



State Historic Preservation Office

South Carolina Department of Archives and History
8301 Parklane Road | Columbia, SC | 29223
scdah.sc.gov

HISTORIC BUILDING SUPPLEMENT INSTRUCTIONS

Complete this form if the project proposes rehabilitation on a building or structure listed in or eligible for listing in the National Register of Historic Places. All Preservation Brief guidance documents referenced in this form are listed below and available online at <https://www.nps.gov/tps/how-to-preserve/briefs.htm> or you may request a paper copy from the SHPO. This form is intended to supplement the information that you provide in the Section 106 Project Review Form or the DHEC-OCRM Project Review Form when historic buildings are part of the project. This form is not a substitute for those Forms.

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

Property Address: Provide the property street address.

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

County: Provide the county where the property is located.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Demolition of Non-Significant or Non-Historic Alterations: Where demolition of non-significant or non-historic additions and/or alterations is proposed, include a written statement describing the basis for making the determination that the addition and/or alteration is not significant and/or historic. Include photographs of the portions proposed for demolition.

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

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

Preservation Briefs from the National Park Service, available online at <https://www.nps.gov/tps/how-to-preserve/briefs.htm> or by request from the State Historic Preservation Office:

- 1 **Cleaning and Water-Repellent Treatments** for Historic Masonry Buildings
- 2 **Repointing Mortar Joints** in Historic Masonry Buildings
- 3 **Improving Energy Efficiency** in Historic Buildings
- 4 **Roofing** for Historic Buildings
- 5 The Preservation of Historic **Adobe Buildings**
- 6 **Dangers of Abrasive Cleaning** to Historic Buildings
- 7 The Preservation of Historic Glazed Architectural **Terra-Cotta**
- 8 **Aluminum and Vinyl Siding** on Historic Buildings: The Appropriateness of Substitute Materials for Resurfacing Historic Wood Frame Buildings
- 9 The Repair of Historic **Wooden Windows**
- 10 Exterior **Paint Problems** on Historic Woodwork
- 11 Rehabilitating Historic **Storefronts**
- 12 The Preservation of Historic Pigmented **Structural Glass** (Vitrolite and Carrara Glass)
- 13 The Repair and Thermal Upgrading of Historic **Steel Windows**
- 14 New **Exterior Additions** to Historic Buildings: Preservation Concerns
- 15 Preservation of Historic **Concrete**: Problems and General Approaches
- 16 The Use of **Substitute Materials** on Historic Building Exteriors
- 17 **Architectural Character** - Identifying the Visual Aspects of Historic Buildings as an Aid to Preserving Their Character
- 18 Rehabilitating **Interiors** in Historic Buildings — Identifying Character-Defining Elements
- 19 The Repair and Replacement of Historic **Wooden Shingle Roofs**
- 20 The Preservation of Historic **Barns**
- 21 Repairing Historic **Flat Plaster** - Walls and Ceilings
- 22 The Preservation and Repair of Historic **Stucco**
- 23 Preserving Historic **Ornamental Plaster**
- 24 **Heating, Ventilating, and Cooling** Historic Buildings: Problems and Recommended Approaches
- 25 The Preservation of Historic **Signs**

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