



## State Historic Preservation Office Federal Historic Tax Credit Application Photo Requirements and Examples

The following requirements for the submission of photos have been established by the State Historic Preservation Office and are to be used by all submissions to our office.

Photo Submission Guide:

1. **Photo Orientation:** Be sure photos are properly oriented on the page and that the page is formatted in portrait orientation.
2. **Photo PDF File:** Place the photos in a separate PDF file, with a maximum of two per page. If necessary, adjust the number of photos per page to be sure they are properly oriented. **ALL photos views must be oriented upright.**
3. **Photo Key:** Save the photo key as a separate PDF file, ensuring that it includes matching property address and photo numbers as found in the photo PDF.
4. **Identifying Photos:** Each page of the photos must include the property address, date of the photos, application part (e.g., Part 1, Part 2, Part 3, and Amendment) and photo number as they appear on the Photo Key, see examples below.
5. **Photo Size:** Each photo must be a minimum size of 4" x 6" and minimum 300 dpi.



1. Front façade looking south east



2. Interior lobby of theater



3. Interior residential unit, 3rd Floor