

# Worksheet for Recording Buildings in Pennsylvania

Resource Name:

Recorder Name/Date:

Page #:

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This information is required to create or update a building in PA-SHARE. This worksheet is organized in the order presented in PA-SHARE. **Note:** Fields required for PA-SHARE data entry are marked with asterisk (\*).

For your convenience, the first five pages of this worksheet are formatted as a fillable PDF file, but the worksheet can also be printed to fill in by hand. If you would like to request a Microsoft Word copy of the worksheet, please email PA SHPO at [pashare@pa.gov](mailto:pashare@pa.gov).

Please refer to PA SHPO's *Guidelines for Recording Buildings in Pennsylvania* for specific instructions. **If you need assistance completing the Building Resource Details screen or using PA-SHARE, contact the PA SHPO at [pashare@pa.gov](mailto:pashare@pa.gov).**

## Identification

### Mapping

Location Description:	
* Address:	
* City:	
* Zip Code:	

\* **Sketch Resource Boundary:** Use this area to sketch the property's boundary. You will need to draw the resource boundary in PA-SHARE using map tools.

**Remember!** The boundary is for the property not the footprint of the building. The boundary should include the building as well as outbuildings, land, and other features historically associated with the property. If you are not aware of the historic boundary of the property, use the current tax parcel. If you do not know the current tax parcel boundary, draw the boundary to what you believe are the limits of the property.

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## \* Photographs

Copy and paste these charts on new pages if needed. The same information is required for photographs as they are uploaded individually to PA-SHARE or included as a PDF attachment. **NOTE: Uploading one photograph and providing the rest in a PDF attachment is the preferred option.**

* Name/Title:	
* Description:	
* Photo Date:	

## Location Information

County:	This will be automatically filled in based on the address you entered in PA-SHARE.
Municipality:	This will be automatically filled in based on the address you entered in PA-SHARE.
Boundary Description:	
Boundary Justification:	

## Summary Information

Refer to the Guidelines for Documenting and Evaluating Buildings for instructions and selecting the best terms.

* Resource Name - Historic:	
* Resource Name - Current:	
Approximate Number of Resources:	
* Resource Classification:	Building or Structure
* Historic Function(s):	
Particular Use(s):	
* Current Function(s):	
Particular Use(s):	
* Foundation Material(s):	
* Wall Material(s):	

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* Roof Material(s):			
* Architectural Style(s):			
* Owner Category:			
* Year Built:		* Date Type:	Circa, Exact, or Range
Basis for Dating:			
Tax Parcel Number:		Tax Parcel Year:	
Stories:	Bays:	Rooms Deep:	
Window Type(s):			
Window Material(s):			
Designer Type:			
Designer:			
Builder:			
Small scale feature(s):			
Outbuilding Type(s):	See next section to capture information about one or more outbuildings		
Landscape Feature(s):			
Building Floorplan Type:			
Building Roof System:			
* Recording Reason:			
Recording Date:		Date Type:	Circa, Exact, or Range
Recorder Recommendation:	Eligible or Not Eligible		
Justification:			
* Recorder Contact:	This will be automatically filled in based on your PA-SHARE profile.		

### Outbuildings

Copy and paste these charts on new pages if needed.

Outbuilding Type(s):			
Is Contributing?	Yes or No		
Description:			

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Year Built:		Date Type:	Circa, Exact, or Range
Predominant Material:			
Outbuilding Type(s):			
Is Contributing?	Yes or No		
Description:			
Year Built:		Date Type:	Circa, Exact, or Range
Predominant Material:			

### Evaluation

If you are submitting this building for a Determination of Eligibility (DOE), you must complete the Evaluation section of the PA-SHARE Building Resource Details screen and provide, as attachments, two narratives: one for the building’s physical description and one for the building’s history and significance. This information helps the PA SHPO evaluate the resource for listing in the National Register of Historic Places.

#### Significance

Summary of Significance:	You can write a summary or copy and paste the summary paragraph from the History and Significance narrative.		
Criterion/a:	A B C D		
Area(s) of Significance:			
Period(s) of Significance:			
Level of Significance:	Local State National		
Criterion/a Consideration:	A B C D E F G		
Associated Event:			
Associated Individual:			
Cultural Affiliation:			
Ethnic Affiliation:			

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## Attachments

Copy and paste these charts on new pages if needed. At a minimum, you will need to attach a narrative for the physical description and the history and statement of significance.

* Source:	
* Name/Title:	Physical Description and Integrity
* Attachment Type:	
Description:	

* Source:	
* Name/Title:	History and Significance
* Attachment Type:	
Description:	

* Source:	
* Name/Title:	Photo Key
* Attachment Type:	
Description:	

## Bibliographical References

This section is intended to record any publications (articles, books, etc.) specifically about the building, not the background materials used in researching it.

Reference Type:	
Author:	
Year:	
Title:	
Journal:	
Publication Info:	
Pages:	
Website Links:	

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## Physical Description and Integrity

**If you are seeking a Determination of Eligibility (DOE), you must provide a narrative describing the building's physical setting, appearance, and condition.** Instructions for developing this narrative are included in the Attachments section of *Guidelines for Recording Buildings in Pennsylvania*.

The physical description is a written narrative that describes what the building looks like and its setting. It typically includes information about the property's location, siting, size, shape, materials, architectural style, construction, interior and exterior features, condition, and integrity.

Below is a suggested outline for the physical description narrative you will upload to PA-SHARE. This page is not a fillable form. You may copy and paste the suggested outline into a new Word document. Once completed, turn the Word document into a PDF and uploaded it to PA-SHARE as the physical description attachment.

**Remember to keep the narrative concise, factual, and well-organized and to reference or embed photographs, maps, and historic images.** The physical description should connect with the information you provided in the Identification section about the building's style, construction, materials, and appearance and any graphics.

### Summary Paragraph

### Setting Description

### Exterior Description

### Interior Description

### Outbuilding(s) and/or Landscape Features Description(s) (if required)

### Integrity

*Location:*

*Design:*

*Setting:*

*Materials:*

*Workmanship:*

*Feeling:*

*Association:*



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## History and Significance

**If you are seeking a Determination of Eligibility (DOE) for a building, you must provide a narrative that outlines the history of the building and its significance.** Instructions for developing this narrative are included in the Attachments section of *Guidelines for Recording Buildings in Pennsylvania*.

The written history for a resource typically includes a chronology of important events and changes to the resource beginning with construction and ending with current period along with other important information – such as an association with an event or person - that communicates why the resource is significant.

Below is a suggested outline for the history and significance narrative you will upload to PA-SHARE. This page is not a fillable form. You may copy and paste the suggested outline into a new Word document. Once completed, turn the Word document into a PDF and uploaded it to PA-SHARE as the history and significance attachment.

**It is very important to be selective about the facts you present.** The narrative should focus on the history, events, activities, or characteristics that make the property important. When writing this section, it is important to connect it with the details you provided about the building. The history and significance sections should reference important information based on the important dates, Area(s) of Significance, and Period(s) of Significance. Reference photographs and historic images as needed to illustrate the history or significance sections.

### Summary Paragraph

### Brief History

### Statement of Significance

*National Register Criterion/a:*

*Area(s) of Significance:*

*Period(s) of Significance:*

### Historic Context(s) *(repeat as necessary for each Criterion and Area of Significance)*

*National Register Criterion:*

*Area of Significance:*