

Fact Sheet

Bronze Plaque Program

The New York Landmarks Preservation Foundation (NYLPF), a non-profit organization that supports the activities of the Landmarks Preservation Commission (LPC), administers a Bronze Plaque Program to honor individual landmarks designated by LPC. The plaques, which include a brief description of the landmark's significance, are approximately 19"x 22"x 5/8" cast bronze with a smooth finish and cost \$1,750 per piece.

How do I know if my building is eligible for a plaque?

To be eligible for a plaque, the building or structure must be a designated individual landmark. You can search for your building on the [Discover NYC Landmarks map](#) to check your building's landmark status.

How do I request a plaque?

To request a plaque, please email claire@nylpf.org or visit <https://www.nylpf.org/nylpf-contact>.

Please note: An LPC permit is also required to install the plaque(s) on your designated landmark building. All LPC permit applications are now filed through Portico, LPC's web-based permit portal. [More information about filing permit applications on Portico can be found on LPC's website.](#)

What happens after I submit my request?

Once a plaque request is received and the permit application filed through Portico, LPC staff will draft text for your review. After the plaque text is approved, the NYLPF will send you an invoice for payment. Once payment is received, the NYLPF will send the order to the foundry for fabrication. The fabrication process takes approximately four weeks. Plaques are shipped directly from the foundry to you, the applicant. You are responsible for installation and obtaining a permit from LPC prior to installation.

Do I need to wait until I receive the plaque to apply for the installation permit?

No. You can apply for a permit as soon as you receive confirmation from NYLPF that your building is eligible for the plaque program.

What do I need to submit to obtain a permit for the installation of the plaque?

All applications for permits install NYLPPF plaques are submitted via Portico. When filing on Portico, you will first create an NYCID. [More information on creating an NYCID can be found on the "Apply on Portico" page of LPC's website.](#)

Once you've logged in to Portico using your NYCID, you can start a new application. LPC uses a "wizard" for all applications, asking a series of simple questions to direct applicants to the correct application process and the required materials to support the application. Follow the instructions to input the address of your building and answer the questions prompted, choosing "Signage" as your work type.

As part of the application process, Portico will prompt you to upload supporting documentation, including:

- A photograph showing the overall façade or structure where the plaque is proposed to be installed (for context)
- A close-up photograph of the exact location where the plaque will be installed
- An annotated photograph, a photomontage, or an elevation drawing that clearly identifies the plaque's proposed location
- A drawing (e.g., a section drawing or installation drawing) and/or a detailed written description clearly illustrating how the plaque will be attached
- Dimensions of the plaque, including its height, length, and width/thickness (Plaques typically measure 19" x 22" x 5/8")
- A written description of the plaque's proposed material and finish (Plaques are typically solid bronze with a smooth finish)
- Written confirmation of the type(s) of masonry and/or other materials into which the plaque will be anchored

We suggest that the plaque be installed at an area of undecorated masonry near the entrance door.

What happens after I receive my permit for the installation of the plaque?

All permits are now issued and able to be downloaded through Portico. Once you receive your permit, you may install the plaque at a date that works for you/your organization. If you would like to hold an unveiling ceremony for the plaque, please email NYLPPF at the email address above, and LPC and NYLPPF will work with you on planning the event and inviting press to the unveiling ceremony.