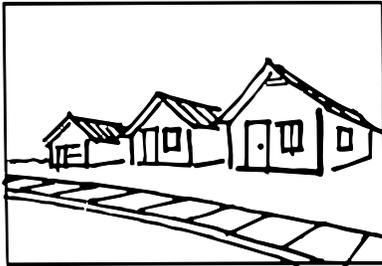


A Short Primer on your

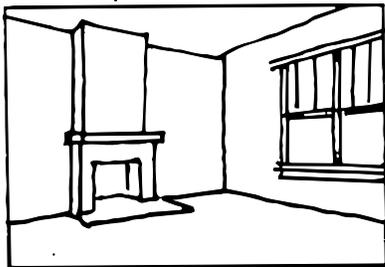
## Photographs – (Only Need One Set)

Photographs are perhaps the most important part of your historic preservation certification application, and often one of the most problematic. Taking a little extra time to make sure they're done right is one of the surest ways to expedite our review of your project. Here are a couple of things to consider.

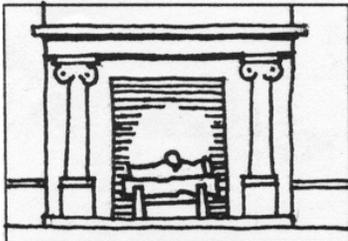
1. Remember that for many of the people who will review your application, the photographs are their **only chance** to get acquainted with your building.



Include a view of the building among its neighbors.



Show overall views of each room in the building- and include as much of the room as possible.



Include close-up views of important elements.

Send plenty of clear, sharp photographs.

We greatly prefer traditional, film-and-a-camera photographs. Digital pictures are acceptable, but only if the resolution is so high that they're indistinguishable from traditional photographs.

For the building exterior, be sure to include:

- views of the building in its setting, including any outbuildings and its neighbors to either side and across the street
- **overall views of each side of the building**
- close-up views of important features, such as windows, doors, millwork, or other things unique to your project
- close-up views showing the condition of the building's materials, especially if there are problems with deterioration

For the interior, the requirements are similar:

- **overall views** of each room of the building (An easy way to do this: stand in one corner and shoot the opposite side of the room, then take a picture from the corner)
- close-up views of important features, such as fireplaces, stairways & railings, windows, doors, trim, or other things unique to your project
- close-up views showing the condition of the interior finishes on the floors, walls and ceilings, especially if there are problems

2. Be sure your photographs are all **properly labeled**. Improperly labeled photographs cause **confusion** and will lead to **delays** in your review.

Every photograph must be labeled with the property name, street address, and city and state.

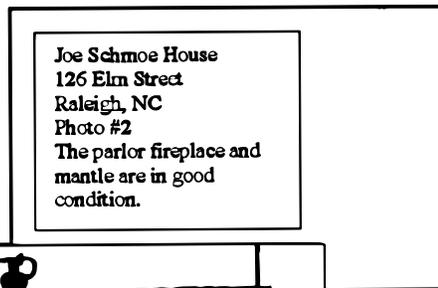
You also need to describe what is shown, and where the picture was taken from. There are a couple of good ways to do this:

- First, you can simply write a **description** of what is shown in the picture and where the picture was taken from.
- Secondly, you can use building floor plans to create a **photograph key**. As in the first option, write a description of what is shown, but instead of verbally describing where the photograph was taken, use symbols and numbers to note on the floor plans the location from which each photograph was taken.



Joe Schmoe House  
126 Elm Street  
Raleigh, NC  
Photo #1  
This shot shows the front elevation of the house from across Elm Street.

Every photograph needs to be labeled with the property name, street address, and city and state.



Joe Schmoe House  
126 Elm Street  
Raleigh, NC  
Photo #2  
The parlor fireplace and mantle are in good condition.

A Good Photograph Symbol:

