

Photographic Documentation

Photographs documenting the appearance and condition of the property, both on the exterior and on the interior, and its site and environment must be submitted with the project plans and specifications.

Labeling Photographs

Photographs must 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). Photographs keyed to a plan(s) of the building and site, while not required, facilitate review of the proposed work.

Number of Photographs

Grantees must use their own judgment as to how many photographs adequately document the building. Photographs should include overall views of elevations or rooms, as well as detail shots of significant features. Larger projects will require more photographs in order to fully document the building and site.

Photographs of Building Exteriors should 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

Photographs of Building Interiors should include:

- 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 Include close-up views of important elements

Clarity of Photographs

Good quality digital photographs are acceptable. NPS offers the following recommendations for good quality digital photographs:

- Digital photographs work better for overall views than for details.
- Photographs should be taken at a high resolution.
- Laser-printed digital photographs seem to be better than ink-jet-printed photographs.
- Photographs should be printed on photographic paper, not photocopy paper.
- Photographs should be printed in a reasonable size, least 4" x 6"
- Digital photographs must be printed for submission unless there are only a small number of images; these may be sent electronically to NPS. Disks of photographs are not acceptable.

Photocopied photographs (black and white or color), instant photographs, phone camera images, and photographs smaller than 3x5 are not acceptable.