



SOUTH CAROLINA DEPARTMENT OF ARCHIVES & HISTORY
STATE HISTORIC PRESERVATION OFFICE

HISTORIC BUILDING SUPPLEMENT

Use this form to describe a project that includes work on a building that is listed in the National Register of Historic Places, is within the boundaries of a National Register Historic District, or is eligible for listing in the National Register of Historic Places. See instructions for information needed. All information must be included before our review can begin. Please include photographs of the current condition of the building as well as plans and specifications of the proposed work as attachments to this form. Include this form with the Section 106 Project Review Form or the OCRM Project Review Form.

Current Property Name _____

Historic Property Name _____

Historic District Name _____

Property Address _____

City _____ County _____

Federal or State Agency _____

Agency Contact Name _____

Contact Email _____ Contact Telephone _____

BRIEF Project Description (in this box):

SPECIFIC DESCRIPTION OF PROPOSED PROJECT WORK: Check appropriate boxes and provide all requested information with this form *(see instructions for description of the work covered in each category and documentation necessary for review)*.

- ROOF work

- Masonry REPOINTING

- Masonry CLEANING

- FOUNDATION work

- REPLACEMENT of existing or historic exterior and/or interior masonry, wood, or other building materials, finishes, or features

- INSULATING the exterior walls of a wood-frame building

- ALTERING historic doors, windows, and/or window openings

- REPLACING historic doors and/or windows

- PAINTING

- Changing historic INTERIOR spaces, materials, finishes

- ADDITION to a historic building

- DEMOLITION of non-significant or non-historic additions and/or alterations

- DEMOLITION of major portions of a building

- IMPACTS ON OTHER HISTORIC FEATURES

INSTRUCTIONS FOR SOUTH CAROLINA STATE HISTORIC PRESERVATION OFFICE HISTORIC BUILDING SUPPLEMENT

Complete this form if the project proposes rehabilitation on a building listed in the National Register of Historic Places, within a National Register historic district, or is eligible for listing in the National Register of Historic Places. All guidance documents referenced in this form are available online or you may request a paper copy from the SHPO. This form is intended to supplement the information that you provide in the Section 106 Project Review Form or the OCRM Project Review Form when historic buildings are part of the project. This form is not a substitute for the Section 106 Project Review Form.

Property Name: Provide both the historic and current name of the property, if known. Not all properties have names. Please identify the historic district, if the property is within a historic district.

Property Address: Provide the property street address.

City: Provide the name of the city or vicinity where the property is located.

County: Provide the county where the property is located.

Federal or State Agency: Provide the federal or state agency whose assistance will be used for the property's rehabilitation and that is responsible for consultation with our office.

Contact Name: Provide the contact name and contact information for the federal or state agency responsible for consultation with our office.

Brief Project Description: Provide a brief description of the overall project, including the proposed use of the building and any adjacent site work or ground disturbance *within the box provided*.

Specific Description of Project Work: Check the box next to the work item if that work item is part of your proposed project. Provide concise answers in the space provided. Keep the description short and simple. Attach specifications for proposed work items that need additional description. *"See Attached" is not a description of work.*

Roof Work: Describe existing roof materials and historic roof materials (if known). Describe proposed work (including insulation, new roofing materials, and changes in or additions to the existing roof form). Provide documentation for reconstruction of missing features. See Preservation Briefs 4, 19, 29, and/or 30 from the

National Park Service (NPS) for more information and guidance on roofing for historic buildings.

Masonry Repointing: Include a specification that describes the method for mortar removal and the specific mortar mixture. New mortar should match in composition, strength, and visual qualities. See Preservation Brief 2 from NPS for more information on masonry repointing for historic buildings.

Masonry Cleaning: Include a specification that describes the method of cleaning (we recommend that it be based on a test panel) and a description of the proposed cleaning materials. See Preservation Briefs 1 and 6 from NPS for more information on masonry cleaning for historic buildings.

Foundation Work: Describe the existing foundation and any issues that need to be addressed. Describe proposed work (including masonry repointing if not included above, shoring, foundation drains, and changes or additions to the existing foundation).

Replacement of Historic Masonry, Wood, or Other Building Materials: Describe the existing/historic material, include clear photographs of representative conditions, and explain why it is being replaced. If the basis for restoration is historic documentation (photographs, physical evidence, or documentary information), then please provide a copy of that documentation.

Insulating the Walls of a Wood Frame Building: Describe proposed technique for adding insulation to the stud cavities and how the system will avoid trapping moisture within the wall.

Altering Historic Doors, Windows, and/or Window Openings: Provide photographs to document the existing conditions and a written justification of the decision to alter historic doors, windows, and/or openings.

Replacing Historic Doors and/or Windows: Since replacement of historic windows with non-matching modern windows diminishes the historic integrity of the building, the SHPO strongly recommends conducting a window survey prior to making a decision to replace ALL windows in a historic building. Copies of window survey guidance are available from the SHPO. Provide a discussion of the need to replace historic doors and windows as well as detailed drawings of the proposed new doors or windows.

Painting: Describe the proposed method of surface preparation and the type of paint. NOTE: Sandblasting and other abrasive techniques that damage the historic substrate are not appropriate treatments for historic buildings.

Changing Interior Spaces, Materials, Finishes:

Describe any interior work, including changes to the floor plan, alterations of historic materials, electrical upgrades, heating and/or air conditioning, and other system upgrades or installations. Include photographs and floor plans of the impacted areas.

Addition to Historic Building: Provide a site plan, floor plans, and elevations that clearly portray the new design in the context of the historic building(s). Include photographs of the existing conditions. Note that the following information is required: site plan of current conditions; site plan of proposal; photographs of the building in the area of the proposed addition, and photographs of the building from the street where the new addition is visible from the street.

Demolition of Non-Significant or Non-Historic

Alterations: Where demolition of non-significant or non-historic additions and/or alterations is proposed,

include a written statement describing the basis for making the determination that the addition and/or alteration is not significant and/or historic. Include photographs of the portions proposed for demolition.

Demolition of Major Portions of the Building:

Provide photographs of the portion of the building proposed for demolition and include a thorough description of the issues that led to this decision. If the decision is based on a deteriorated structural condition, then provide a report of an in-depth investigation by a structural engineer or other qualified professional. The intent, scope, and recommendations resulting from such an in-depth investigation is not to justify demolition but to present a full exploration of options for structurally stabilizing, reinforcing, or otherwise preserving the existing physical and historic characteristics of the building.

Impacts on Other Historic Features: Include a description of any other project work, not covered above, that directly impacts significant historic materials or visual characteristics.

Preservation Briefs from the National Park Service, available on line at <http://www.nps.gov/history/hps/tps/briefs/presbhom.htm> or by request from the State Historic Preservation Office:

- 01 Assessing Cleaning and Water-Repellent Treatments for Historic Masonry Buildings
- 02 Repointing Mortar Joints in Historic Masonry Buildings
- 03 Conserving Energy in Historic Buildings
- 04 Roofing for Historic Buildings
- 05 The Preservation of Historic Adobe Buildings
- 06 Dangers of Abrasive Cleaning to Historic Buildings
- 07 The Preservation of Historic Glazed Architectural Terra-Cotta
- 08 Aluminum and Vinyl Siding on Historic Buildings: The Appropriateness of Substitute Materials for Resurfacing Historic Wood Frame Buildings
- 09 The Repair of Historic Wooden Windows
- 10 Exterior Paint Problems on Historic Woodwork
- 11 Rehabilitating Historic Storefronts
- 12 The Preservation of Historic Pigmented Structural Glass (Vitrolite and Carrara Glass)
- 13 The Repair and Thermal Upgrading of Historic Steel Windows
- 14 New Exterior Additions to Historic Buildings: Preservation Concerns

- 15 Preservation of Historic Concrete: Problems and General Approaches
- 16 The Use of Substitute Materials on Historic Building Exteriors
- 17 Architectural Character — Identifying the Visual Aspects of Historic Buildings as an Aid to Preserving Their Character
- 18 Rehabilitating Interiors in Historic Buildings — Identifying Character-Defining Elements
- 19 The Repair and Replacement of Historic Wooden Shingle Roofs
- 20 The Preservation of Historic Barns
- 21 Repairing Historic Flat Plaster — Walls and Ceilings
- 22 The Preservation and Repair of Historic Stucco
- 23 Preserving Historic Ornamental Plaster
- 24 Heating, Ventilating, and Cooling Historic Buildings: Problems and Recommended Approaches
- 25 The Preservation of Historic Signs
- 26 The Preservation and Repair of Historic Log Buildings

- 27 **The Maintenance and Repair of Architectural Cast Iron**
- 28 **Painting Historic Interiors**
- 29 **The Repair, Replacement, and Maintenance of Historic Slate Roofs**
- 30 **The Preservation and Repair of Historic Clay Tile Roofs**
- 31 **Mothballing Historic Buildings**
- 32 **Making Historic Properties Accessible**
- 33 **The Preservation and Repair of Historic Stained and Leaded Glass**
- 34 **Applied Decoration for Historic Interiors: Preserving Historic Composition Ornament**
- 35 **Understanding Old Buildings: The Process of Architectural Investigation**
- 36 **Protecting Cultural Landscapes: Planning, Treatment and Management of Historic Landscapes**
- 37 **Appropriate Methods of Reducing Lead-Paint Hazards in Historic Housing**
- 38 **Removing Graffiti from Historic Masonry**
- 39 **Holding the Line: Controlling Unwanted Moisture in Historic Buildings**
- 40 **Preserving Historic Ceramic Tile Floors**
- 41 **The Seismic Retrofit of Historic Buildings: Keeping Preservation in the Forefront**
- 42 **The Maintenance, Repair and Replacement of Historic Cast Stone**
- 43 **The Preparation and Use of Historic Structure Reports**
- 44 **The Use of Awnings on Historic Buildings: Repair, Replacement and New Design**
- 45 **Preserving Historic Wooden Porches**
- 46 **The Preservation and Reuse of Historic Gas Stations**
- 47 **Maintaining the Exterior of Small and Medium Size Historic Buildings**