

COMMONWEALTH OF VIRGINIA – DEPARTMENT OF HISTORIC RESOURCES
VIRGINIA HISTORIC REHABILITATION TAX CREDIT PROGRAM
PHOTOGRAPHIC STANDARDS

Submitted Photographs Should:

- Be well-lit, clear, and should not be digitally manipulated (minimal adjustments to the brightness may be acceptable if the overall quality is not negatively affected). If power is not available within the structure, supplementary lighting should be brought in to ensure adequate lighting.
- Be color and printed at a minimum size of 4" x 6". Home-printed photos are permitted, so long as the printer provides adequate picture quality. If applying for the Federal program, photographs must be printed on photo paper. 8½ x 11-size photo paper is acceptable.
- Fully document the before- and after- rehabilitation conditions of the building. 24 to 36 photographs are generally sufficient for the average, single-family home or small commercial structure; however, it is better to have more photographs than too few.
- Follow a logical organization: exterior to interior; bottom to top.
- Be labeled with the following information: building name and/or address, view (e.g., "north side"), and description (e.g., "plaster damage in dining room, north wall").
- Be numbered and keyed to a floorplan of the building, using arrows to show the direction of each view (i.e. a photo key).

If photographs are judged to be insufficient in either quality or completeness, the reviewer may place your application on-hold and request additional photographs. **Please do not insert the photos into plastic photo sleeves** – they should be rubber-banded, clipped or placed together in an envelope.

PART 1:

The Part 1 application photographs are used for making a determination of eligibility. The focus is on documenting the overall building, the site, any outbuildings/other resources, and the conditions before rehabilitation.

- Site and surrounding environment. Streetscape photographs showing the buildings on either side of the subject building are recommended for urban buildings.
- All exterior elevations. Where elevations are partially blocked by adjacent buildings or trees, it may be necessary to take several photographs from different angles to show the whole elevation.
- Typical exterior features: siding, window sash, foundations, roofing, shutters.
- Major interior spaces: hallways, stairways, and principal rooms, including areas where no work is proposed. Wide-angle photographs are recommended.
- Major interior features: staircases, mantelpieces, woodwork, etc.
- All outbuildings and secondary resources (such as walls or ruins) must be photographed – even if they are not historic and not part of the project.

PART 2:

The Part 2 application photographs should comprehensively document the structure. Special attention should be paid to any areas where rehabilitation work is proposed, and illustrate the points being made in the Part 2 text. However, even areas where no work is proposed must be documented in either the Part 1 or Part 2 photographs.

NOTE: *If the Part 1 and Part 2 applications are being submitted concurrently, a single set of photographs and a photo key map may be submitted for review for each Program (State and Federal).*

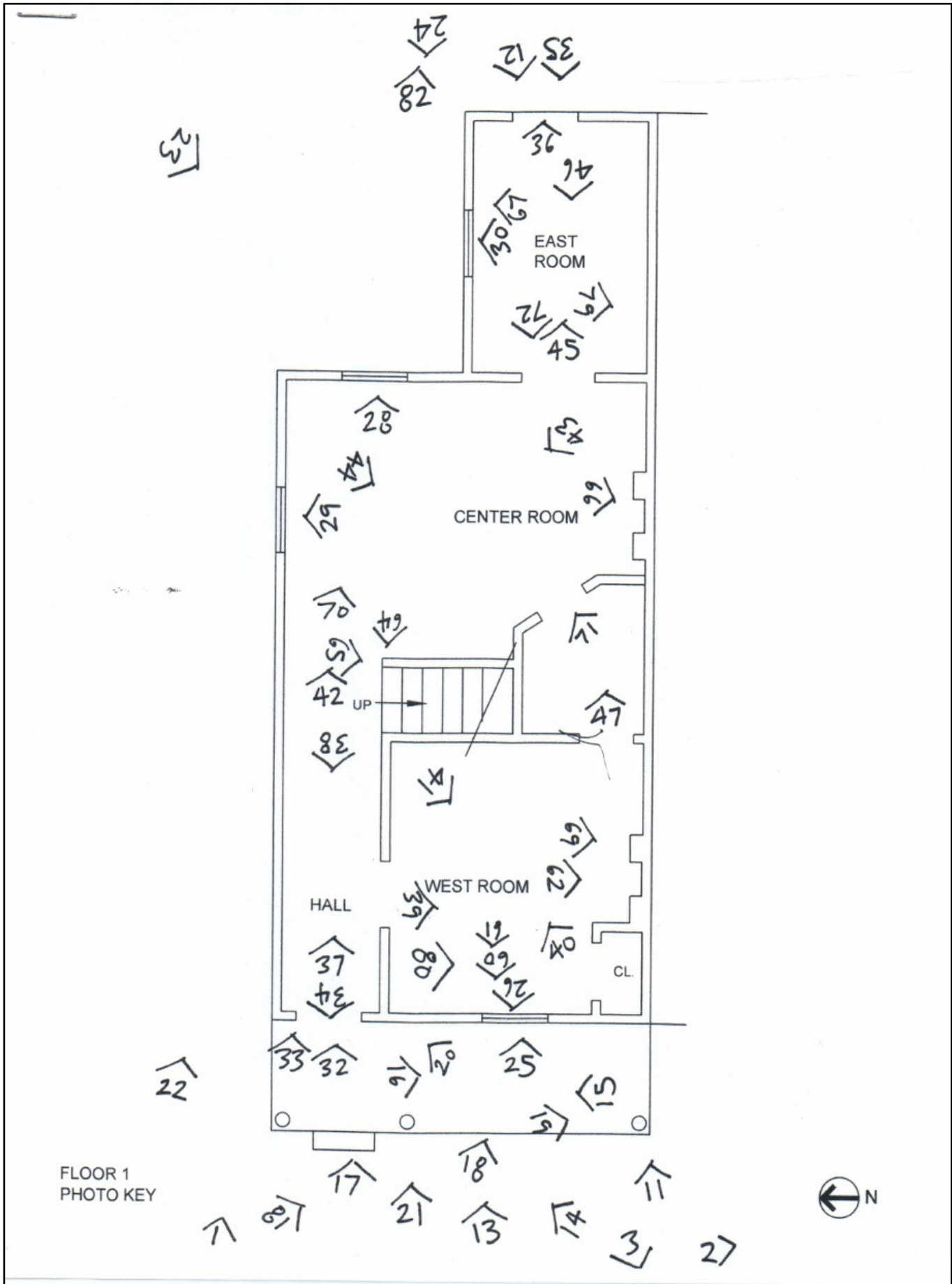
- Exterior and interior areas where rehabilitation work is proposed throughout the property. Photos should try and show entire rooms and spaces as much as possible.
- Some details of deteriorated interior and exterior features: peeling paint, rotten wood, cracked plaster, previously altered features.
 - **NOTE:** *It is not necessary to take multiple close-up photographs of every deteriorated detail. Representative images are sufficient to demonstrate conditions.*
- Typically taking two photographs from across a room or hallway – including the floor and ceiling – is sufficient to show most spaces.
- Photographs must also be numbered and keyed to the Part 2 description of proposed work.

PART 3:

The Part 3 application photographs should show all areas of the structure, both where work was completed and where work was not completed.

- Part 3 photographs should – as much as possible – follow the locations where the Part 2 photographs were taken.
- It is recommended that for specific, technical repair work – such as masonry repointing, window restoration, or in-kind replacement of distinctive historic fabric and features – detail images be provided with the Part 3.

SAMPLE PHOTO KEY



FLOOR 1
PHOTO KEY