# Replacing windows and doors on a landmark: *the checklist.*

ARTISTIC WINDOWS & DOORS®

Replacing a window or door on a New York City individual landmark, or in a historic district, needs an LPC permit. LPC staff handle about 95 percent of applications, without a public hearing, when the work meets LPC's rules. Use this to see what to gather before you file.

## 01 Do you need a permit?

- ☐ **Generally no permit** for ordinary maintenance and repair, such as replacing glass, repainting the existing color, caulking and weatherstripping, hardware, interior storm windows, patching or partly rebuilding wood parts.
- ☐ **A permit** to replace windows or doors, even where the Department of Buildings (DOB) needs no permit.

> LPC encourages repairing historic windows. Unsure? Call LPC staff, 212-669-7817.

## 02 Know your building

- ☐ Individual landmark, or historic district?
- ☐ Which facades are **primary**, **visible secondary** or **non-visible**?
- ☐ Any **special** windows or doors: curved sash, leaded or stained glass, fine carving, or original windows dated 1850 or earlier?

## 03 Photographs

- ☐ Color photos of the whole building.
- ☐ Close-ups of every opening to be replaced, showing where it sits.
- ☐ Historic photos or drawings, if any. LPC's guidebook lists 1940s tax photos.

## 04 Drawings and specifications

- ☐ **Elevations** of existing (if historic) and proposed windows or doors, side by side, one for each type.
- ☐ **Floor plans** marking each location.
- ☐ **Sections and details** (head, jamb, sill, meeting rail, muntins) of existing and proposed, **at primary facades**.
- ☐ **Material specifications** on the drawings, at primary facades and for special windows.
- ☐ **Color samples**, at visible facades.
- ☐ Glazing calculations, if LPC asks for them.

## 05 Conditions assessment

- ☐ Needed to replace **historic doors**, **special windows or doors**, and historic windows on the **primary facade of an individual landmark**.
- ☐ By someone with preservation experience: color photos, materials identified, deterioration described, and a written case for replacing rather than repairing.

## 06 What staff can approve

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| **Primary facade** | A match to the original in configuration, operation, details, materials and finish. Some variations are allowed, depending on window type: for example a fixed upper sash on a double-hung, a changed swing on a casement, simulated divided lights built to LPC's conditions, and a small cut in glass area (up to 6% on historic wood windows, 10% on metal; other limits apply to some types). Staff decide. |
| **Visible secondary** | A match in configuration and finish. |
| **Non-visible** | Any window, within the existing opening. |
| **Special windows** | Kept, or replaced in kind on any facade, if a conditions assessment shows they are beyond reasonable repair. |

> The material allowances for some buildings do not apply to individual landmarks or to buildings with special windows.

## 07 File, and the timing

- ☐ File online in **Portico**. Add DOB filing drawings if DOB needs to approve the work.
- ☐ **Permit for Minor Work** (staff, no hearing): decided within 20 business days of LPC confirming the application is complete, often in about ten business days. An application left incomplete for 90 days may be withdrawn.
- ☐ **Doesn't meet the rules?** Staff may suggest changes. Otherwise a **public hearing**, after a community board presentation. Allow one to two months to be heard.
- ☐ Start work only once the permit is issued.

**Sources.** NYC Landmarks Preservation Commission: LPC Permit Guidebook, Chapter 2, Windows and Doors; Permit for Minor Work; Public Hearings, For Applicants (nyc.gov/lpc). Checked 20 November 2026. A summary written by Artistic: not an LPC document, not legal advice, and Artistic is not affiliated with LPC. Rules and timelines change; confirm at nyc.gov/lpc before filing. LPC staff decide what applies to your building. New York City only.

# Artistic's work on *landmarked buildings.*

OUR OWN PAGE, NOT AN LPC DOCUMENT

ARTISTIC WINDOWS & DOORS®

Artistic makes custom wood and steel windows and doors in Avenel, New Jersey. Page 1 summarizes the rules of the Landmarks Preservation Commission. This page is about us: what we have built, and how we work.

## The landmark record

Columbia
The Arsenal, Central Park
Lord & Taylor
Philadelphia Academy of Music
Ellis Island
Pratt Institute
The Metropolitan Club
The William Goadby Loew Mansion

These are buildings we have worked on. This does not mean any of them went through LPC review.

## How a drawing starts

With what already exists: the opening, its surviving profiles and any old photographs of the building. We measure sightlines, rail depths and muntin profiles on site and draw to them.

The people who draw the opening build it.

## Installed by our own crews

Our own crews install, anywhere in the continental United States.

## Standard drawing sets

Our standard drawing sets are available on request.

artisticwindowsanddoors.com/architects
Scan, or type the address, to request drawing sets.

## The shop

NAMI audits our shop, with surprise inspections. We are a member of ICAA.

We buy FSC-certified wood from our suppliers, and can provide FSC paperwork for a project on request.

## Who we are

| | |
|---|---|
| FOUNDED | 1988, in the third generation of the family |
| SHOP | 10 South Inman Avenue, Avenel, New Jersey |
| LEAD TIME | Typically 16 to 18 weeks, confirmed for each project |

## Talk to us

Tell us the building, which openings, and what you have so far.

| | |
|---|---|
| SALES | Jason Adamshick, VP of Sales<br>through the office line |
| OFFICE | (732) 726-9400<br>info@adwnj.com |



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