



Historic Preservation Tax Incentives Program

Technical Preservation Services
National Park Service

Photographs for Historic Preservation Certification Applications

Program regulations require that certification applications include photographs documenting the appearance and condition of the building's exterior, interior, and site and environment prior to the start of rehabilitation (Parts 1 and 2) and after rehabilitation is complete (Part 3). [36 CFR Part 67.6(a)(1)] In addition, the application instructions state, "The applicant must submit a sufficient number of *good, clear photographs* . . . Where such documentation is not provided, review and evaluation cannot be completed, resulting in denial of the requested certification."

Number of photographs: Applicants must use their judgment as to how many photographs adequately "tell the story" of their building. Larger projects require more photographs to illustrate the various elements and areas of a large building or complex.

Labeling photographs: Photographs must be labeled with the following information:

- Building name and/or address.
- View shown (*e.g.*, north side).
- Description of the view (*e.g.*, plaster damage in dining room, north wall).
- Date taken.

Photographs must be numbered and keyed to both the description of proposed work in the application and photo key plans of the building and site.

Clarity of photographs: Photographs must be clear and must have sufficient resolution to show the details required for review of rehabilitation work. Photographs must be:

- In color.
- Taken at a high resolution.
- Printed on photographic, not photocopy, paper. Professional printing is recommended for best results.
- Printed at least 4" x 6" in size.

Format of photographs: **Photographs must be printed.** Photocopied photographs (black and white or color), instant photographs, and photographs smaller than 4" x 6" are not accepted. Applicants may submit disks of digital photographs, provided that printed photographs meeting all of the above criteria are included in the application materials submitted for review.

Applications with photographs that are not adequate for review will be placed on hold, and applicants will need to submit better quality photographs before NPS can complete review of the application.

Please note: Photographs and other materials submitted with a certification application become the property of the National Park Service and may be used in publications and information materials about the tax incentives program.