



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

HISTORICAL PRESERVATION & HERITAGE COMMISSION

Old State House 150 Benefit Street Providence, RI 02903

Telephone 401-222-2678
TTY 401-222-3700

Fax 401-222-2968
www.rihphc.state.ri.us

PHOTOGRAPHIC REQUIREMENTS FOR TAX CREDIT APPLICATIONS (FEDERAL AND STATE INVESTMENT TAX CREDITS)

Photographs are required for all three parts of the application process. Photographs must be of a good, clear quality to adequately show details of the building. Because the quality of photographs submitted varies so widely, we have had to establish some minimum requirements to insure that the photos submitted with the applications will be sufficiently clear to convey all the detail that we need to see. Photographs that do not meet these criteria will be returned with the application and marked “incomplete.” Please refer to the following requirements before taking your photographs:

- The standard requirement is 35 mm color photographs. Polaroids generally do not provide adequate clarity and detail. Often, digital photographs are unacceptable because of their grainy quality, and poor detail. Digital photographs with a high resolution (3.3 megapixels or greater) can be considered only if printed on glossy photographic paper. Digital photographs of any quality will not be acceptable if printed on flat stock printer paper. The RIHPHC relies on submitted photographs to document pre-development conditions and completion of rehabilitation construction. In addition we often reproduce before and after photos of tax credit projects for various reports or presentations. For these reasons it is extremely important that the original images be of a high quality. We reserve the right to reject poor quality photographs whether 35mm or digital.
- Size can be 3x5, 4x6, or 5x7. Applications for federal tax credits must submit photographic prints in duplicate (two original sets of prints – not one original and one photocopied). Only one complete set is required for state credit-only projects
- Prints should be mounted in an 8 ½ x 11 format, labeled with the photo number and the description of the view on the front. Photos can be mounted to a piece of paper with label underneath or along side the picture, or inserted into clear plastic photo sleeves.
- “Before” photographs are required of all applications. If demolition and construction have started before the application has been submitted, and good clear “before” photographs are unavailable (or only partially available), the applicant should submit views of the current condition. The RIHPHC reserves the right to disqualify a project due to lack of pre-development documentation.

(1/3/03)