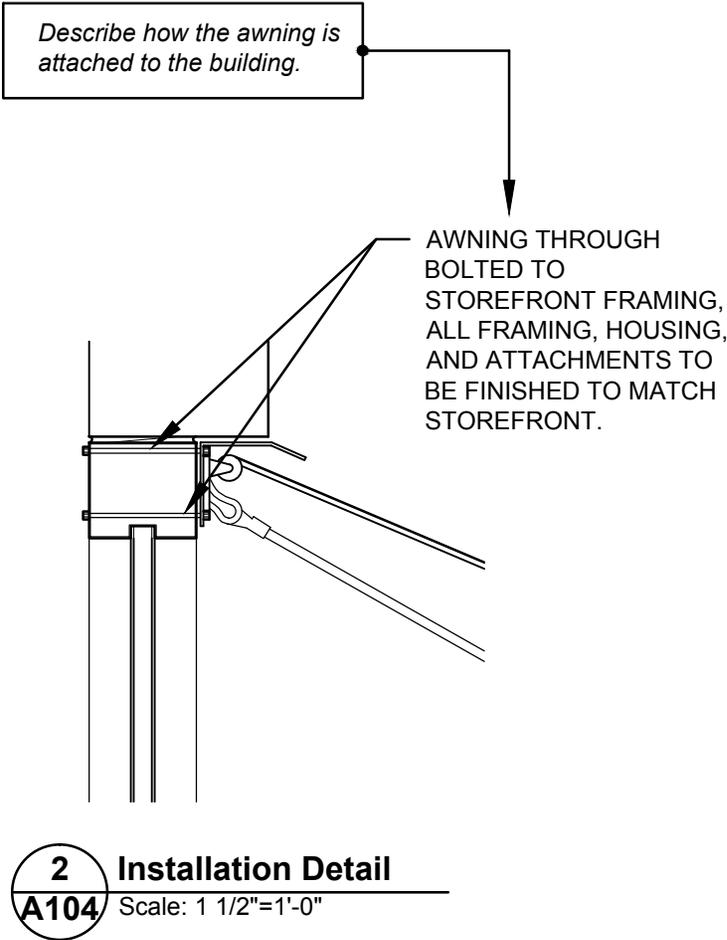
(Provide Distance to Bottom of Unframed Portion of the Awning = 7'-0" Minimum Above Sidewalk)

**1**  
**A103** Canal Street Elevation  
Scale: 1/4"=1'-0"

**1**  
**A104**  
TYP.

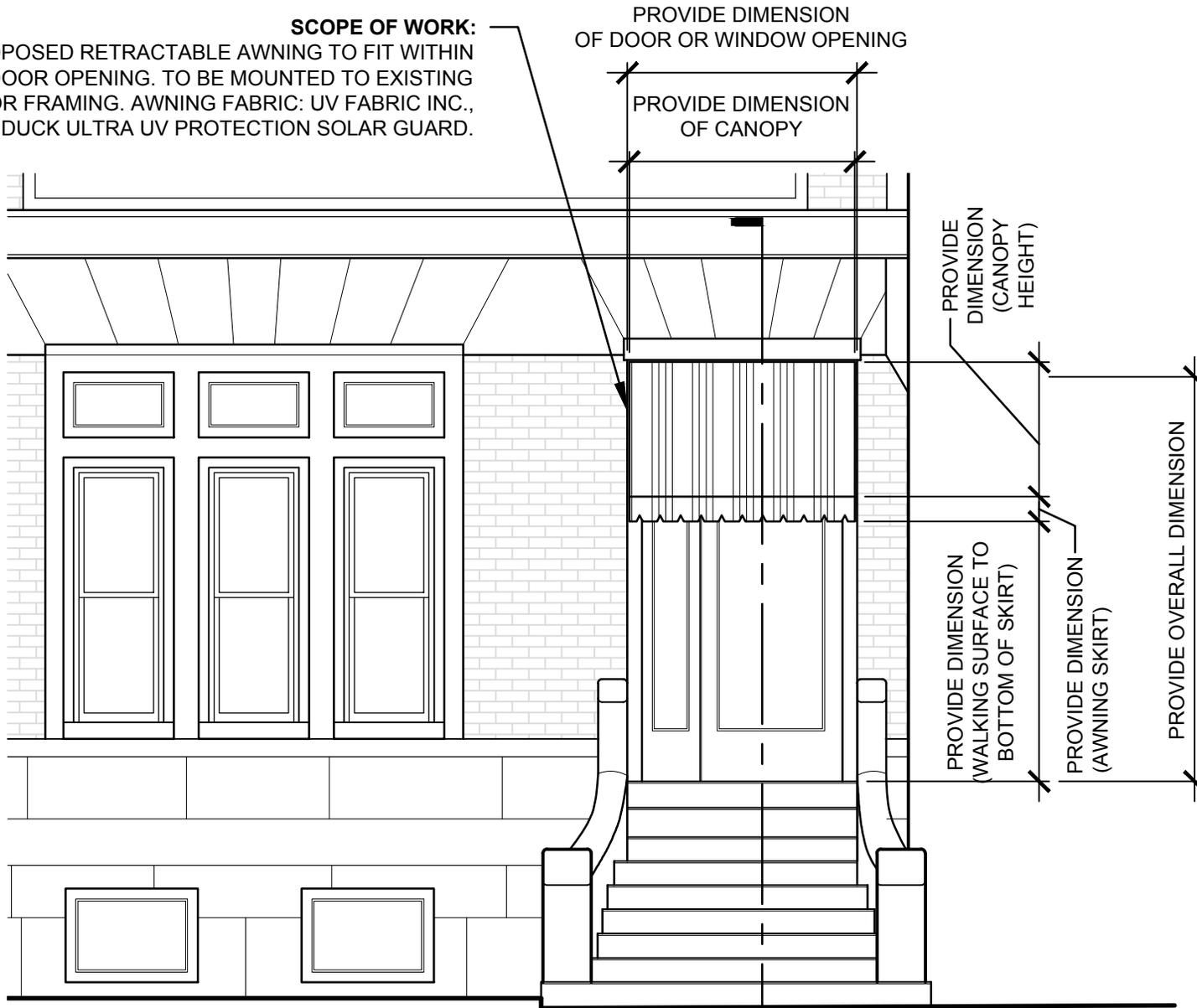


**1** Awning Section  
**A104** Scale: 1"=1'-0"

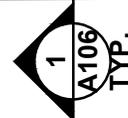


**2** Installation Detail  
**A104** Scale: 1 1/2"=1'-0"

**SCOPE OF WORK:**  
 PROPOSED RETRACTABLE AWNING TO FIT WITHIN  
 EXISTING DOOR OPENING. TO BE MOUNTED TO EXISTING  
 DOOR FRAMING. AWNING FABRIC: UV FABRIC INC.,  
 MUCKY DUCK ULTRA UV PROTECTION SOLAR GUARD.

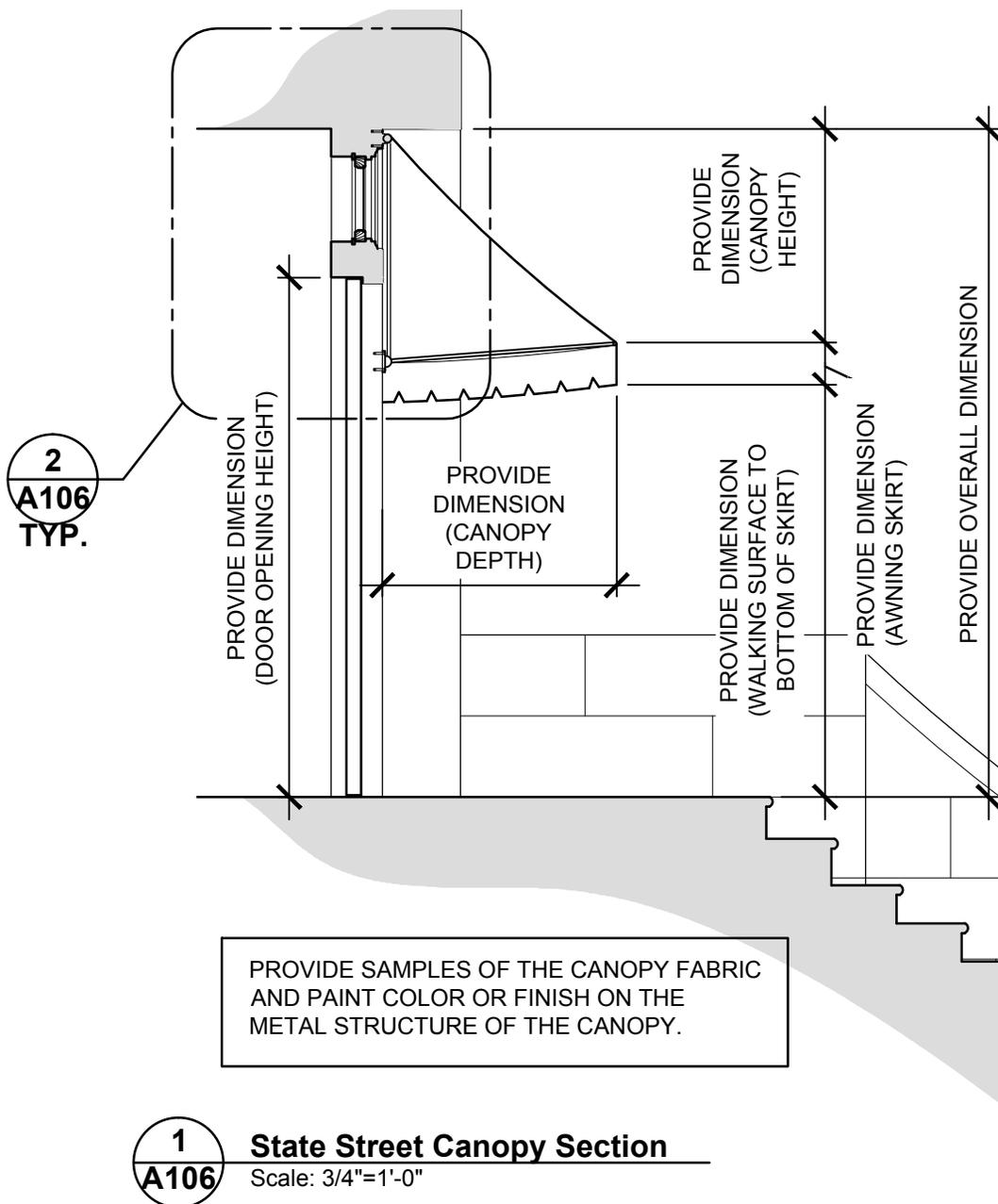


**1**  
**A105** **State Street Awning Elevation**  
 Scale: 1/4"=1'-0"

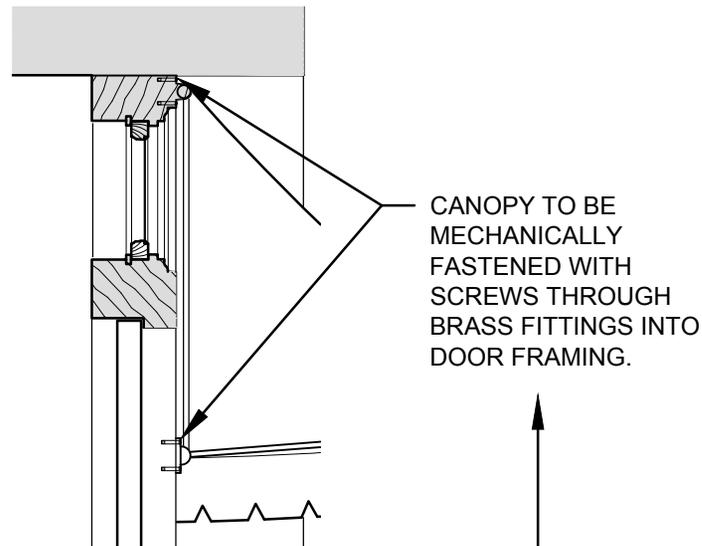


**RESIDENTIAL AWNING INSTALLATION**  
 456 STATE ST., NEW YORK, NEW YORK

Elevation Drawing



**1**  
**A106** **State Street Canopy Section**  
Scale: 3/4"=1'-0"



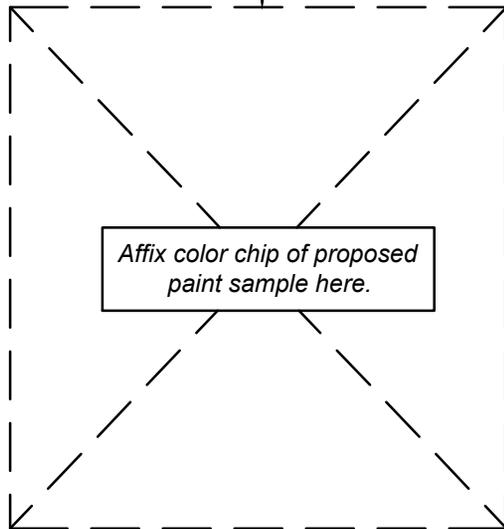
**2**  
**A106** **Installation Detail**  
Scale: 1 1/2"=1'-0"

Describe how the awning is attached to the building.

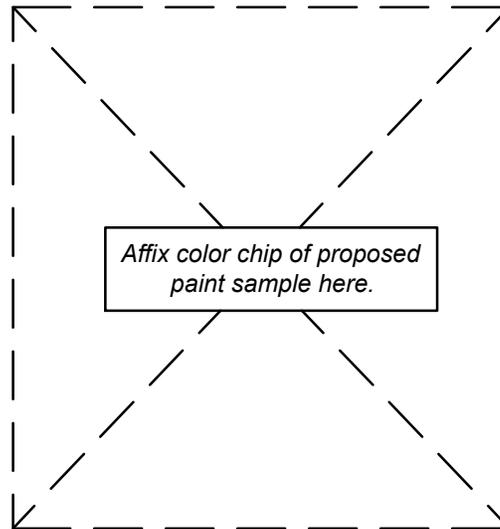
**RESIDENTIAL AWNING INSTALLATION**  
456 STATE ST., NEW YORK, NEW YORK

**Section & Detail Drawings**

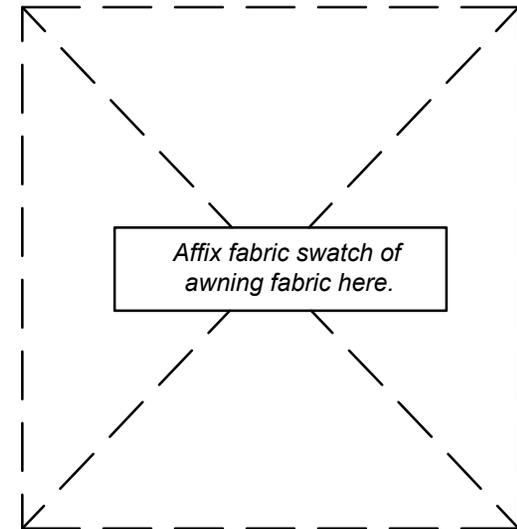
*This example application was for removal of an old awning which covered the historic signband. To obtain a permit for a new canopy, the canopy now has to be located below the lintel which exposes the signband. If this is similar to your project, do not forget to rehabilitate your signband. In this example, it is being painted, therefore, a paint sample for the signband is a required submittal with the application.*



**Sign Band Color:** Paint Company X, Color: Silly Putty, BK-1984.



**Frame Color:** Paint Company X, Color: Darkest Ocean Blue, BG-1066.



**Awning Fabric:** UV Fabric Inc., Pattern & Style: Mucky Duck Ultra UV Protection Solar Guard, UVP-MD89765.