North Carolina Department of Cultural Resources
Office of Archives and History
Division of Historical Resources
State Historic Preservation Office

State Preservation Tax Credit Fee Payment Form

In accordance with North Carolina General Statute 105-129.36A, the State Historic Preservation Office (HPO) now charges a fee to process a Historic Preservation Certification Application. Information on processing fees is found on page 7 of the instructions for the Historic Preservation Certification Application. **All new income-producing and nonincome-producing projects received on or after November 1, 2004 will be subject to the fees.**

If you are submitting a "Historic Preservation Certification Application Part A—Description of Rehabilitation," a preliminary processing fee of **$250** is due, except for projects for which rehabilitation costs are under $25,000. If you are submitting a "Historic Preservation Certification Application Part B—Request for Certification of Completed Work," the balance of the fee is due based on the completed qualifying rehabilitation expenditures and is assessed in accordance with the fee schedule listed below:

Completed Qualifying Rehabilitation Expenditures	Total Fee*
$25,000 - $49,999	$250
$50,000 - $99,999	$500
$100,000 - $149,999	$750
$150,000 - $199,999	$1,000
$200,000 - $299,999	$1,250
$300,000 - $399,999	$1,750
$400,000 - $499,999	$2,250
$500,000 - $999,999	$2,750
$1,000,000 - $4,999,999	$5,250
$5,000,000 or more	$7,750

Two hundred, fifty dollars ($250) is due for the review of the Part A application, and the balance is due for the review of the Part B application. For example if your project expenditures are $125,000, you would pay $250 with the Part A application and $500 with the Part B application.

The HPO cannot review your application until the fee is paid. The HPO will send you a bill by mail when your application is received. If you prefer to prepay the fee by check, you may submit this form along with your Historic Preservation Certification Application to the HPO. Your check will be deposited when the HPO receives the payment with the application. Prepayment will expedite the processing of your application.

Please make your check payable to the North Carolina Department of Cultural Resources (NC DCR), write "State Preservation Tax Credit" on it, and mail with this form to: State Preservation Tax Credits, Restoration Branch, HPO, Division of Historical Resources, 4617 Mail Service Center, Raleigh, NC 27699-4617.

Name/Address of property as it appears on the Historic Preservation Certification Application:

Name: _____ HPO Project Number (if known): _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Is this fee for a Part A or Part B Application?: _____ Amount paid: _____

Telephone Number: _____ Email Address: _____

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