



Federal Historic Preservation Tax Incentives Photograph Documentation Guidance for the Rehabilitation of Historic Buildings

- Photographs **must** provide obvious and comprehensible information. Photographs serve as the visual description of the project's scope-of-work.
 - Photographs should be current.
 - Photographs should be in color and not be digitally altered or edited.
 - Photographs should be **well-lit** and **clear**. If power is not available within historic buildings, additional, supplementary lighting should be used to ensure the space is adequately lit.
 - Out-of-focus, blurry, fuzzy, dark, over-exposed, or low-resolution are not acceptable.
 - Examine photographs prior to submission to ensure they meet the requirements and adequately provided the intended view.

- **Part 1 Photographs:**
 - Part 1 photographs are used for making eligibility determinations and to identify character defining features which must remain. A comprehensive documentation of the building is required.
 - Part 1 photographs should be numbered, properly labelled, and keyed to an existing floorplan of the building.
 - Part 1 photographs should capture character-defining features of the building.
 - Photographs submitted for Part 1 should document the entirety of the building, its site, and environment as it exists **prior** to any rehabilitation work being undertaken.
 - Site and Surrounding Environment:
 - Streetscape photographs showing the buildings on either side of the subject building are recommended for urban buildings
 - All outbuildings and secondary resources must be photographed, even if they are not historic or not part of the rehabilitation project

- Exterior Elevations:
 - Capture all exterior elevations/facades
 - Where elevations are partially blocked by adjacent buildings, trees, landscaping, or etc., it may be necessary to take several photographs from different angles to show the whole elevation
 - When elevations are covered or boarded up, remove coverings/boards to take photographs
 - Without seeing the entirety of the building, the project cannot be properly evaluated.
 - Exterior Features:
 - Typical features include but are not limited to: Siding, Window sashes, Foundations, Roofing, Shutters, and Doors
 - Interior Spaces:
 - Must include spaces where rehabilitation work is proposed as well as spaces where no work is intended to take place.
 - Wide-angle photographs are recommended.
 - Photographs of rooms can be oriented corner-to-corner from opposite corners. If the areas are too large or at too difficult an angle, multiple photographs should be taken to ensure full coverage of the space.
 - Spaces include but are not limited to: hallways, stairways, and principle rooms
 - Interior Features and Finishes:
 - Photographs should provide an overview of the rooms throughout the building.
 - Buildings with multiple, near identical spaces may not need photographs of every room. In such cases, representative photographs of the typical spaces may be acceptable. Please reach out to [THC Rehab@tn.gov](mailto:THC_Rehab@tn.gov) if you have any questions.
 - Features include but are not limited to: staircases and balustrades, mantelpieces and surrounds, woodwork and trim, ceilings, fireplaces, windows, doors, walls, ceilings, moldings
- **Part 2 Photographs:**
 - Photographs submitted for Part 2 should comprehensively document the building. Photographs should especially document any areas where rehabilitation work is proposed and illustrate information provided in the Part 2 textual descriptions.

- Photographs must be numbered, properly labelled, and keyed to a floorplan and the Part 2 description of proposed work.
 - Photographs should document details of deteriorated interior and exterior features.
 - Examples: peeling paint, rotten wood, cracked plaster, previously altered features, window deterioration
 - It is not necessary to take multiple photographs of every deteriorated detail. Representative photographs are sufficient to demonstrate conditions.
 - If the building is individually listed on the National Register of Historic Places, and a Part 1 Application is not required, the Part 2 photographs should also adequately capture all features and elevations that would be captured in Part 1 photographs.
- **Part 3 Photographs:**
 - Photographs for Part 3 should show all areas of the building, including where work was completed and where it was not.
 - Photographs for Part 3 should follow the locations and angles where the Part 2 Photographs were taken, as much as possible.
 - Detail images should be provided for any specific, technical work.
 - Examples: masonry repointing, window restoration, or in-kind replacement of distinctive historic fabric and features
- **Electronic Submission of Photographs:**
 - Photographs should be contained in a PDF with no more than two photographs per page, and with a size of 4"x6" per photograph.
 - The property name, address, date of photographs, and application part (i.e., Part 1, Part 2, Part 3, Amendment) must be listed at the top of each page.
 - The photograph number (labeled according to a Photo) and caption must be listed under each photograph.
 - The Photo Key must be submitted as a separate PDF.
- **Photograph Captions:**
 - Photographs should be individually numbered and labelled and contain the following information:
 - Photograph Number
 - View Shown (e.g., north side, south elevation)
 - Description of the View (e.g., plaster damage in dining room, north wall)
- **Photo Key:**

- Photographs must be numbered and keyed to both the description of proposed work in the application (Part 2) and plans of the building and site.
 - For Part 1s and 2s, the photographs should be keyed to an existing, pre-rehabilitation floorplans of the building and site.
 - For Part 3s, the photographs should be keyed to the post-rehabilitation plans.
 - Keep a copy of the Part 1 and Part 2 photo keys for reference when documenting the completed rehabilitation for Part 3. The views of the before and after work should be from the same or nearly the same locations.
- **Photograph and Photo Key Naming Conventions:**
 - Photograph PDF prior to NPS Project Number assignment:
 - **ApplicationPart Photos HistoricPropertyNameORPropertyAddress City State**
 - Ex:Part1_Photos_105SouthFrontStreet_Memphis_Tennessee
 - Ex:Part2_Photos_RitzTheatreAndHoskinsRexallDrugStreNo2_Clinton_Tennessee
 - Photograph PDF with NPS Project Number:
 - **NPSNumber ApplicationPart Photos HistoricPropertyNameORPropertyAddress City State**
 - Ex:12345_Part3_Photos_HotelPatten_Chattanooga_Tennessee
 - Ex:54321_Amend2_Photos_MaurySchool_Dandridge_Tennessee
 - Photo Key PDF prior to NPS Project Number assignment:
 - **ApplicationPart PhotoKey HistoricPropertyNameORPropertyAddress City State**
 - Ex:Part2_PhotoKey_SherronKressBuilding_Memphis_Tennessee
 - Photo Key PDF with NPS Project Number
 - **NPSProjectNumber ApplicationPart PhotoKey HistoricPropertyNameORPropertyAddress City State**
 - Ex:12345_Part 1_PhotoKey_ShanklinFlats_Knoxville_Tennessee
 - *Do not include spaces, punctuation, or special characters in the file names.*
 - *File names should be limited to 75 characters.*

Additional Guidance can be found at:

[Photo Naming Conventions](#) (NPS)

[Electronic File Format Standards and File Naming Conventions](#) (NPS)

[Documentation Requirements for Certification Applications](#) (NPS)

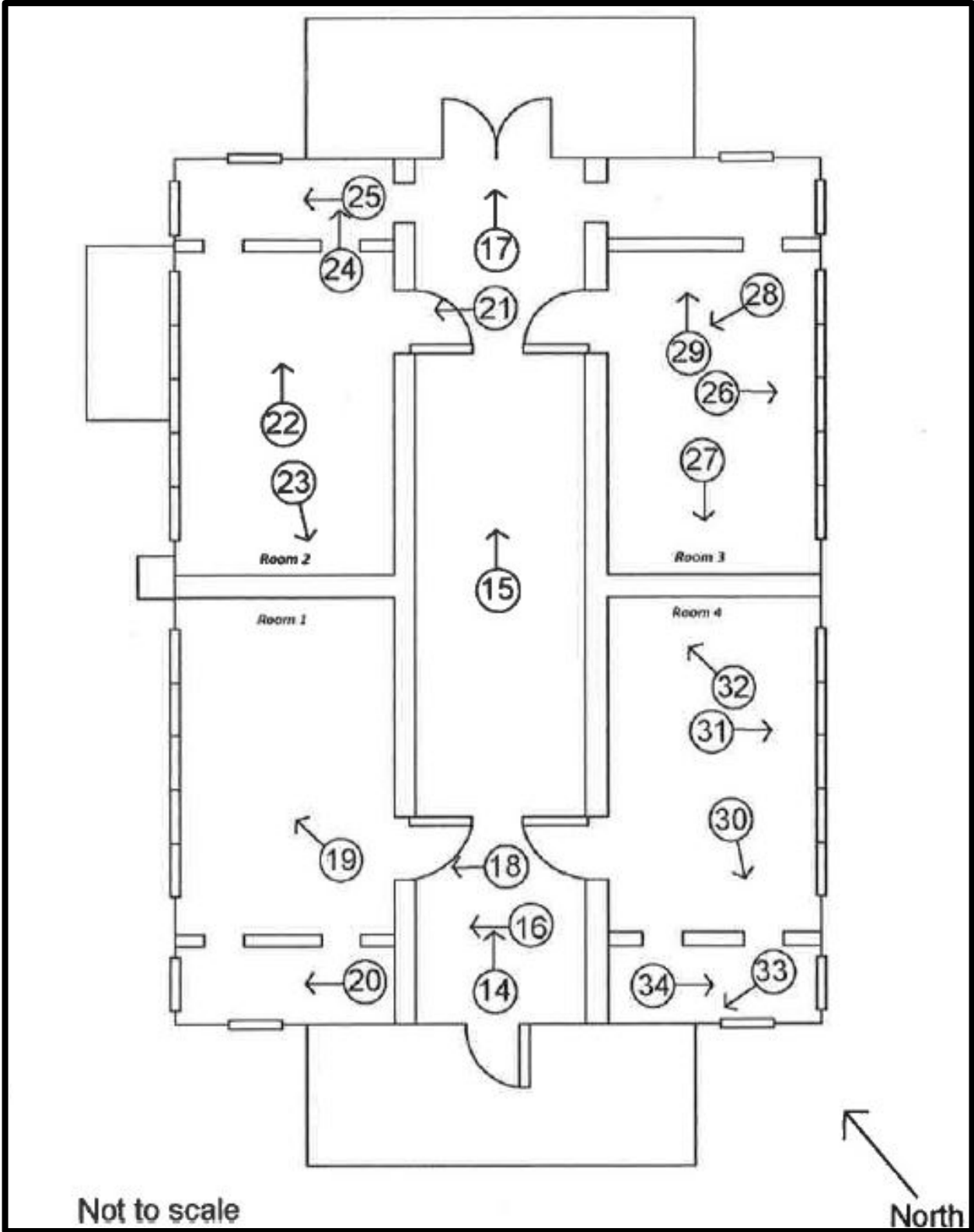
[Identifying Primary and Secondary Interior Spaces in Historic Buildings](#) (NPS)

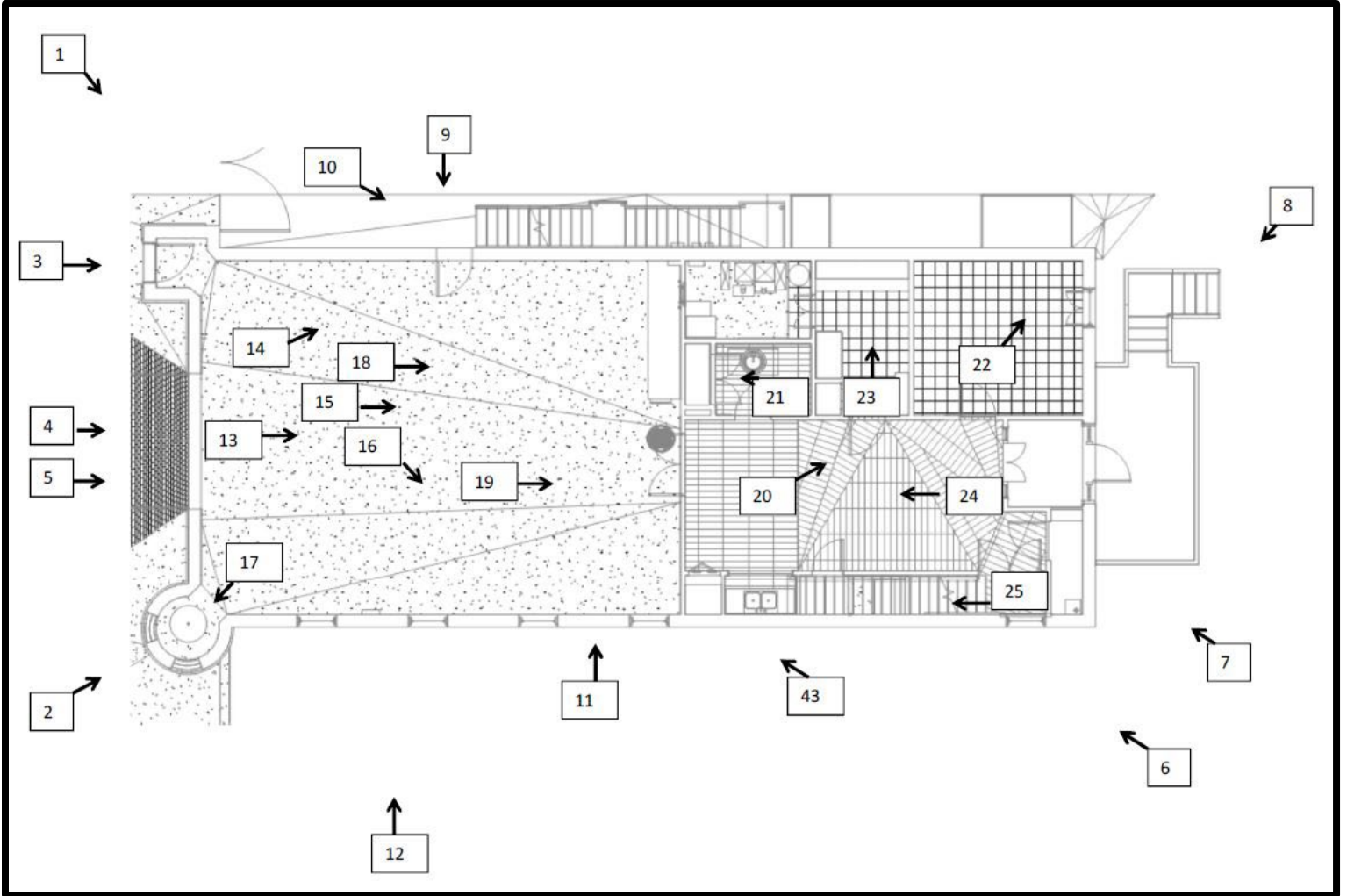
HPCA Instructions (when they are actually added to the NPS website)

Questions?

Email: THC_Rehab@tn.gov

Photo Key Examples





Photograph Sheet Examples

Cherokee Hotel – 44 Inman Street, Cleveland, TN
Part 2, July 7, 2023



1: East and North elevations of Cherokee Hotel, looking northeast.



2: Transom window over eastern storefront of Cherokee Hotel, looking northeast.

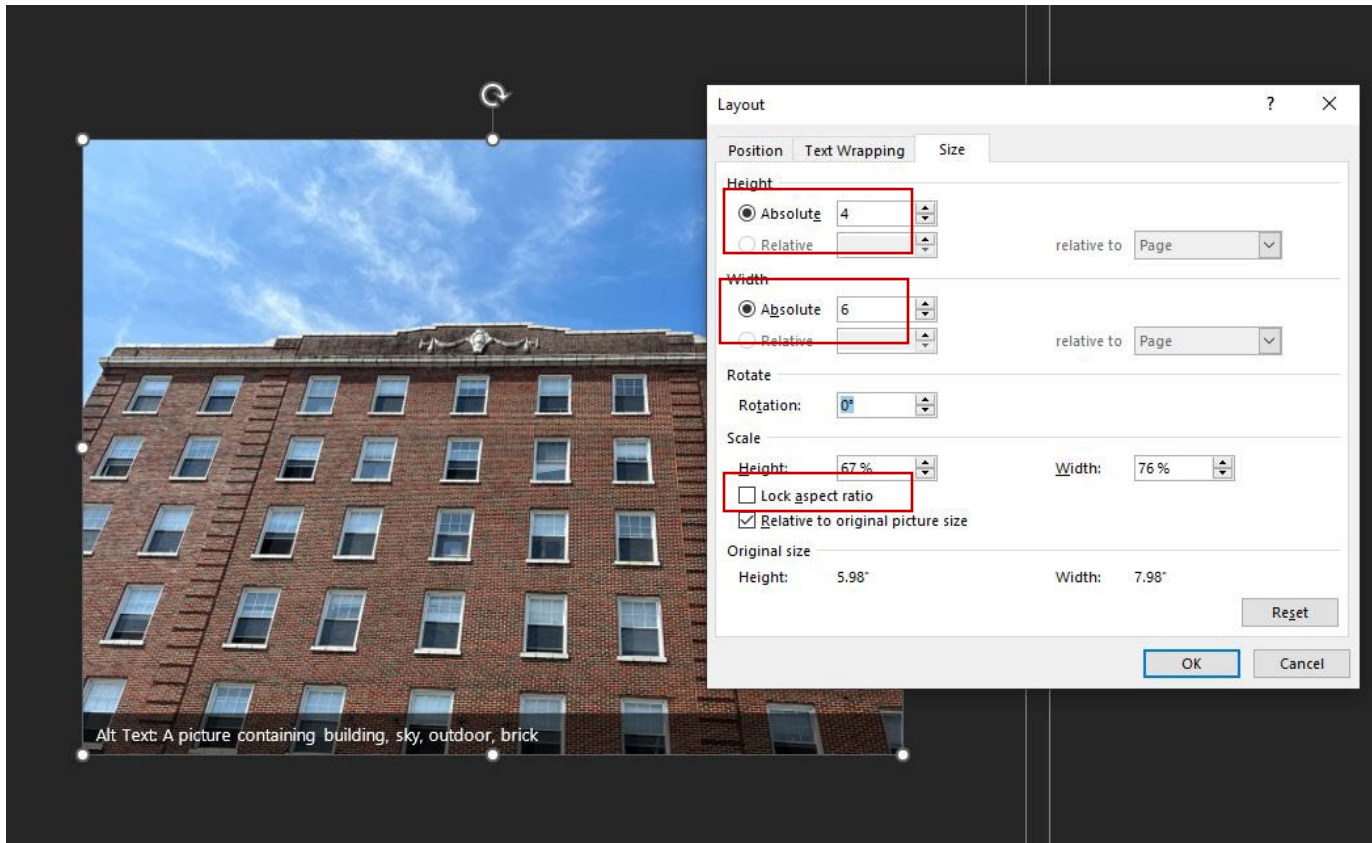


3: Detail of lobby staircase balusters, looking west.

***The TN SHPO will accept photographs taken in portrait orientation to be oriented so within the photograph PDF, such as above.*

Tips for Formatting Photos in the Photograph PDF:

1. Use Microsoft Word
2. Select “Insert” and select the “Pictures” icon
3. Select “This device...”
4. Select the folder location and photograph you want to add to the document and click “Insert”
5. Right click on the photo and select “Size and Position...”
6. In the dialog box uncheck the “Lock aspect ratio” box
7. Set the absolute height at 4” and the absolute width at 6” and click “OK.” Add caption below the photograph.
8. Once you have completed your Photographs document, save as a Word Document and as a PDF (*.pdf)



Note: If the photograph was originally oriented in Portrait rather than Landscape, set the absolute height at 6” and the absolute width at 4”.