

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

**SUBMITTED PHOTOGRAPHS SHOULD:**

- Be color, 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.
- Fully document the before- and after-rehabilitation conditions of the building. 24-36 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 – see page 2 of this document for a sample photo key).
- **(State Hard Copy Only)** Be printed at a minimum size of 4”x6”. Photos may be printed two to a standard, 8.5”x11” page. Home-printed photos are permitted, so long as the printer provides adequate picture quality. Please do not insert the photos into plastic sleeves – they should be rubber-banded, clipped, or placed together in an envelope.
- **(Federal Electronic Copy Only)** Follow the NPS “Photo Naming Conventions, JPEG Requirements and Photo Sheet Examples” document, which can be found at <https://www.nps.gov/subjects/taxincentives/hpca-electronic-submission.htm>.

**IMPORTANT:** If photographs are judged to be insufficient in either quality or completeness, the Reviewer may place your application on-hold and request additional photographs.

**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 existing conditions before rehabilitation, and should include:

- The 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 such as siding, windows, foundations, roofing, shutters, etc.
- Major interior spaces such as hallways, stairways, and principal rooms, including areas where no work is proposed.
- Major interior features such as staircases, mantlepieces, woodwork, etc.
- All outbuildings and secondary resources located on the property - such as ruins, pools, sheds, fencing or walls – must be photographed, even if they are not historic and/or are not a part of the project.

**PART 2:**

*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 of both applications for the State and Federal tax credit programs.*

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 narrative text. However, even areas where no work is proposed must be documented in either the Part 1 or Part 2 photographs.

- Show 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.
- Representative details of deteriorated features such as peeling paint, rotten wood, or previously altered details.  
**NOTE:** Please do not take multiple close-up photos of every deteriorated detail – representative detail images in conjunction with the overall photographs that are submitted are usually sufficient to show conditions.
- Typically taking two photographs from across a room or hallway – being sure to include the floor and ceiling – is sufficient to show most spaces. Larger or irregularly shaped rooms and spaces may require additional photos.

**PART 3:**

The Part 3 application photos should:

- Document the completed project once all work has been completed.
- Show all areas of the structure, including areas where work was not completed.
- Try to follow the placement and location of the Part 2 photographs, as much as is possible, to allow for direct comparison.
- For specific, technical repair work – such as masonry repointing, window restoration, or in-kind replacement of distinctive historic features and fabric – provide detail images of the completed work.

SAMPLE PHOTO KEY:



FLOOR 1  
PHOTO KEY