



Pennsylvania State Historic Preservation Office

PENNSYLVANIA HISTORICAL AND MUSEUM COMMISSION

# PA State Historic Preservation Office (PA SHPO)

## Guidelines for Recording Buildings in Pennsylvania

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# PA SHPO

## Guidelines for Recording Buildings in Pennsylvania

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### Introduction

These guidelines are intended to help users collect information for documenting and evaluating **buildings** in Pennsylvania. The information collected to document and evaluate a building typically answers these questions:

- **Name:** What is the current or popular name for the building and what was it called historically?
- **Location:** Where is the building located, what is its physical address, and what are its property boundaries?
- **Property:** Who is the owner, what type of owner are they (public, private, etc.), and what is the tax parcel number?
- **Physical appearance:** What does the building look like and what is the floorplan? What is it built of, what is its architectural style, and what other buildings or features are on the property?
- **History:** When was the building built, what is it used for now and historically, who designed and/or built it? What important event, trends, people, or racial/ethnic groups are associated with the building?

**These guidelines replace the PA SHPO's *How to Complete the Pennsylvania Historic Resource Survey Form* guidance dated November 2014.** The Historic Resource Survey Form, or HRSF, was retired in February 2021. Information about older and historic places, including buildings, landscapes, archaeological sites, and bridges, is now submitted to the PA SHPO through PA-SHARE. While PA SHPO no longer uses the HRSF, the same information is collected through PA-SHARE.



Note

**These guidelines do not include the technical guidance for entering information about above ground buildings in PA-SHARE.** For step-by-step instructions on how to access and use PA-SHARE, please refer to PA SHPO's tutorial, [Adding Above Ground Resources to PA-SHARE](#).

### General Instructions

PA-SHARE collects building information through an interactive Building Resource Details screen in the Inventory Form wizard, Determination of Eligibility wizard, or Environmental Review wizard. Regardless of how users reach the data entry screens in PA-SHARE, the data fields, requirements, and instructions are the same.

The following pages provide an explanation of the information required for each of the fields on PA-SHARE's Building Details screen in the order they are shown in PA-SHARE. Throughout these guidelines, call out boxes are used to communicate important information, direct users to more information, and provide helpful tips.



Note

In these guidelines and the companion worksheet, any field required for PA-SHARE data entry is marked with an asterisk (\*).



Tip

When completing PA-SHARE's online forms, users can copy and paste text from a document, like the worksheet at the end of these guidelines, into the wizard. Use the CTRL+C keys to copy text and the CTRL+V keys to paste it into the PA-SHARE form field.

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Included at the end of these guidelines is a [worksheet](#) to help users collect and organize the resource information prior to entering it into PA-SHARE.



### Note

**Do not submit the worksheet to PA SHPO in place of completing the PA-SHARE online form.** The worksheet is intended to be a tool to assist users in the collection of information for buildings and using PA-SHARE. Resources must be submitted through PA-SHARE.

The Building Resource Details screen is divided into two main sections: Identification and Evaluation.

**Identification:** This section collects information *about* the location and physical characteristics of the building. PA SHPO requires certain types of information for all buildings documented in PA-SHARE; this is called the PA SHPO's minimum record. The minimum record for a building includes the following in this order in PA-SHARE:

- Resource address
- Resource boundary
- At least one current color photograph
- Resource name
- Resource classification
- Foundation, wall, and roof materials
- Architectural style
- Owner category
- Year built
- Reason for recording
- Recorder contact information

If you are documenting a resource where there is a Main Building and supporting buildings or structures (for example, a house and garage, a single house and barn, a main factory and small sheds, or a school building), use the PA-SHARE Building Resource Details wizard.



### Note

If you are documenting a resource where there are multiple buildings that share similar significance and importance or role (for example, a neighborhood, a college campus, large industrial districts, or a large farm with associated farmland), you should not use the PA-SHARE Building Resource Details wizard discussed in these guidelines. You will need to record the resource as a historic district.

**Evaluation:** This section collects information about the building's history and why the building may be important, which helps the PA SHPO evaluate the building's eligibility for listing in the National Register of Historic Places.

Completing the Evaluation section is only required when requesting a Determination of Eligibility (DOE). If you are not requesting a DOE, you may still provide any information you do have about the property in this section.

**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).**

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### Identification

Identification-level documentation includes four sections in PA-SHARE in this order:

- Mapping
- Photographs
- Location Information
- Summary Information

### Mapping

This is the first section in PA-SHARE. If you can enter an address, PA-SHARE will zoom the map to that location.

**Location Description:** If you would like to provide a general description of the location of the building, you can do that here. If the property does not have a street address, please include the physical location relative to streets, roads, or other points of reference.

**EXAMPLE:** State Route 522, 1 mile N. of Shade Gap.

**\* Resource Address:** Enter the building's address, including the building number, street, city, and zip code. Because PA-SHARE will zoom to this location on the map, verify that it is correct before moving on.

### Resource Boundary

After entering the address or location description, you will then need to add the property's historic boundary. You can do this by drawing it on PA-SHARE's interactive map or uploading a shapefile. Instructions for both options are included in PA-SHARE and explained on page 9 of the [Adding Above Ground Resources to PA-SHARE](#) tutorial.

**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 do not know 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.



**More  
Info**

[National Register Bulletin 16A: How to Complete the National Register Registration Form](#) has helpful guidelines for selecting boundaries starting on page 56.



**Tip**

Although space is provided in the companion worksheet to sketch the property's boundary, it may also be helpful to print out an aerial map of the area, for example from Google Maps, and sketch the boundary on the printout. PA-SHARE has different base maps that users can access to help with drawing accurate boundaries, which is explained in the [Adding Above Ground Resources to PA-SHARE](#) tutorial.

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### Photographs

Photographs of the building and its surroundings are important parts of the identification and evaluation process. They are the visual record of the property at a specific point in time and can provide important clues for understanding a building's history and evolution.

PA SHPO staff use photographs to assess a building's condition, evaluate its [integrity](#), and better understand its original appearance and changes over time. Others may use them to evaluate the integrity and design of similar buildings, to develop a historic context, or write other guidance about architectural styles or building types.

The number of photographs needed depends on the size and complexity of the property. It is important to submit as many photographs as needed to depict the property's current condition and its significant features. A few photographs may be sufficient to document a single building like a house but larger, more complex properties like a factory will require a number of photos.

Please note the following for taking photographs:

- At least one clear color photograph taken within the past twelve (12) months is required.
- Photographs should be in color, in focus, well composed, and reflect the current appearance of the property.
- Photographs may be taken with a mobile device (cell phone or tablet) provided they are in focus and at a high enough resolution to see detail.
- Photographs should be taken from the public right-of-way unless you have permission from the property owner to access the property and/or building(s).

At a minimum, include photographs of:

- the building's overall setting, landscape, and relationship to other buildings and its surroundings.
- the building's elevations (exterior walls), including those of additions and wings.
- exterior details or significant features, especially if they are noted in the building's written description or history.
- outbuildings, fences, landscape features and other structures and objects within the property's boundary.



#### Note

Interior photographs *are not required* for buildings submitted as part of an Environmental Review consultation or a survey project **unless** it has publicly accessible spaces, like a post office lobby.

Interior photographs *are required* when requesting a Determination of Eligibility for a historic tax credit or Keystone grant project or for pursuing listing in the National Register of Historic Places.

**At least one photograph must be uploaded to PA-SHARE within the Building Resource Details screen.**

Instructions for uploading a photograph are included in PA-SHARE and in the [Adding Above Ground Resources to PA-SHARE](#) tutorial.

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Additional current photographs and historic photographs (or other images like postcards) can be provided in one of two ways:

- uploaded individually to PA-SHARE in the photographs section (*not preferred*) or
- organized in a PDF (*preferred*). The PDF is uploaded in the [Attachments section](#) at the very end of the Building Resource Details screen. Photographs submitted in a PDF must include the following information as noted: name/title, description, and photo date.



### Note

If you are requesting a Determination of Eligibility, photographs can also be embedded into the [Physical Description](#) and [History and Significance](#) narratives. If photographs are embedded, they do not need to be included as a PDF attachment. Embedded photos must have captions (for example, Photo 2: North façade.)

You will be asked to provide the following information in PA-SHARE for each photograph you upload:

* <b>Name/Title:</b>	Provide a general descriptive name for the photo indicating what is shown. <b>EXAMPLE:</b> Photo 1, Smith House, exterior.
* <b>Description:</b>	Provide a more detailed description of what is shown in the photo. <b>EXAMPLE:</b> Looking north at south elevation of Smith House. <b>EXAMPLE:</b> Looking southwest at porch at northeast corner of Smith House. Note the details along the railing and roof.
* <b>Photo Date:</b>	Provide the date the photo was taken. If the exact date is not known, provide an approximate date. If the month or date are not known, provide only the year.



### More Info

A photo key is a document that illustrates where a series of photographs are taken, typically showing the position of the photographer and the direction of the camera. It is helpful to create one at this stage of the process as photographs are selected and organized.

In PA-SHARE, photo keys are uploaded as an attachment at the very end of the Building Resource Details screen in the Evaluation section. More information about creating a [photo key](#) is included at the end of these guidelines.



### Tip

When organizing and captioning photographs, print out a map or aerial photo of the area, for example from Google Maps, and add arrows showing the direction of each photograph.

This will help ensure that there are enough photographs to convey the appearance and setting of the property and that the correct photo and building description is written. It can also be used as a basis for a [photo key](#).

## Location Information

After the photographs are added, the next sections relate to the building's location and boundary.

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<b>County:</b>	This will be automatically filled in based on the address you entered in PA-SHARE.
<b>Municipality:</b>	This will be automatically filled in based on the address you entered in PA-SHARE.
<b>Boundary Description:</b>	<p>A boundary description is a written explanation of the property’s boundaries. <b>The boundary is for the property, not the footprint of the building.</b> When describing a property’s boundary, include relevant information like:</p> <ul style="list-style-type: none"> <li>• Legal parcel number (like a tax parcel)</li> <li>• Block and lot number</li> <li>• Street names</li> <li>• Delineating landscape (tree lines, bodies of water, etc.) or manmade (railroad tracks, trails, etc.) features</li> </ul> <p><b>EXAMPLE:</b> The Smith House boundary is that of the current tax parcel #000-000. It includes the entire 1-acre property and all buildings and features.</p> <p><b>EXAMPLE:</b> The Smith House boundary begins at the corner of Main Street and Front Street and extends west 250 feet along Main Street to the right-of-way for the railroad. It then extends north 500 feet along the rail line to the edge of the tree line along the rear of the property. It then extends east 250 feet to Front Street. It then extends south 500 feet to the place of beginning, encompassing the entire 1-acre property and includes all buildings and features. The tree line and sidewalks are not included in the property boundary.</p>
<b>Boundary Justification:</b>	<p>A boundary justification is an explanation of the reasons you choose the boundaries you did for the property. The justification should describe how the boundary relates to the history and significance of the property.</p> <p>Sources like historic maps, property deeds, photographs (particularly aerial photographs), etc. can be referenced to help support the justification.</p> <p><b>EXAMPLE:</b> The boundary for the Smith House includes all of the land, buildings, and features historically and currently associated with the property. John and Rebecca Smith purchased this parcel of vacant land from the property developer in 1901 and built the house and related outbuildings. The property boundary has not changed since its original delineation in 1901.</p>



**Note**

While the verbal boundary description and boundary justification are not required in PA-SHARE, they are both required when completing the National Register of Historic Places registration form. We strongly recommend that you include it if possible.



**More Info**

[National Register Bulletin 16A: How to Complete the National Register Registration Form](#) has helpful guidelines for selecting and describing boundaries starting on page 55.



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### Summary Information

In the summary information section, you will provide basic information about the building and its history and physical appearance.

<b>* Resource Name/Type:</b>	<p>In PA-SHARE, you will be able to add both a historic and current name for the resource. If using an owner’s name as the historic or current name, it is no longer preferred or necessary to invert the names and have last name first.</p> <p><b>Historic Name:</b> Provide the name most closely related to the primary significance of the property. For residential properties, this name is often the name of the first or most prominent owner(s). Be sure to include the names of each owner or occupant in jointly occupied properties.</p> <p style="padding-left: 20px;"><b>EXAMPLE:</b> John and Rebecca Smith House</p> <p><b>Current Name:</b> Enter the current or common name, if applicable.</p> <p style="padding-left: 20px;"><b>EXAMPLE:</b> Fox’s Grocery Store</p> <p><b>No Name:</b> If there are no known historic or current name, use the street address and resource type.</p> <p style="padding-left: 20px;"><b>EXAMPLE:</b> 123 Main Street, Dwelling or 123 Main Street, Grocery Store</p>
<b>Approximate Number of Resources:</b>	<p>Enter a number for the approximate number of resources (buildings, sites, structures, and objects) are within the <i>property</i> boundary.</p> <p>If you indicate more than one resource within the property boundary, you should also complete the sections for each small-scale feature, <a href="#">outbuilding</a> and/or landscape feature present.</p>
<b>*Resource Classification:</b>	<p>Indicate whether the resource is a Building or Structure.</p> <p>Use “building” if the resources was built with the intention of sheltering human activity, such as a house, office, store, hotel, school, or factory.</p> <p>Use “structure” if the resource was built for a purpose other than sheltering human activity, such as a barn, tunnel, corn crib, silo, or gazebo.</p>



**More Info**

[National Register Bulletin 16A: How to Complete the National Register Registration Form](#) has helpful guidelines for determining resource classifications starting on page 15.

### Historic and Current Functions

In PA-SHARE, you will need to indicate the resource’s historic and current functions. For convenience, we have included the list of possible choices on the next page. The categories are arranged in broad categories with more specific sub-categories listed below.

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For both historic and current functions, resources may have multiple functions. If so, list only the principal or predominant ones and place the most important first. You can also indicate the resource’s particular use. If there is no appropriate specific sub-category, choose the broad category and use the particular use field to provide specific information.



[National Register Bulletin 16A: How to Complete the National Register Registration Form](#) has helpful guidelines for selecting resource functions starting on page 18.

<b>* Historic Function(s):</b>	<p>Select the function or functions that most closely relate to the resource’s historic significance or the period when it achieved significance.</p> <p><b>EXAMPLE:</b> The Smith House had historically been used as a single-family house. The appropriate choice is “Domestic - Single Dwelling.”</p> <p><b>EXAMPLE:</b> Fox’s Grocery Store had historically used as both the community grocery store and local post office. The appropriate choices are “Commerce/Trade” followed by “Government – Post Office.”</p>
<b>* Current Function(s):</b>	<p>Select the function or functions that most closely relate to the resource’s current use. If the resource is vacant, add “Vacant – Not in Use” as the second function.</p> <p><b>EXAMPLE:</b> If the Smith House is now an apartment house, the appropriate choice is “Domestic – Multiple Dwelling.”</p> <p><b>EXAMPLE:</b> If Fox’s Grocery Store was recently used as the local library but is now vacant, the appropriate choices are “Education – Library” followed by “Vacant – Not in Use.”</p>
<b>Particular Use(s):</b>	<p>Provide clarifying information about the historic and/or current function.</p> <p><b>EXAMPLE:</b> Because the general category of “Commerce/Trade” was the best choice for the historic function for Fox’s Grocery Store, you can add “Grocery Store” as the particular use to provide that specific information.</p> <p><b>EXAMPLE:</b> When choosing functions for most agricultural resources, the most appropriate choices will be “Agriculture/Subsistence - Agricultural Field” or “Agriculture/Subsistence - Agricultural Outbuilding.” Use the Particular Use field to specific about the type of agricultural field (e.g., orchard or vineyard) or outbuilding (e.g., barn or corn crib).</p>

### *Historic and Current Function Choices*

<b>Agriculture/Subsistence</b>	Health Care
Agriculture/Subsistence - Agricultural Field	Health Care - Clinic
Agriculture/Subsistence - Agricultural Outbuilding	Health Care - Hospital
Agriculture/Subsistence - Animal Facility	Health Care - Medical Business/Office

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Agriculture/Subsistence - Fishing Facility or Site	Health Care - Resort
Agriculture/Subsistence - Horticultural Facility	Health Care - Sanitarium
Agriculture/Subsistence - Irrigation Facility	<b>Industry/Processing/Extract</b>
Agriculture/Subsistence - Processing	Industry/Processing/Extract - Communications Facility
Agriculture/Subsistence - Storage	Industry/Processing/Extract - Energy Facility
<b>Commerce/Trade</b>	Industry/Processing/Extract - Extractive Facility
Commerce/Trade - Business	Industry/Processing/Extract - Industrial Storage
Commerce/Trade - Department Store	Industry/Processing/Extract - Manufacturing Facility
Commerce/Trade - Financial Institution	Industry/Processing/Extract - Processing Site (Archaeology)
Commerce/Trade - Organizational	Industry/Processing/Extract - Waterworks
Commerce/Trade - Professional	<b>Landscape</b>
Commerce/Trade - Restaurant	Landscape - Conservation Area
Commerce/Trade - Specialty Store	Landscape - Forest
Commerce/Trade - Trade (Archaeology)	Landscape - Garden
Commerce/Trade - Warehouse	Landscape - Natural Feature
<b>Defense</b>	Landscape - Park
Defense - Air Facility	Landscape - Parking Lot
Defense - Arms Storage	Landscape - Plaza
Defense - Battle Site	Landscape - Street Furniture/Object
Defense - Coast Guard Facility	Landscape - Underwater
Defense - Fortification	Landscape - Unoccupied Land
Defense - Military Facility	<b>Other</b>
Defense - Naval Facility	<b>Recreation and Culture</b>
<b>Domestic</b>	Recreation and Culture - Auditorium
Domestic - Camp	Recreation and Culture - Fair
Domestic - Hotel	Recreation and Culture - Monument/Marker
Domestic - Institutional Housing	Recreation and Culture - Museum
Domestic - Multiple Dwelling	Recreation and Culture - Music Facility
Domestic - Secondary Structure	Recreation and Culture - Outdoor Recreation
Domestic - Single Dwelling	Recreation and Culture - Sports Facility
Domestic - Village Site (Archaeology)	Recreation and Culture - Theater
<b>Education</b>	Recreation and Culture - Work of Art
Education - College	<b>Religion</b>
Education - Education-Related Housing	Religion - Ceremonial Site
Education - Library	Religion - Church School
Education - Research Facility	Religion - Church-Related Residence
Education - School	Religion - Religious Structure
<b>Funerary</b>	<b>Social</b>
Funerary - Cemetery	Social - Civic
Funerary - Graves/Burials	Social - Clubhouse
Funerary - Mortuary	Social - Meeting Hall
<b>Government</b>	<b>Transportation</b>

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Government - Capitol	Transportation - Air-Related
Government - City Hall	Transportation - Pedestrian-Related
Government - Correctional Facility	Transportation - Rail-Related
Government - Courthouse	Transportation - Road-Related (Vehicular)
Government - Custom House	Transportation - Water-Related
Government - Diplomatic Building	<b>Unknown</b>
Government - Fire Station	<b>Vacant/Not in use</b>
Government - Governmental Office	<b>Work in progress</b>
Government - Post Office	
Government - Public Works	

### Materials

Next, indicate the resource’s foundation, exterior wall, and roof materials. For convenience, we have included the list of possible choices below.

Enter only those materials that are visible from the exterior of the resource. If there are multiple types of foundation, wall and/or roof materials, choose the most predominant one first. If you are not able to identify the specific type of material, select the “Unspecified” type for that material. For example, you can see that it is a metal roof, but the specific type of metal is not clear. You should select “Metal – Unspecified.” If you are unable to identify or see the material, select “Unknown.”



[National Register Bulletin 16A: How to Complete the National Register Registration Form](#) has helpful guidelines for entering materials starting on page 27.

<b>* Foundation Material(s):</b>	Select the predominant material(s) for the building’s foundation.
<b>* Wall Material(s):</b>	Select the predominant material(s) for the building’s exterior walls.
<b>* Roof Material(s):</b>	Select the visible, predominant material(s) for the building’s roof.

### Materials Choices

Asbestos	Metal - Copper	Stone - Sandstone/ Brownstone
Asphalt	Metal - Copper Alloy	Stone - Slate
Brick	Metal - Iron	Stone - Unspecified
Ceramic Tile	Metal - Lead	Stucco
Cloth/Canvas	Metal - Nickel	Synthetics - Unspecified
Concrete	Metal - Steel	Terra Cotta
Earth	Metal - Tin	Unknown
Fiber Glass	Metal - Unspecified	Vinyl
Glass	Metal - Wrought Iron	Wood - Log
Glass - Leaded	Other	Wood - Plywood/Particle Board

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Glass - Stained	Plastic	Wood - Shake
Glass block	Rubber	Wood - Shingle
Metal - Aluminum	Stone - Granite	Wood - Unspecified
Metal – Bronze	Stone – Limestone	Wood – Weatherboard
Metal - Cast Iron	Stone - Marble	

### Architectural Style

Next you will need to select an architectural style for the building that most closely reflects the exterior appearance and design. For convenience, we have included the list of possible choices below.

A building may have no discernable architectural style or fit neatly into one of the style categories listed below. Vernacular buildings or buildings that lack common clues for a particular style – like exterior details or features – can be challenging to pinpoint their style. Others may reflect many architectural styles if there have been additions or significant alterations since it was originally built. There are many useful websites and reference books that can be helpful when trying to identify a building’s architectural style. For example,

- Pennsylvania Architectural Field Guide at <http://www.phmc.state.pa.us/portal/communities/architecture/>
- Field Guide for Agricultural Resources at <https://www.phmc.pa.gov/Preservation/Field-Guide-for-Agricultural-Resources/Pages/default.aspx>.
- Virginia Savage McAlester’s *A Field Guide to American Houses (Revised): The Definitive Guide to Identifying and Understanding America's Domestic Architecture*. Published in 2015, this is considered the industry standard for identifying and understanding the architectural styles of American houses.



**More  
Info**

[National Register Bulletin 16A: How to Complete the National Register Registration Form](#) has helpful guidelines for selecting an architectural style starting on page 24.

<b>* Architectural Style:</b>	Select the most appropriate architectural style(s) for the resource from the list below. You will be able to enter more than one style in PA-SHARE. Include only the principal or predominant ones and place the most important first.  If you are unsure of the style, choose “Unknown.” If no specific style is apparent, choose “No Style.”	
Art Deco	Gothic	No Style
Beaux Arts	Gothic Revival	Octagon Mode
Bungalow/Craftsman	Greek Revival	Other
Chicago	International Style	Postmedieval English
Classical Revival	Italian Renaissance	Prairie School
Colonial	Italian Villa	Queen Anne
Colonial Revival	Italianate	Renaissance
Commercial Style	Late 19 <sup>th</sup> /20 <sup>th</sup> Century Revivals	Romanesque

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Dutch Colonial	Late 19 <sup>th</sup> /Early 20 <sup>th</sup> Century American Revivals	Second Empire
Early Classical Revival	Late Gothic Revival	Shingle Style
Early Republic	Late Victorian	Skyscraper
Exotic Revival	Mid-19th Century	Spanish Colonial
Federal	Mission/Spanish Colonial Revival	Stick/Eastlake
French Colonial	Mixed	Tudor Revival
French Renaissance	Modern Movement	Unknown
Georgian	Moderne	Vernacular

### Owner information and Physical Description

After the architectural style is entered, the next series of fields ask for information about the owner and other details about the building's physical appearance.

<p><b>* Owner Category:</b></p>	<p>Choose one of the following options to indicate what type of entity owns the resource. Definitions and examples are provided for how they are used in the context of PA-SHARE. Do not select "Mixed Public" or "Mixed Public and Private;" these options relate to historic districts and not individual properties.</p> <hr/> <p><b>Corporate:</b> Property owned by a corporation, such as a Limited Liability Corporation (LLC) or "Inc.". Corporate can be a public or private, for-profit, or not-for-profit entity.</p> <p><b>Federal Public:</b> Property owned by federal government, such as a post office.</p> <p><b>Local Public:</b> Property owned by a local government, such as a municipality or county, such as a park or public grade school.</p> <p><b>Mixed Public:</b> For historic districts; combination of state and federally owned facilities, such as a military or national guard bases.</p> <p><b>Mixed Public and Private:</b> For historic districts; includes a combination of private property and local, state and federally owned facilities.</p> <p><b>Private:</b> Property owned by an individual, group, or organized body such as a home, church, or business.</p> <p><b>State Public:</b> Property owned by the Commonwealth of Pennsylvania, such as state park.</p> <p><b>Unknown:</b> Select "unknown" if you do not know the ownership of the property.</p>
<p><b>* Year Built:</b></p>	<p>Enter the date the building was built and the date(s) of major alterations or additions, entering one date for each instance or distinct phase of construction.</p> <p>For each instance, you will be asked to enter:</p> <p><b>*Year Built:</b> Enter a single year for exact or circa dates of construction.</p> <p>Enter a date range for buildings constructed continuously over a period of years. Date range should span the beginning and ending</p>

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	<p>dates for the period of construction. Do not use a date range to capture the initial period of construction and any major alterations or additions.</p> <p><b>*Date Type:</b> Select one of the following to describe the date:</p> <ul style="list-style-type: none"> <li>• Circa, meaning the building was constructed a few years before or after a specific year.</li> <li>• Exact, meaning the building was constructed in a single year.</li> <li>• Range, meaning constructed continuously over a period of years.</li> </ul> <p><b>Basis for Dating:</b> Note how you determined the year built. Common pieces of evidence used for dating a building are:</p> <ul style="list-style-type: none"> <li>• Historic maps.</li> <li>• Historic photographs or postcards.</li> <li>• Deeds.</li> <li>• Tax Records.</li> <li>• Newspapers or similar publications.</li> <li>• Datestone.</li> <li>• Architectural features of a particular style.</li> <li>• Construction methods and materials.</li> </ul>
<b>Tax Parcel Number:</b>	<p>If known, enter the current tax map and parcel number, and tax map year, for the property.</p> <p>For properties with more than one tax parcel, such as a farm, enter each parcel currently associated with the property.</p>
<b>Stories:</b>	<p>Provide the height of the building by counting the number of floor levels (stories). A story is considered as habitable space between a floor and a ceiling.</p> <p>For half stories, use “.5”. Half stories are usually attic stories in buildings with pitched roofs. In buildings with pitched roofs, the half story is typically identifiable with small windows in the gable and/or one or more dormer windows along the roof slopes.</p> <p>Buildings with a Mansard or flat roof may have a half or full story below the roofline. Smaller and/or horizontal windows typically indicate a half story, while standard full-height windows typically indicate a full floor.</p>
<b>Bays:</b>	<p>Provide the width of the building by counting the number of bays along the first floor of the building’s front elevation.</p> <p>Bays are vertical divisions, or openings, along a wall that are typically defined by window and door openings.</p> <p><b>EXAMPLE:</b> A house with a center door and a window on either side has 3 bays.</p> <p>When counting bays, focus only on the main section of the building and do not include minor additions or porches.</p>

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## Guidelines for Recording Buildings in Pennsylvania

<b>Rooms Deep:</b>	If possible, provide the depth of the building by counting the number of rooms from front to back on the first floor of a side elevation.									
<b>Window Type(s):</b>	<p>Identify the types of windows found throughout the building and their material.</p> <p>More than one window type can be added if more than one type is found in a building, including major additions. Begin with the most common type of window based on the number of units.</p> <p>Select from the list to identify the type of window.</p> <p style="padding-left: 40px;"><b>Awning:</b> A window with the operable section (sash) hinged at a top rail and opening out from a bottom rail.</p> <p style="padding-left: 40px;"><b>Casement (Metal):</b> A metal window with the operable section (sash) hinged at a side rail and opening in or out.</p> <p style="padding-left: 40px;"><b>Casement (Wood):</b> A wood window with the operable section (sash) hinged at a side rail and opening in or out.</p> <p style="padding-left: 40px;"><b>Double-hung:</b> A window having two vertically sliding sections (sashes), each designed to close a different half of the window.</p> <p style="padding-left: 40px;"><b>Fixed:</b> A window with no operable sections.</p> <p style="padding-left: 40px;"><b>None:</b> There are no windows on the building.</p> <p style="padding-left: 40px;"><b>Other:</b> The windows on the building do not fit into one of the categories provided.</p> <p style="padding-left: 40px;"><b>Picture:</b> A large, fixed window with a single pane of glass. A picture window may or may not have smaller operable windows on either side of the large pane of glass.</p> <p style="padding-left: 40px;"><b>Slider:</b> A window having one or two horizontally sliding sections (sashes).</p> <p style="padding-left: 40px;"><b>Stained Glass:</b> A window whose glass is colored.</p> <p>Select from the list the predominant type(s) of window material:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-left: 40px;"> <tr> <td style="width: 33%;">Fiberglass</td> <td style="width: 33%;">Glass – Stained</td> <td style="width: 33%;">Metal – Steel</td> </tr> <tr> <td>Glass</td> <td>Glass block</td> <td>Vinyl</td> </tr> <tr> <td>Glass - Leaded</td> <td>Metal - Aluminum</td> <td>Wood - Unspecified</td> </tr> </table>	Fiberglass	Glass – Stained	Metal – Steel	Glass	Glass block	Vinyl	Glass - Leaded	Metal - Aluminum	Wood - Unspecified
Fiberglass	Glass – Stained	Metal – Steel								
Glass	Glass block	Vinyl								
Glass - Leaded	Metal - Aluminum	Wood - Unspecified								
<b>Designer:</b>	<p>If known, provide type and name of the person, company, or firm responsible for the building's design (designers). This is not the builder or craftsman who constructed the building. Add additional designer, if known, for major additions and/or alterations.</p> <p>Select from the list below the type of designer.</p> <ul style="list-style-type: none"> <li>• Architect</li> <li>• Artist</li> <li>• Engineer</li> </ul>									



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## Guidelines for Recording Buildings in Pennsylvania

	<ul style="list-style-type: none"> <li>• Landscape Architect</li> <li>• Planner</li> </ul> <p>After selecting the type, provide the person, company, or firm's full name.</p>																								
<b>Builder:</b>	<p>If known, provide the name of the builder, contractor, or craftsperson responsible for the construction of the building.</p> <p>Add additional builders, if known, for major additions and/or alterations.</p>																								
<b>Small scale feature(s):</b>	<p>Select from the list any small-scale features that are associated with the building and are within the property boundary. Small-scale features can be important parts of a property that relate to its history, function, and/or appearance but do not merit separate documentation.</p> <p>More than one feature may be added. If there are no features, skip this field.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Arbor</td> <td style="width: 16.6%;">Curbing</td> <td style="width: 16.6%;">Fuel Island</td> <td style="width: 16.6%;">Mill Dam</td> <td style="width: 16.6%;">Signage</td> <td style="width: 16.6%;">Well</td> </tr> <tr> <td>Cistern</td> <td>Fencing</td> <td>Gate</td> <td>Monument</td> <td>Statue</td> <td></td> </tr> <tr> <td>Cold Frame</td> <td>Flagpole</td> <td>Gazebo</td> <td>Other</td> <td>Steps</td> <td></td> </tr> <tr> <td>Culvert</td> <td>Fountain</td> <td>Lamp Post</td> <td>Retaining Wall</td> <td>Wall</td> <td></td> </tr> </table>	Arbor	Curbing	Fuel Island	Mill Dam	Signage	Well	Cistern	Fencing	Gate	Monument	Statue		Cold Frame	Flagpole	Gazebo	Other	Steps		Culvert	Fountain	Lamp Post	Retaining Wall	Wall	
Arbor	Curbing	Fuel Island	Mill Dam	Signage	Well																				
Cistern	Fencing	Gate	Monument	Statue																					
Cold Frame	Flagpole	Gazebo	Other	Steps																					
Culvert	Fountain	Lamp Post	Retaining Wall	Wall																					

### Outbuildings

This section asks for you to provide information about one or more outbuildings and includes several parts. If there are no outbuildings, skip this section.



**Note**

If you are documenting a complex, like a farm, completing this section is required; if not, it is optional.

An outbuilding can be a building or structure and is physically separate from the main building on the property. A property can have one or more outbuildings, depending on its historic or current use. List all outbuildings that are within the property boundary.

For each outbuilding, you will be asked for the following:

- What kind is it?
- Does it contribute to the significance of the property?
- What does it look like?
- When was it built?
- What is the predominant material?

<b>Outbuilding Type:</b>	Select the type of outbuilding from the list below. The information requested in subsequent fields relate to the outbuilding selected at this step.				
Bake House	Dairy Barn	Kennel	Pole Building	Springhouse	
Bank Barn	Dairy Kitchen	Kiln	Poultry House	Stable	

# PA SHPO

## Guidelines for Recording Buildings in Pennsylvania

Barn	Dam	Loafing Shed	Produce Stand	Summer Kitchen
Brooder House	Dock	Machine/Tool Shed	Pump House	Tobacco Barn
Butcher House	Garage	Milk House	Reservoir	Wagon Shed
Calf Hutch	Garden Shed	Other	Root Cellar	Wash House
Carport	Granary	Outhouse	Shed	Water Tower
Carriage House	Greenhouse	Pavilion	Sheep Barn/Shed	Windmill
Corn Bin	Horse Barn	Pier	Silo	Woodshed
Corn Crib	Ice House	Pigsty	Smokehouse	Workshop

<b>Is Contributing?:</b>	<p>If you are requesting a Determination of Eligibility for the property, indicate if you think the outbuilding does or does not contribute to the property's significance.</p> <ul style="list-style-type: none"> <li>• A <b>contributing</b> outbuilding is one that was built during the property's Period of Significance, and it retains integrity. Integrity is the ability of the outbuilding to reflect its history and appearance during the Period of Significance.</li> <li>• A <b>non-contributing</b> outbuilding is one that was built outside of the property's Period of Significance or that has been significantly altered so it no longer retains integrity.</li> </ul>
<b>Description:</b>	<p>Provide a brief description of the outbuilding.</p> <p><b>EXAMPLE:</b> Large one-story woodshed with metal roof and several door and window openings on north, south and west elevations. Located northeast of main house.</p>
<b>Year Built:</b>	<p>Enter a single year for exact or circa dates of construction.</p> <p>Enter a date range if the outbuilding was constructed continuously over a period of years. Date range should span the beginning and ending dates for the period of construction. Do not use a date range to capture the initial period of construction and any major alterations or additions.</p>
<b>Date Type:</b>	<p>Select one of the following to describe the date:</p> <ul style="list-style-type: none"> <li>• Circa, meaning the building was constructed a few years before or after a specific year.</li> <li>• Exact, meaning the building was constructed in a single year.</li> <li>• Range, meaning constructed continuously over a period of years.</li> </ul>
<b>Predominant Material(s):</b>	<p>Select from the list below the outbuilding's visible, predominant exterior wall material. If you are unable to identify the material, select Unknown.</p>

Adobe	Metal - Cast Iron	Stone - Marble
Asbestos	Metal - Copper	Stone - Sandstone/Brownstone
Asphalt	Metal - Copper Alloy	Stone - Slate
Brick	Metal - Iron	Stone - Unspecified
Ceramic Tile	Metal - Lead	Stucco
Cloth/Canvas	Metal - Nickel	Synthetics - Unspecified
Concrete	Metal - Steel	Terra Cotta
Earth	Metal - Tin	Unknown

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## Guidelines for Recording Buildings in Pennsylvania

Fiber Glass	Metal - Unspecified	Vinyl
Glass	Metal - Wrought Iron	Wood - Log
Glass - Leaded	Other	Wood - Plywood/Particle Board
Glass - Stained	Plastic	Wood - Shake
Glass block	Rubber	Wood - Shingle
Metal - Aluminum	Stone - Granite	Wood - Unspecified
Metal - Bronze	Stone - Limestone	Wood – Weatherboard

<b>Landscape Feature(s):</b>	<p>Select from the list any landscape features that are associated with the building and are within the property boundary. Landscape features can be important parts of a property that relate to its history, function, and appearance but do not merit separate documentation.</p> <p>More than one feature may be added.</p>		
Alley	Dump/Garbage Site	Orchard	Quarry
Archaeological Remains	Farming Pond	Ornamental Planting	Roads/Lanes
Billboard	Ford Crossing	Other	Shade Tree
Bleachers	Foundation	Parking Lot	Spring
Cave/Rock Shelter	Garden	Pasture	Stream
Collapsed Outbuilding	Grave/Burial Site	Pedestrian Path/Sidewalk	Swimming Pool
Contour Cropland	Hedgerow	Pet Cemetery	Tennis Court
Creek	Irrigation Ditch	Picnic Area	Terrace
Cropland	Island	Playground	Tree Line
Cul-de-sac	Lawn	Playing Field	Watercourse
Differential Vegetation	Manure Lagoon	Plaza	Wheel Pit
Drainage Ditch	Millrace	Pond	Woodlot

<b>Building Floorplan Type:</b>	<p>If known, select the building’s floor plan from the options provided. These options refer to floor plans commonly found in Pennsylvania houses, particularly in the 18<sup>th</sup> and early 19<sup>th</sup> centuries.</p> <p>If you do not know what type of floor plan the building has, move to the next question. If you do know what type of floor plan it has but it is not listed here, select “Other.”</p> <p><b>Center Hall:</b> A center hall floor plan is one where a hallway, or passage, is in the center of the building and separates two rooms. This type of floor plan is often found in houses whose front elevations feature a door in the center of the wall and windows to either side.</p> <p><b>Continental/Germanic:</b> A Continental floor plan is a distinctive building type associated with early German settlement and found mostly in 18th century houses. It is a three-room plan organized around a central chimney. Houses with this plan will have a chimney that rises</p>
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# PA SHPO

## Guidelines for Recording Buildings in Pennsylvania

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	<p>through (or near) the center of the roof and a front elevation that has an off-center door.</p> <p><b>Penn Plan:</b> Also referred to as a Quaker Plan, this three-room floor plan has one long room and two smaller rooms on the opposite side of the interior wall. One of the primary ways it is differentiated from the Continental plan is the placement of the chimney, which is on the end gable wall of a Penn plan house.</p> <p><b>Side Hall:</b> A side hall floor plan has at least two rooms, a hall or passage at one side and a single room on the opposite side of the interior wall. Houses with this type of plan will have a front elevation with a door at one corner and a chimney rising from the opposite gable end. If the house includes more rooms, they are typically added to the back of the house in a row.</p>
<b>Building Roof System:</b>	<p>If known, select the building’s roofing system from the options provided</p> <p>If you do not know what type of roofing system the building has, move to the next question.</p> <p>If you do know what type of roofing system it has but it is not listed here, select “Other”.</p> <p><b>Howe Truss:</b> A truss having upper and lower horizontal members, between which are vertical and diagonal members.</p> <p><b>King Post Truss:</b> A truss that includes a center vertical post that rises from a horizontal beam to support diagonal roof rafters.</p> <p><b>Pratt Truss:</b> A truss having both vertical and diagonal members between the upper and lower chords, with the diagonals sloped toward the center.</p> <p><b>Queen Post Truss:</b> A truss that includes two vertical posts that rise from a horizontal beam to support roof rafters at their mid-point and are joined by a horizontal member at the rafter line.</p> <p><b>Rafter:</b> A roof support that extends from the center ridge to the top of the wall.</p> <p><b>Sawtooth Truss:</b> A truss comprised of a series of ridges with dual pitches on either side, where the slope of one side is steeper than the other.</p> <p><b>Scissors Truss:</b> A truss where the braces cross like scissors blade; often used to support a pitched roof.</p> <p><b>Warren Truss:</b> A truss having only sloping members between the top and bottom horizontal members.</p>

# PA SHPO

## Guidelines for Recording Buildings in Pennsylvania

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### Add a Recorder

In this section, you are asked to provide information about the person who recorded the information about the building and why it was recorded.



**Note**

If you are submitting this information for a Determination of Eligibility (DOE) for listing in the National Register of Historic Places, complete the Recorder Recommendation and Justification fields.

<p><b>* Recording Reason:</b></p>	<p>Select from the list provided the reason why the building is being documented.</p> <p><b>Determination of Eligibility:</b> Select this option if you are recording the building for a Determination of Eligibility for listing in the National Register of Historic Places.</p> <p><b>Environmental Review:</b> Select this option if you are documenting the building as part of an Environmental Review project. Environmental Review is the PA SHPO’s consultation process to review projects and their potential to affect historic properties under Section 106 of the National Historic Preservation Act or the Pennsylvania History Code.</p> <p><b>Informant Interview/ Amateur Survey:</b> Select this option if you are documenting the building on your own or as part of a volunteer effort.</p> <p><b>Non-PHMC Institution Affiliated Research:</b> Select this option if you are documenting the building as part of research being undertaken by a non-PHMC institution, such as a university, non-affiliated museum, or professional organization.</p> <p><b>Other:</b> Select this option if the reason for recording the building is not listed.</p> <p><b>PHMC Grant:</b> Select this option if this building is being recorded as part of a PHMC-funded grant project, such as Keystone Historic Preservation Planning Grant.</p> <p><b>PHMC Research:</b> Select this option if this building is being recorded as part of a PHMC-directed and/or funded research project.</p> <p><b>SHPO Survey:</b> Select this option if this building is being recorded as part of a PA SHPO-directed and/or funded survey project.</p>
<p><b>Recording Date:</b></p>	<p>Enter the day, month and year or select the date from the calendar for when the building was documented, typically the date field work was completed. This should not be the date for when the information was entered in to PA-SHARE unless they are the same day.</p>

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## Guidelines for Recording Buildings in Pennsylvania

<b>Date Type:</b>	Date type should always be “exact”.
<b>Recorder Recommendation:</b>	<p>Use this field to enter your recommendation for the building’s eligibility for listing in the National Register of Historic Places. If this field is completed, the Justification field must also be completed.</p> <p>Enter one of the following:</p> <p><b>Eligible:</b> Enter “Eligible” if you believe that the building is eligible for listing in the National Register of Historic Places. An eligible building meets at least one of the four National Register Criteria, is typically fifty years old or older, and retains integrity.</p> <p><b>No Eligible:</b> Enter “Not Eligible” if you do not believe that the building is eligible for listing. A building that is not eligible does not meet the National Register Criteria and/or does not retain integrity.</p>
<b>Justification:</b>	<p>This field must be completed if you provided a recommendation. Briefly explain why you made a recommendation of Eligible or Not Eligible. It may be helpful to complete the justification field once you have prepared all the necessary materials for the <a href="#">Evaluation</a> section of the Building Resource Details screen.</p> <p>When writing the justification, consider:</p> <ul style="list-style-type: none"> <li>• Is the building associated with an important event, activity, or person?</li> <li>• Is the building important for how it looks or is constructed?</li> <li>• Does the building meet at least one of the four National Register Criteria?</li> <li>• Does the building retain integrity, meaning does it reflect its appearance at the time it was important?</li> </ul> <p><b>EXAMPLE:</b> The Smith House is recommended as Eligible under Criterion C for Architecture as an unusual example of Modern architecture in a rural Pennsylvania community. Smith House retains integrity of location, design, workmanship, materials, setting, feeling, and association.</p>
<b>* Recorder Contact:</b>	Enter your contact information as the person documenting the building. Your full name, email address, and mailing address are required.

This ends the Identification section of PA-SHPO’s Building Resource Details screen. If you are submitting the building for a Determination of Eligibility (DOE) for listing in the National Register of Historic Places, you will also need to complete the next section, [Evaluation](#).

# PA SHPO

## Guidelines for Recording Buildings in Pennsylvania

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### Evaluation

The Evaluation section follows the Identification section on the Building Resource Details screen. Evaluation-level documentation includes three sections in this order in PA-SHARE:

- Significance
- Attachments
- Bibliographical References



#### Note

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

In this section, PA-SHARE's data fields are consistent with the National Register nomination form and are discussed here in the order they appear in PA-SHARE.

PA SHPO will make a determination of eligibility based on the information you provide and may request additional information. The Criteria, Criteria Considerations, Area of Significance, Period of Significance, and Level of Significance you enter may change after PA SHPO's review.



#### More Info

[National Register Bulletin 16A: How to Complete the National Register Registration Form](#) has helpful instructions for completing the significance section beginning on page 35.

<b>Summary of Significance:</b>	<p>Briefly explain why this building is important. Space for up to 1,000 characters (including spaces) is allotted.</p> <p>You will be required to upload attachments in PA-SHARE to explain the resource's significance more thoroughly; therefore, this summary should be brief and specific. You can use the introductory paragraph of the <a href="#">history and significance statement</a> from the narrative statement of significance you will need to attach.</p> <p><b>EXAMPLE:</b> The Smith House is significant under National Register Criterion C for Architecture. It is significant as an example of the Queen Anne architectural style in Bucks County. The Period of Significance is 1900, the year it was built.</p>
<b>Criteria:</b>	<p>Indicate under which National Register Criterion or Criteria the building is eligible. You may select more than one Criteria.</p>

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	<p><b>Criterion A: Event</b> Building is associated with events that have made a significant contribution to the broad patterns of our history.</p> <p><b>Criterion B: Person</b> Building is associated with the lives of persons significant in our past.</p> <p><b>Criterion C: Design/Construction</b> Building embodies the distinctive characteristics of a type, period, or method of construction or represents the work of a master, or possesses high artistic values, or represents a significant and distinguishable entity whose components lack individual distinction.</p> <p><b>Criterion D: Information Potential</b> Building has yielded, or is likely to yield, information important in prehistory or history.</p>
<b>Add an Area of Significance:</b>	<p>Add one or more Area of Significance from the list provided. An Area of Significance is a category that identifies in what categories or themes the building is significant.</p> <p>At least one Area of Significance should be provided for each Criterion selected. If none of the Areas apply, select Other. When Other is selected, you will be asked to enter a category or theme.</p> <p><i>Ethnic Heritage:</i> If you cannot locate a specific Ethnic Heritage category, chose the closest general Ethnic Heritage category, and add the specific affiliation in the Ethnic Affiliation category, found further down in the form.</p> <p><b>EXAMPLE:</b> For properties associated with Welsh heritage, like mining, select “Ethnic Heritage – European” as the Area of Significance and add “Welsh” as an ethnic affiliation.</p> <p><b>EXAMPLE:</b> For properties associated with Middle Eastern heritage, select “Ethnic Heritage – Other Ethnic” as the Area of Significance and add the specific Middle Eastern heritage as an ethnic affiliation.</p>

Agriculture	Ethnic Heritage – European – Portuguese
Archaeology – Historic Aboriginal	Ethnic Heritage – European – Romanian
Archaeology – Historic Non-Aboriginal	Ethnic Heritage – European – Russian
Archaeology – Historic	Ethnic Heritage – European – Scandinavian
Architecture	Ethnic Heritage – European – Scottish
Art	Ethnic Heritage – European – Spanish
Commerce	Ethnic Heritage – European – Swedish
Communications	Ethnic Heritage – European – Swiss
Community Planning and Development	Ethnic Heritage – European – Turkish
Conservation	Ethnic Heritage – European – Ukrainian
Economics	Ethnic Heritage – Hispanic
Education	Ethnic Heritage – Hispanic – Caribbean
Engineering	Ethnic Heritage – Hispanic – Central American
Entertainment/Recreation	Ethnic Heritage – Hispanic – Cuban
Ethnic Heritage – Alaska Native	Ethnic Heritage – Hispanic – Dominicans



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Ethnic Heritage – Asian	Ethnic Heritage – Hispanic – Mexican
Ethnic Heritage – Asian – Asian Indian	Ethnic Heritage – Hispanic – Puerto Rican
Ethnic Heritage – Asian – Cambodian	Ethnic Heritage – Hispanic – South American
Ethnic Heritage – Asian – Chinese	Ethnic Heritage – Native American
Ethnic Heritage – Asian – Filipino	Ethnic Heritage – Other Ethnic
Ethnic Heritage – Asian – Hmong	Ethnic Heritage – Pacific Islander
Ethnic Heritage – Asian – Indonesian	Ethnic Heritage – Pacific Islander – Guamanian or Chamorro
Ethnic Heritage – Asian – Japanese	Ethnic Heritage – Pacific Islander – Native Hawaiian
Ethnic Heritage – Asian – Korean	Ethnic Heritage – Pacific Islander – Samoan
Ethnic Heritage – Asian – Laotian	Exploration/Settlement
Ethnic Heritage – Asian – Thai	Health/Medicine
Ethnic Heritage – Asian – Vietnamese	Industry
Ethnic Heritage – Black	Invention
Ethnic Heritage – European	Landscape Architecture
Ethnic Heritage – European – Austrian	Law
Ethnic Heritage – European – Basque	Literature
Ethnic Heritage – European – Belgian	Maritime History
Ethnic Heritage – European – Croatian	Military
Ethnic Heritage – European – Czech	Other
Ethnic Heritage – European – Dane	Performing Arts
Ethnic Heritage – European – Dutch	Philosophy
Ethnic Heritage – European – English	Politics/Government
Ethnic Heritage – European – Finnish	Religion
Ethnic Heritage – European – French	Science
Ethnic Heritage – European – German	Social History
Ethnic Heritage – European – Greek	Social History – Disability History
Ethnic Heritage – European – Hungarian	Social History – Labor History
Ethnic Heritage – European – Irish	Social History – LGBTQ History
Ethnic Heritage – European – Italian	Social History – Traditional Cultural History
Ethnic Heritage – European – Lithuanian	Social History – Women’s History
Ethnic Heritage – European – Luxembourgian	Social History – Civil Rights
Ethnic Heritage – European – Norwegian	Transportation
Ethnic Heritage – European – Polish	



**Tip**

Do not confuse the property’s Area of Significance with its historic function. Function relates to the use of the property, while significance relates to the property’s contributions to the broad patterns of history.



**More Info**

[National Register Bulletin 16A: How to Complete the National Register Registration Form](#) has helpful instructions about Areas of Significance on page 38.

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## Guidelines for Recording Buildings in Pennsylvania

### Add a Period of Significance:

Enter the Period of Significance for the building. A building may have more than one Period of Significance.

The Period of Significance is the length of time, measured in years, when a property was associated with important events, activities, or persons, or achieved the character on which significance is based.

The Period of Significance can be a single year or a range of years. For a range of years, the beginning date usually begins with the date when the significant activities or events began and ends when the resource ceased being significant.



Note



More Info

A resource may have multiple, non-consecutive Periods of Significance or Periods of Significance that overlap. There may be a Period of Significance for each area of significance.

[National Register Bulletin 16A: How to Complete the National Register Registration Form](#) has helpful instructions about Periods of Significance beginning on page 42.

### Level of Significance:

Select a level of significance from the options provided.

**Local:** A building with local significance is associated with local events, activities, and/or persons important to local history.

Local is defined geographically. It can be a township, borough or county or a regional community, meaning a collection of communities that share the same broad geography.

**EXAMPLE:** Borough of Doylestown or the Lehigh Valley

**State:** A building with state significance is associated with events, activities, and/or persons that reflect and/or embody the history of the Commonwealth of Pennsylvania and its people.

State-level significance requires that the building and what it represents must be important within the context of its Pennsylvania peers. When compared to other buildings of similar history, characteristics, and associations, a building with state-level significance is one of the best representations of that theme or important aspect of Pennsylvania history.

**EXAMPLE:** When determining the level of significance for a factory that produced silk, you will need to consider it among its peers, meaning other factories in Pennsylvania that also produced silk. Questions to consider include how long the company was in operation, how many people it employed, its production output, distribution reach, technology, etc.

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## Guidelines for Recording Buildings in Pennsylvania

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	<p><b>National:</b> A building with national significance is associated with events, activities, and/or persons that reflect and/or embody the history of the United States and its people.</p> <p>National-level significance requires that the building and what it represents must be important within the context of its national peers. An association with nationally important people, events or themes does not automatically make a building nationally significant.</p>
<p><b>Criteria Consideration:</b></p>	<p>Indicate which, if any, of the National Register Criteria Considerations apply. More than one Criteria Consideration may apply</p> <p>The Criteria Considerations are part of the National Register Criteria. They outline the special standards and requirements that need to be met to list a building that would not generally qualify for listing.</p> <p><b>Consideration A: Religious Property</b> A property owned by a religious institution or used for religious purposes is not considered eligible for listing in the National Register unless it meets Consideration A:</p> <p style="padding-left: 40px;">A religious property deriving primary significance from architectural or artistic distinction or historical importance.</p> <p><b>Consideration B: Moved Property</b> A building that has been moved from its original location, or the location at which it achieved significance, is not considered eligible for listing in the National Register unless it meets Consideration B:</p> <p style="padding-left: 40px;">A building or structure removed from its original location, but which is significant primarily for architectural value, or which is the surviving structure most importantly associated with a historic person or event.</p> <p><b>Consideration C: Birthplace or Grave</b> A property that is the birthplace or burial place (grave) of historical figures is not considered eligible for listing in the National Register unless it meets Consideration C:</p> <p style="padding-left: 40px;">A birthplace or grave of a historical figure of outstanding importance if there is no other appropriate site or building directly associated with their productive life.</p> <p><b>Consideration D: Cemetery</b> A cemetery or other burial place is not considered eligible for listing in the National Register unless it meets Consideration D:</p> <p style="padding-left: 40px;">A cemetery which derives its primary significance from graves of persons of transcendent importance, from age, from distinctive design features, or from association with historic events.</p>

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	<p><b>Consideration E: Reconstructed Property</b> A building that has been reconstructed is not considered eligible for listing in the National Register unless it meets Consideration E:</p> <p>A reconstructed building when accurately executed in a suitable environment and presented in a dignified manner as part of a restoration master plan, and when no other building or structure with the same association has survived.</p>
	<p><b>Consideration F: Commemorative Property</b> A building that is primarily commemorative in nature is not considered eligible for listing in the National Register unless it meets Consideration F:</p> <p>A property primarily commemorative in intent if design, age, tradition, or symbolic value has invested it with its own exceptional significance.</p>
	<p><b>Consideration G: Less than 50 Years old</b> A building that has achieved significance within the past fifty years is not considered eligible for listing in the National Register unless it meets Consideration G:</p> <p>A property achieving significance within the past 50 years if it is of exceptional importance.</p>



**Note**

The Criteria Considerations are not used in place of the four National Register Criteria – they are used in addition to them. A building that meets a Criteria Consideration must also have at least one Criteria identified as well.



**More Info**

[National Register Bulletin 16A: How to Complete the National Register Registration Form](#) has helpful instructions about the Criteria Considerations on page 37.

<b>Associated Event:</b>	<p>Enter an event associated with the building’s significance as one word or short phrase. More than one event can be added. If there is no associated event, leave this section blank.</p> <p>An associated event is a notable or important occasion or occurrence with which the building is associated. When considering associated events, be sure that they are reflected in the building’s Area(s) of Significance and addressed in the <a href="#">history and significance statement</a>.</p>
<b>Associated Individual:</b>	<p>If the building is eligible under Criterion B, enter the full name of the person associated with the building’s significance. If there is more than one associated individual, enter the most important first. If there is no associated individual, leave this section blank.</p>

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	<p>An associated individual is one whose association with the building is important, meaning it meets the qualifications for Criteria B as a property associated with a significant person or persons.</p> <p>Do not enter the name of the building’s architect, builder, or designer in this section unless it is associated with the life and work of that person, such as their home, studio, or office.</p>
<b>Cultural Affiliation:</b>	<p>If the building is eligible under Criterion D, enter the cultural affiliation associated with or reflected by the property using current and common terminology. If there is more than one cultural affiliation, enter the most important first. If there is no cultural affiliation, leave this section blank.</p> <p>Cultural affiliation is the archaeological or ethnographic culture to which a collection of artifacts or resources of generally the same age and geographic location belongs.</p>
<b>Ethnic Affiliation:</b>	<p>Enter the ethnic affiliation associated with or reflected by the building using current and common terminology. Ethnic affiliation is the shared and distinct culture of a group of people connected by common racial, national, tribal, religious, linguistic, or cultural origin or background.</p> <p>Use this field either:</p> <ul style="list-style-type: none"> <li>• in conjunction with the Area of Significance category if the Area of Significance is not specific enough or</li> <li>• if the ethnicity is known but is not a reason for determining the resource significant, meaning Ethnic Heritage was not chosen as an Area of Significance.</li> </ul> <p>If there is more than one ethnic affiliation, enter the most important first. If there is no ethnic affiliation, leave this section blank.</p>

### Attachments

Attachments are files that you can upload to PA-SHARE that provide additional information about a property, such as its physical description, history, and significance.



**Note**

**If you are seeking a Determination of Eligibility (DOE) for a building, you must provide, at a minimum, these two attachments:**

- **a narrative describing the building’s physical setting, appearance, and condition AND**
- **a narrative that outlines the history of the building and its significance.**

Common types of attachments fall into two general categories: graphics and narratives. More information about specific attachments is included in the next section of these Guidelines. Click on the hyperlinks below to go directly to each section.

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### Graphics:

- **Current photographs:** If you decide to upload only one photograph to PA-SHARE in the [Photographs section](#), you must upload an attachment that includes the additional current photographs OR embed the photographs in the Physical Description and History and Significance narratives. **Uploading one photograph and providing the rest in a PDF attachment or embedded in the narratives is the preferred option.** The PDF must include the same information about the photographs that you provided in the Photographs section.
- **Site plan(s):** A site plan is helpful to understand the property and its physical surroundings, particularly for large or complex properties with multiple outbuildings or features. A site plan can be hand sketched or a current map or aerial photograph with the building(s) labeled.
- **Floor plan(s):** Floor plans are helpful for individual resources and show an outline of the building and its interior spaces.
- **Photo key(s):** A photo key shows the locations from which photographs were taken. In most cases, photo keys can be combined with a site and/or floor plan.
- **Historic images:** Supplemental historic photographs, postcards, and/or maps can be helpful to document the resource and assist PA SHPO in evaluating the resource for a Determination of Eligibility.

### Narratives:

- **Physical Description:** The physical description is a written narrative that describes what the property looks like and its setting. It typically includes information about the building's location, siting, size, shape, materials, architectural style, construction, interior and exterior features, condition, and integrity.
- **History and Significance:** The written history for a resource typically includes a chronology of important events and changes to the resource beginning with construction and ending with the current period. It also includes other important information – such as an association with an event or person - that communicates why the resource is significant. A complete detailed chain of title is **not** required in most cases and, if provided, should only help to inform the history and establish significance.
- **Bibliography:** The bibliography is a list of the sources you consulted for information about the property. The bibliography as an attachment should be arranged in a standard bibliography or works cited format.

In PA-SHARE, these attachments can be in a variety of formats such as .pdf, Word, Excel, PowerPoint, and .txt; **.pdf attachments are always preferred.** Attachment size limit is 70 megabytes.

<b>* Attachment Source:</b>	Select the source for the attachment, either a file you will upload from your computer or a valid URL that links to a website.
<b>* Name/Title:</b>	Enter a descriptive name or title for the attachment. This can be the file name. If two attachments are combined, such as a site plan and photo key, this should be reflected in the attachment's name/title.  <b>EXAMPLE:</b> Smith House Site Plan with Exterior Photo Key

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	<b>EXAMPLE:</b> Smith House Floor Plans with Interior Photo Key		
<b>* Select Attachment Type:</b>	Select the word or phrase that best describes the attachment. Select the following options for these most common types of attachments:		
	Bibliography:	Select this type if you are uploading a PDF of the bibliography.	
	Document:	Select this type if you are uploading the <a href="#">photo key</a> as an attachment separate from the floor and/or site plan.  Document should also be selected as the default option if no other option relates to the attachment you want to upload. This includes historic documents (like news articles, book excerpts, etc.) and PDFs of historic images (like postcards, photographs, etc.).	
	Floor Plan:	Select this type if you are uploading a <a href="#">floor plan</a> . For buildings with more than one floor, the floor plans should be combined in to one PDF before uploading.	
	Narrative:	Select this type if you are uploading the <a href="#">physical description/integrity</a> and <a href="#">history/significance</a> narratives.	
	Photograph:	Select this type if you are uploading a PDF of the <a href="#">current photographs</a> .	
	Site Plan:	Select this type if you are uploading a <a href="#">site plan</a> . For properties with more than one site plan (for example, an overall property plan and one or more details), the site plans should be combined in to one PDF before uploading.	
<b>* Description:</b>	Provide a brief description of the attachment to explain what the attachment contains.		

### 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.

<b>Reference Type:</b>	Select from the list below the type of reference:			
	Article	Book Chapter	Report	Website
	Book	Dissertation	Thesis	
<b>Author:</b>	Enter the reference's author using the standard format of last name, first name.			
<b>Year:</b>	Enter the year the reference was published.			
<b>Title:</b>	Enter the full title of the reference.			
<b>Journal:</b>	If applicable, enter the full title of the journal in which the reference is located.			

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<b>Publication Info:</b>	Provide the standard publication information such as publisher name and location.
<b>Pages:</b>	If applicable, enter the reference's pages within a journal or other publication.
<b>Website Links:</b>	Provide links to online references.



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### Attachment Types

This section provides some recommendations and examples for creating the different types of attachments PA SHPO recommends or requires. You will want to create these attachments in Microsoft Word (or PowerPoint or a graphics program for the graphics, if you prefer) and then export or print them into a PDF before uploading to PA-SHARE.

#### Site Plan

A site plan is helpful to understand the property and its physical surroundings, particularly for large or complex properties with multiple outbuildings or features. A site plan can be hand sketched or a current map or aerial photograph. It can also be combined with photo locations to create a photo key.

For large properties, like farms or industrial complexes, consider attaching two site plans. One can provide an overview of the property and the surrounding area, and the second can provide the detailed information.

Site plans should include the following:

- the location of, and labels for, all buildings, structures, and prominent geographic or land-use features, such as streams or fields. The names used in the site plan should be the same as those used elsewhere in the documentation.
- the names of streets and highway numbers.
- the parcel boundary.
- the proposed National Register boundary.
- a north arrow.
- a bar scale.
- other information that may be helpful for PA SHPO to know, such as the location of demolished buildings, dates of construction, or bordering properties.

If more than one site plan is prepared, it should be combined into one PDF before uploading to PA-SHARE.



#### Note

If hand drawn, the site plan does not need to be precisely measured but it must be roughly to scale to convey the general massing and size of individual buildings and significant features as well as the relationships of the components of the site. Rough dimensions should be noted.

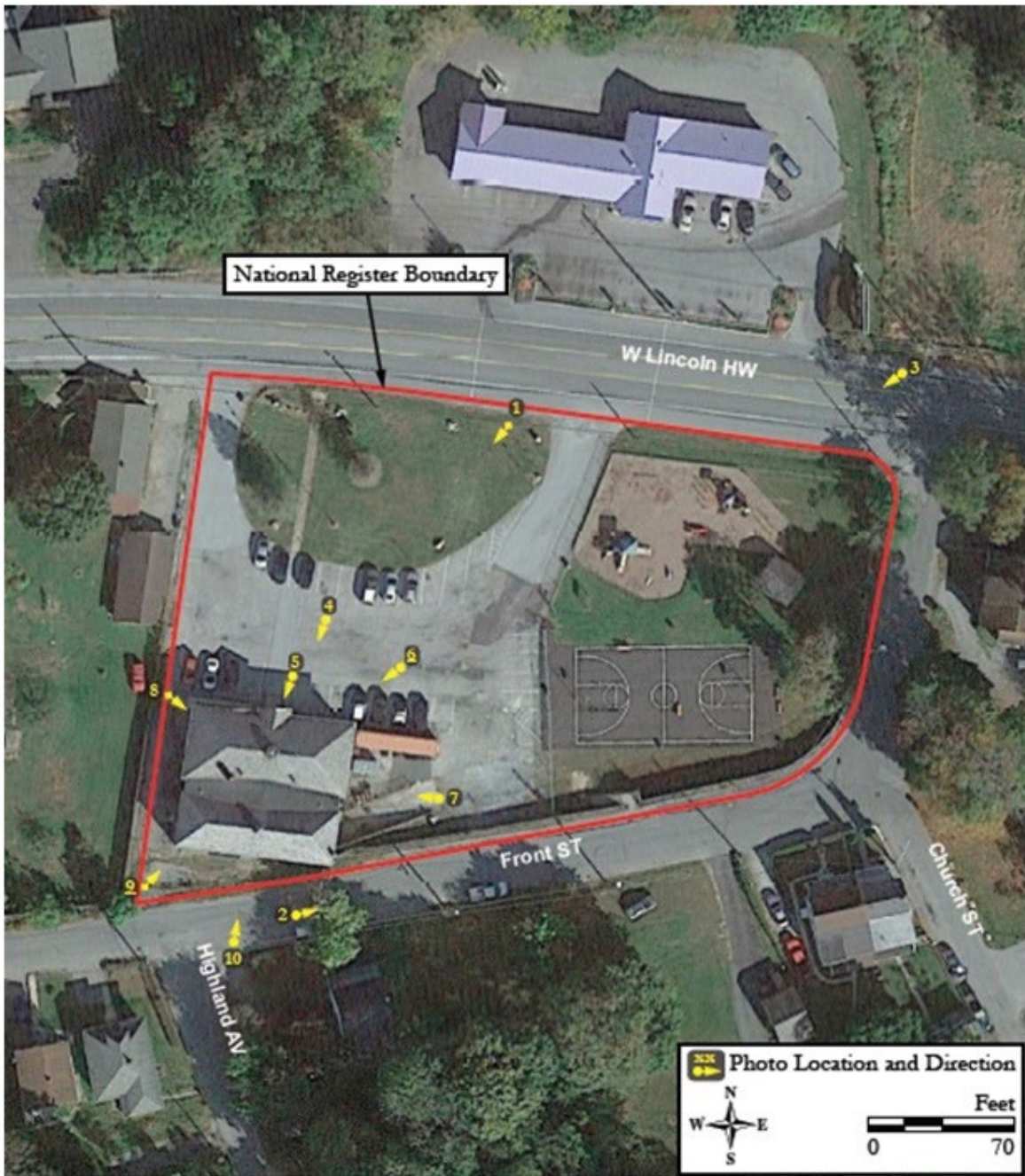


#### Tip

An easy way to create a site plan is to go to Google or Bing maps and search for the property using its address. Zoom in or out to the scale you need and, using the Snip tool, take a screenshot. Copy and paste the screenshot into your file to add arrows and other information.

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## Site Plan Example:



**EXAMPLE:** A site plan using Google Maps. Adjacent roads are labeled with white text, the property boundary is shown as a solid red line and labeled, and a north arrow and scale are included. Source: Passtown Elementary School (2016RE01703), Chester County, National Register Nomination.

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### Floor Plan

Floor plans are helpful for individual resources and show an outline of the building and its interior spaces.



#### Note

Floor plans are helpful but not required for buildings submitted as part of an Environmental Review consultation.

Floor plans are required when requesting a Determination of Eligibility for a historic tax credit or Keystone grant project or for pursuing listing in the National Register of Historic Places.

Plans can be hand or digitally drawn or from a set of architectural plans. It can also be combined with photo locations to create a photo key.

- If hand drawn, the floor plans do not need to be precisely measured but must be roughly to scale. Rough dimensions should be noted, and spaces and features labeled.
- If using plans from a set of architectural drawings, provide only relevant floor plans showing the existing conditions. Do not include the entire set of drawings and do not include demolition drawings or historic floor plans that do not show the existing conditions.

Provide plans for primary floors; secondary floors like cellars(basements) and attics should be included when they contain important features or other information that contribute to the building's significance. For properties with more than one building, include plans for all primary buildings, for example, the house and main barn on a farm.

Floor plans should include the following:

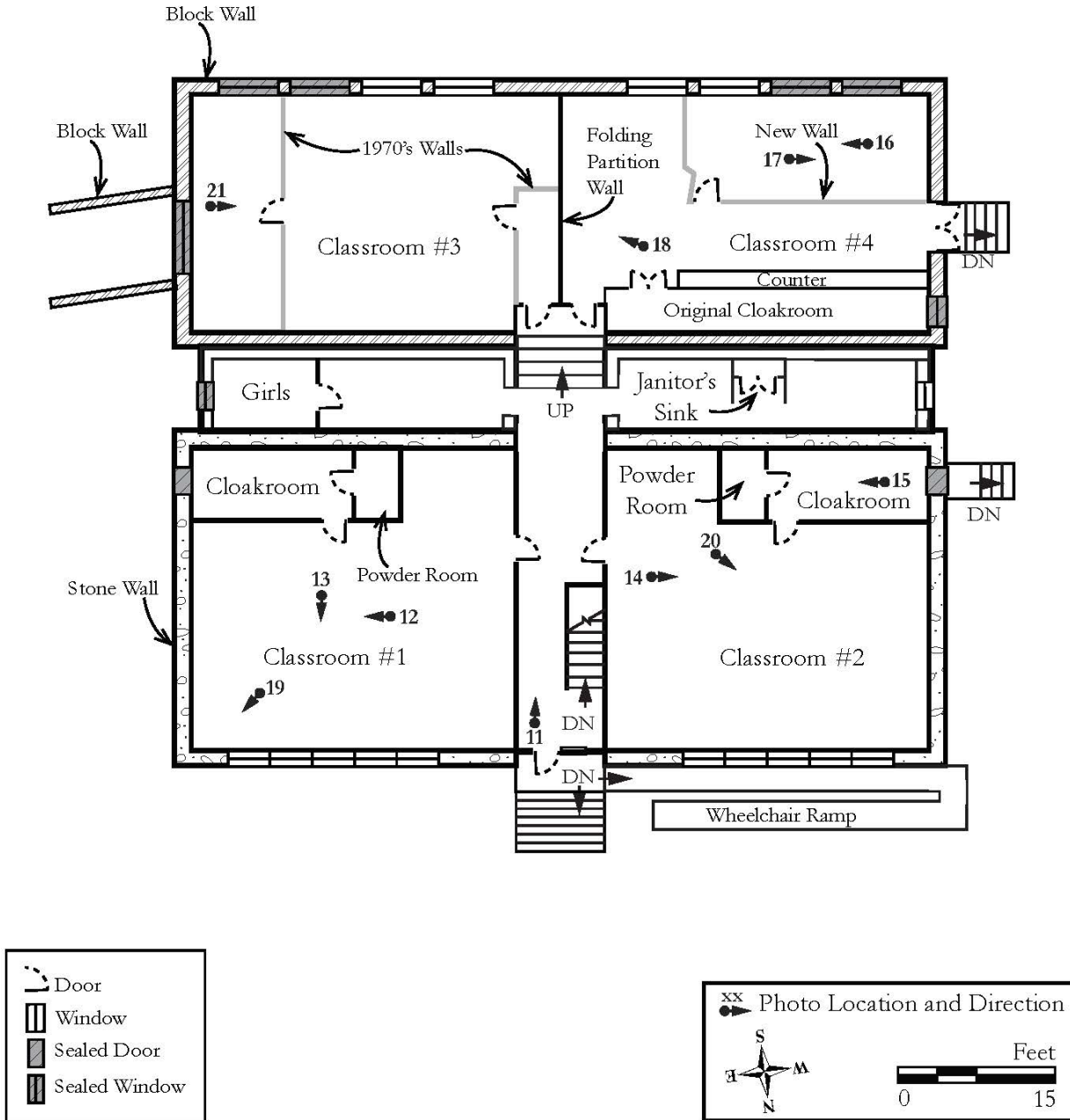
- The outline of the building showing features such as walls, partitions, stairs, windows, doors, staircases, and other interior features like fireplaces or built-in furniture. For buildings with additions or significant alterations, clearly label additions and significant alterations and include date(s) of construction.
- rooms/spaces clearly labelled as to their function. The names used in the floor plan should be the same as those used elsewhere in the documentation.
- a north arrow.
- a bar scale.

If more than one floor plan is prepared, it should be combined into one PDF before uploading to PA-SHARE.

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**Floor Plan Example:**



**EXAMPLE:** Annotated floor plan. The building's existing plan is clearly shown with stairs, wall partitions, windows and doors and all spaces are labeled. A north arrow and scale are included. Source: Passtown Elementary School (2016RE01703), Chester County, National Register Nomination.

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### Photo Key

A photo key is a document that illustrates where a series of photographs are taken. Exterior photos are often combined with a site plan and interior photos with a floor plan. To create a photo key, place the photo number in the location the photographer was standing and use an arrow to show the direction the camera was facing. A north arrow must be included.



Note

A photo key is required:

- for buildings submitted as part of an Environmental Review consultation or a survey project.
- for exterior and interior photographs are required when requesting a DOE for a historic tax credit or Keystone grant project or for pursuing National Register listing.



**EXAMPLE:** A site plan and exterior photo key using Google Maps. Adjacent roads and buildings are labeled (white boxes), the resource boundary is indicated (red dotted line), a north arrow is included, and photos are keyed with red triangles. The placement of the arrow indicates the photographer's location, and the point of the arrow shows the direction of the camera. Source: Crawford Grill No.2 (2012RE00077), Allegheny County, National Register Nomination.

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**EXAMPLE:** Example of floor plan and interior photo key. Primary spaces are labeled, doors, walls and stairs are shown, a north arrow is included, and photos are keyed with red triangles. The placement of the arrow indicates the photographer's location, and the point of the arrow shows the direction of the camera.  
Source: Crawford Grill No.2 (2012RE00077), Allegheny County, National Register Nomination.

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### Historic Images

Supplemental historic photographs, postcards, and/or maps can be helpful to document the resource and assist PA SHPO in evaluating the resource for a Determination of Eligibility. It is important to be selective when choosing which historic images to include as attachments. Use only those that communicate important information about the appearance of the property and/or its significance.

Other historic images may include, but are not limited to:

- Sanborn Fire Insurance Company maps,
- historic maps (including birds-eye views),
- postcards,
- historic aerial photographs,
- historic exterior building or streetscape photographs,
- historic interior building photographs,
- historic floor plans.

Attachments of historic images must include the following:

- citation that includes title, date, author/creator, and source (repository, website link, etc.), and
- north arrow (for maps and aerial photographs).

Attachments of historic images can be annotated to include or highlight other information, such as:

- property boundary.
- proposed National Register boundary.
- original site and/or building features.
- original site and/or building features that have been altered or no longer survive.
- changes to a site or building over time.

All historic images should be combined into one PDF before uploading to PA-SHARE or embedded into the Physical Description and History and Significance narratives.

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### Physical Description and Integrity Narrative

The physical description is a written narrative that describes what the building and its setting looks like. It typically includes information about the property's location, siting, size, shape, materials, architectural style, construction, interior and exterior features, and condition. It also discusses how the building has changed over time and concludes with an assessment of the building's integrity.

It is important that the written narrative is concise, factual, and well-organized. The length and detail of the description depends upon the complexity and size of the property and the impact of alterations, additions, and other changes over time. The more extensive the alteration of a property, the more detailed the description of changes will need to be. Similarly, the more buildings or features on a property, the longer the description will generally need to be.



#### More Info

[National Register Bulletin 16A: How to Complete the National Register Registration Form](#) has more information about writing a physical description beginning on page 28. Tips for organizing a physical description specific to buildings can be found on page 31.

When you begin to write about the building itself, describe it in a logical sequence. The narrative should describe the current appearance and condition first. Note what is original and what is changed, how it changed, and when it changed, if known. Reference the photographs, site and floor plans, and any historic images throughout the narrative.

- For the exterior, start with an overview of the exterior and then describe the different features and details. Begin with the main façade and then move around the building to describe the other facades. Note the appearance and condition of features like doors, windows, porches, and architectural details.
- For the interior, start with an overview of the floor plan and major spaces. Begin with the lowest floor (like a basement or cellar) and move to the top of the building. On each floor, start with a summary of the floor plan and then move to the individual rooms. For primary spaces, and highly detailed rooms (for example, a lobby, entrance hall, or living room – spaces typically found on a first floor), describe each room separately. For rooms that share basic characteristics, features and materials (for example, bedrooms or classrooms), it may not be necessary to describe each separately.

Follow these steps for writing the physical description narrative. It may be helpful and less daunting to think about each bullet point as a paragraph.

- Begin by summarizing the property in one introductory paragraph. If this paragraph is read on its own with no supporting information, would the reader understand what the building is and what it generally looks like? Include information such as:
  - When was the building built?
  - What is the building's architectural style?
  - How big is the building? What is its shape? How many bays wide and floors high?



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- What is the building primarily constructed with? Is it a brick building or one with wood framing and siding?
- How is the building used? Is it occupied or vacant?
- What is the size of the tax parcel or surrounding property?
- What is the surrounding setting? Urban, rural, suburban, neighborhood, commercial street, etc.?
- What other buildings are located on the property and within the boundary?
- Does the building retain [integrity](#)?
- Describe the property's current setting. Consider what the property looks like from a distance, and that you can see the building and everything that is around it. If a property's setting contributes to its significance, be sure to include what components of its setting are associated with that significance.
  - What type of area is the building in? For example: in a rural township or along a busy commercial highway?
  - Where does the building sit in relation to the rest of the property? For example: Is it close to a road or set back? Is it visible from a public right-of-way or hidden by trees or hills? Does it sit prominently on a rise or in a valley?
  - What natural and/or landscaped features are on the property? For example: Are there fields, tree lines, ponds or streams, or orchards? Is the land hilly or is it flat?
  - What types of manmade features are on or border the property? For example: Paved or gravel roads? Train tracks?
  - Describe major changes to the setting since the property was first developed. If the setting is substantially changed, briefly mention how the setting looked historically during the property's Period of Significance. For example: Have portions of the property been sold and developed? Have large tree lines grown or been removed?
- Describe the exterior of the building, including general characteristics and important exterior features and overall condition.
  - What is its architectural style?
  - What is the building's wall material? Is that same on all sides or is it different?
  - How many doors and windows are there? What are they made of? Are they the same on all elevations?
  - What kind of roof is on the building? What is the material? Are there chimneys or dormers?
  - What kinds of exterior details are there? Is there window and door trim, one or more porches, or a cornice? What are they made of?
  - What kinds of changes have been made since the building was built? Have there been additions or substantial alterations? When did they occur?

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Tip

If you can determine the building's architectural style, you can look at a style guide, like [A Field Guide to American Houses](#), to see what details are commonly found on buildings designed in that style. Use that as a guide to identify and describe similar features on the building you are describing. You can also use it to help identify features that may have been altered or removed. While most style guides focus on houses, they can still be useful to identify elements of a style that are found on other types of buildings designed in that style.

- When accessible, describe the interior of the building, including its floor plan, general characteristics, important interior features, and overall condition.
  - How many spaces are there? What are they used for? Where are they located?
  - How are the rooms on each floor arranged or what is the layout on each floor? Are rooms organized around a central hall with a staircase or a corridor?
  - What are the predominant types of materials found in the rooms for floors, walls, and any details? Are they the same in all rooms or do they vary?
  - Are there significant spaces particular to the building type, like a theater, auditorium, or storefront? If so, what are they and what do they look like?
  - What kinds of changes have been made since the building was built? Have there been substantial alterations to the floor plan or finishes? When did they occur?



Note

A description of the building's interior *is not required* for buildings submitted as part of an Environmental Review consultation or a survey project **unless** it has publicly accessible spaces, like a post office lobby.

A description of the building's interior *is required* when requesting a Determination of Eligibility for a historic tax credit or Keystone grant project or for pursuing listing in the National Register of Historic Places.

- Briefly describe any other buildings, sites, structures, or objects on the property and within the boundary. These additional resources should be mentioned in the overall description of the property.
  - What is it used for now and what was it used for historically? Is it a garage or shed?
  - What is it built of? Are there doors, windows, or other notable features?
  - What condition is it in?
- End the narrative with a discussion of [integrity](#). Assess how changes (both exterior and interior) and/or additions affect the resource's ability to reflect its significance. How much has changed in the appearance, materials, and setting of the resource?

### Integrity

All properties change over time, and it is rare to find one that has not experienced any change. Integrity is the ability of a property to convey its significance through its physical appearance. Whether or not a property

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retains integrity typically depends upon the nature and degree of alteration or change, why it is significant (its Area(s) of Significance), and when it was significant (its Period(s) of Significance).

Before you can assess integrity, you must first establish:

- why, where, and when a property is significant and
- what physical aspects of the building are important to convey this significance.



Tip

A useful test for integrity is to consider whether the person(s) familiar with the property during its Period(s) of Significance, such as the property owner or people who used the building, would still recognize it today.



More  
Info

[National Register Bulletin 15: How to Apply the National Register Criteria for Evaluation](#) has more information about integrity and how to evaluate the integrity of a property beginning on page 44.

There are seven aspects that together define integrity. All seven aspects of integrity do not need to be present for a property to retain integrity, but the property must retain at least one. When writing about a building's integrity, list each aspect, state if that aspect is retained or lost, and explain why.

- **Location:** Location is the place where the historic property was constructed or the place where the historic event occurred.
- **Design:** Design is the combination of elements that create the form, plan, space, structure, and style of a property.
- **Setting:** Setting is the physical environment of a historic property.
- **Materials:** Materials are the physical elements that were combined or deposited during a particular period of time and in a particular pattern or configuration to form a historic property.
- **Workmanship:** Workmanship is the physical evidence of the crafts of a particular culture or people during any given period in history or prehistory.
- **Feeling:** Feeling is a property's expression of the aesthetic or historic sense of a particular period of time.
- **Association:** Association is the direct link between an important historic event or person and a historic property.



Note

Integrity does not equal condition. A property can be in very poor physical condition but retain integrity and vice versa. Condition may be linked to integrity in instances when the property has not been maintained and important physical features are lost as a result.

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### Statement of History and Significance Narrative

The purpose of this section is to provide a succinct narrative that explains why the building is significant. To establish its significance, you will need to synthesize information about the property's history, the significant event, theme, person, architecture associated with the property, the property's historic context, and how it compares to other similar types of properties.

**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. Avoid a long, detailed narrative of all owners and activities; chain of title and deed research, if needed, should only be used to support the narrative. If unsure of what information to include, ask yourself whether the fact directly supports the significance of the property.

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.



#### Note

**Do not** use previously printed materials, such as chapters from a local county history, newspaper articles, etc. as a substitute for the statement of history and significance. These are sources of information to create the statement of history and significance.

**Do** include and reference historic maps, photographs, aerial photographs, and other images as needed to support the building's significance.



#### More Info

[National Register Bulletin 16A: How to Complete the National Register Registration Form](#) has more information about writing a statement of significance beginning on page 45. Tips for organizing a statement of significance for buildings be found on page 47.

The statement of history and significance narrative will include two separate sections: the property history and the statement of significance. Follow these steps for writing those narratives. It may be helpful and less daunting to think about each bullet point as a paragraph.

- Begin by summarizing the property's history and significance in one introductory paragraph. If this paragraph is read on its own with no supporting information, would the reader understand why this building is significant?
  - Simply and clearly explain which National Register Criteria the property meets, why it meets those Criteria, how it contributed to the Area(s) of Significance listed, and why it is important to the history of the community, region, commonwealth, or nation.
  - Be specific when developing the introductory paragraph. Note specific associations, characteristics, roles of important people, cultural and/or ethnic affiliations, and other facts that demonstrate how and why the property is significant.

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### Tip

**Fill in the blanks:** The [name of property] is significant under National Register Criterion [A, B, C, D] for [Area of Significance]. It is significant for its association with/as a significant example of [reason the property is significant]. The Period of Significance is [Period of Significance], because [why date(s) were selected].

**EXAMPLE:** The Smith House is significant under National Register Criterion C for Architecture. It is significant as an example of the Queen Anne architectural style in Bucks County. The Period of Significance is 1900, the year it was built.

- For the history section, provide a brief overview of the property. Include descriptive and historical information about the area where the property is located to orient the reader to the property's surroundings and the kind of community or place where it functioned in the past.

This should not be an exhaustive chronology outlining a detailed history of the property. The history should focus on the property's history during the Period of Significance and limit information about the period(s) before and after it. The history should focus on the facts that help explain the property's role and illustrate its importance. Include information such as:

- Who constructed the building and why?
  - Who owned the property and when? If there were many different owners, only the most important, meaning those that were important in shaping the history or appearance of the property, need to be mentioned. Remember, a complete deed search is not required.
  - How has the property been used? If its use has changed over time, note its historic functions and its current function.
  - Is there an important date or dates in the building's history? What are they and what happened?
  - Has the property changed over time? How did it change and when?
- For the significance section, you will be explaining why the property is important and how it relates to the National Register Criteria and Criteria Considerations (if applicable). You will need to include a statement of significance for each National Register Criteria and Area of Significance.

A statement of significance also includes a historic context. A historic context relates the property to important themes in the prehistory or history of the community, region, commonwealth, or nation by providing a framework to understand why a building is important. It provides information about the history of the community (or broader geographic area) to explain the ways in which the property is unique or representative of its theme, place, and time.

Include information such as:

- **Criterion A:** Is the property associated with an important event or trend? What is the event or trend? If it is an event, what role did the property play? If it is a trend, how does the property represent the trend or fit into the significance of the trend at the local, state, or national level?
- **Criterion B:** Is the property associated with an important person? Who is it? Why is the person important and how is the property connected to the person?

# PA SHPO

## Guidelines for Recording Buildings in Pennsylvania

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- **Criterion C:** Is the property's design or construction typical or unique? Is it a good representative example or outstanding example of an architectural style or type of construction? Was it designed or built by an architect or artist? If it was designed by an architect, is it representative of their work or one of few surviving examples? Does it have high artistic value?
- **Criterion D:** Is there the potential to discover archaeological information from the site?
- What is the Period of Significance based on?
- Are there other properties in the same area (local, region, or state) that share a similar story? If so, what are they? Do they still exist? How does the history and significance of this property compare to other similar properties?



**More  
Info**

[National Register Bulletin 16A: How to Complete the National Register Registration Form](#) has more information about historic contexts beginning on page 49.

# PA SHPO

## Guidelines for Recording Buildings in Pennsylvania

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### Worksheet for Documenting & Evaluating Buildings in Pennsylvania

Print or download the following worksheet to help you collect and organize the information required to submit information through PA-SHARE. The worksheet is organized to follow PA-SHARE's Building Resource Details data entry screen. Required information is noted with an asterisk (\*).



#### Note

**Please do not submit the worksheet to PA SHPO in place of completing the PA-SHARE form.** It is intended as a tool to assist users in the collection of information for buildings and using PA-SHARE. Resources must be submitted through PA-SHARE.

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).



#### Tip

The Physical Description and Integrity and History and Significance sheets are designed as stand-alone pages with a suggested outline for organizing these narratives.

These sheets can be used as templates and then uploaded into PA-SHARE. Download each page as a fillable PDF or copy and paste the outline into a new Word document.

**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).**

# 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.



# Worksheet for Recording Buildings in Pennsylvania

Resource Name:

Recorder Name/Date:

Page #:

## \* 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):	

## Worksheet for Recording Buildings in Pennsylvania

Resource Name:

Recorder Name/Date:

Page #:

* 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:			

## Worksheet for Recording Buildings in Pennsylvania

Resource Name:

Recorder Name/Date:

Page #:

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:			

# Worksheet for Recording Buildings in Pennsylvania

Resource Name:

Recorder Name/Date:

Page #:

## 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:	

# Worksheet for Recording Buildings in Pennsylvania

Resource Name:

Recorder Name/Date:

Page #:

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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:*



# Worksheet for Recording Buildings in Pennsylvania

Resource Name:

Recorder Name/Date:

Page #:

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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:*