Guidelines for Rehabilitating Old Buildings:

Principles to consider when planning rehabilitation and new construction projects in older neighborhoods

U.S. Department of Housing and Urban Development
Washington, D.C. 20410

and

U.S. Department of the Interior
Washington, D.C. 20240
The U.S. Department of Housing and Urban Development's

GUIDELINES FOR

REHABILITATING OLD BUILDINGS:

Principles to consider when planning rehabilitation and new construction projects in older neighborhoods

Prepared in cooperation with the
Office of Archeology and Historic Preservation
National Park Service
U.S. Department of the Interior
Washington, D.C. 20240
January, 1977
TABLE OF CONTENTS

5 Introduction
5 Guidelines
6 Checklist for the Application of the Guidelines
11 Appendix 1 - State Historic Preservation Offices and Field Office Jurisdictions of HUD
21 Appendix 2 - Bibliography
22 Appendix 3 - Definitions
22 Acknowledgments
INTRODUCTION

Across the Nation, citizens are discovering that older buildings and neighborhoods are important ingredients of a town's or a city's special identity and character. They are finding that tangible and satisfying links to the past are provided by structures, shopping streets, and residential and industrial areas in their cities and towns that have survived from earlier periods. Often, however, these important buildings and neighborhoods have suffered years of neglect or they seem outdated for the needs of modern living. But with thoughtful rehabilitation, many can be successfully revitalized. In rehabilitating older resources to contemporary standards and codes, however, it is important that the architectural qualities that have distinguished them in the past are not irretrievably discarded and lost to the future.

Although specifically developed to assist property owners eligible to receive Historic Preservation Loans and for local officials responsible for the community development block grant program of the Housing and Community Development Act of 1974, these Guidelines will help any property owner or local official in formulating plans for the rehabilitation, preservation, and continued use of old buildings, neighborhoods, and commercial areas.* They consist of eight principles that should be kept in mind when planning new construction or rehabilitation projects. The checklist suggests specific actions to be considered or avoided to insure that the distinguishing qualities of buildings or neighborhood environments will not be damaged by new work. In addition, whenever possible, advice should be sought from qualified professionals, including architects, architectural historians and planners, who are skilled in the preservation, restoration, and rehabilitation of old buildings and neighborhoods.

When the buildings or areas being considered for rehabilitation are listed or eligible for listing in the National Register of Historic Places, property owners and local officials responsible for the work should, as a first step, contact the appropriate State Historic Preservation Officer, in addition to consulting with experienced professionals. Where comprehensive surveys (to identify properties eligible for National Register listing) have not yet been completed in a project area, the undertaking of such surveys should be discussed with appropriate local officials and with the State Historic Preservation Officer.

Lists of HUD offices, State Historic Preservation Officers and other helpful offices and organizations, a bibliography of useful publications, and definitions of terms are attached as appendices to these Guidelines.

I. GUIDELINES

1. Every reasonable effort should be made to provide a compatible use for buildings which will require minimum alteration to the building and its environment.

2. Rehabilitation work should not destroy the distinguishing qualities or character of the property and its environment. The removal or alteration of any historic material or architectural features should be held to the minimum, consistent with the proposed use.

3. Deteriorated architectural features should be repaired rather than replaced, wherever possible. In the event replacement is necessary, the new material should match the material being replaced in composition, design, color, texture, and other visual qualities. Repair or replacement of missing architectural features should be based on accurate duplications of original features, substantiated by physical or pictorial evidence rather than on conjectural designs or the availability of different architectural features from other buildings.

4. Distinctive stylistic features or examples of skilled craftsmanship which characterize older structures and often predate the mass production of building materials, should be treated with sensitivity.

5. Many changes to buildings and environments which have taken place in the course of time are evidence of the history of the building and the neighborhood. These changes may have developed significance in their own right, and this significance should be recognized and respected.

*All residential structures listed, or determined eligible for inclusion, in the National Register of Historic Places, either individually or as part of a district, are eligible for Historic Preservation Loans. Informational leaflets concerning Historic Preservation Loans are available from FHA-approved lending institutions, HUD offices, or State Historic Preservation Officers. Information concerning the National Register of Historic Places is available from the appropriate State Historic Preservation Officer (see Appendix 1).

The primary objective of the community development block grant program is the development of viable urban communities by providing decent housing and a suitable living environment and by expanding economic opportunities, principally for persons of low- and moderate-income. This goal is to be achieved through elimination of slums and blight and detrimental living conditions, conservation and expansion of housing, increased public services, improved use of land, increased neighborhood diversity, and preservation of property with special values. Information about the community development block grant program can be obtained from HUD offices (see Appendix 1).
6. All buildings should be recognized as products of their own time. Alterations to create an appearance inconsistent with the actual character of the building should be discouraged.

7. Contemporary design for new buildings in old neighborhoods and additions to existing buildings or landscaping should not be discouraged if such design is compatible with the size, scale, color, material, and character of the neighborhood, building, or its environment.

8. Wherever possible, new additions or alterations to buildings should be done in such a manner that if they were to be removed in the future, the essential form and integrity of the original building would be unimpaired.

II. CHECKLIST FOR THE APPLICATION OF THE GUIDELINES

CONSIDER

The Environment

In new construction, retaining distinctive features of the neighborhood's existing architecture, such as the distinguishing size, scale, mass, color, materials, and details, including roofs, porches and stairways, that give a neighborhood its special character.

Using new plant materials, fencing, walkways, and street lights, signs, and benches that are compatible with the character of the neighborhood in size, scale, material, and color.

Retaining existing landscape features such as parks, gardens, street lights, signs, benches, walkways, streets, alleys, and building set-backs that have traditionally linked buildings to their environment.

Existing Buildings: Lot

Inspecting the lot carefully to locate and identify plants, trees, fencing, walkways, outbuildings and other elements that might be an important part of the property's history and development.

Retaining plants, trees, fencing, walkways, and street lights, signs, and benches that reflect the property's history and development.

Basing decisions for new work on actual knowledge of the past appearance of the property found in photographs, drawings, newspapers, and tax records. If changes are made they should be carefully evaluated in light of the past appearance of the site.

Existing Buildings: Exterior Features

Masonry Buildings

Retaining original masonry and mortar, whenever possible, without the application of any surface treatment.

AVOID

Introducing new construction into neighborhoods that is incompatible with the character of the district's architecture because of obvious differences in size, scale, color and detailing.

Introducing signs, street lighting, street furniture, new plant materials, fencing, walkways and paving materials which are out of scale or inappropriate to the neighborhood.

Destroying the relationship of buildings and their environment by widening existing streets, changing paving material, or by introducing poorly designed and inappropriately located new streets and parking lots or introducing new construction incompatible with the character of the neighborhood.

Making changes to the appearance of the site by removing old plants, trees, fencing, walkways, and street lights, signs, and benches before evaluating their importance in the property's history and development.

Giving the site an appearance it never had.

Applying waterproof or water repellent coatings or other treatments unless required to solve a specific technical problem that has been studied and identified. Coatings are frequently unnecessary, expensive, and can accelerate deterioration of the masonry.
CONSIDER

Duplicating old mortar in composition, color, and textures.

Duplicating old mortar in joint size, method of application, and joint profile.

Repointing with mortar of high Portland cement content which can create a bond that is often stronger than the building material. This can cause deterioration as a result of the differing coefficient of expansion and the differing porosity of the material and the mortar.

Repointing with mortar joints of a differing size or joint profile, texture, or color.

Repointing with mortar of high Portland cement content which can create a bond that is often stronger than the building material. This can cause deterioration as a result of the differing coefficient of expansion and the differing porosity of the material and the mortar.

Repointing with mortar joints of a differing size or joint profile, texture, or color.

Cleaning masonry only when necessary to halt deterioration and always with the gentlest method possible, such as low pressure water and soft natural bristle brushes.

Sandblasting brick or stone surfaces; this method of cleaning erodes the surface of the material and accelerates deterioration.

Using chemical cleaning products which could have an adverse chemical reaction with the masonry materials, i.e., acid on limestone or marble.

Applying new material which is inappropriate or was unavailable when the building was constructed, such as artificial brick siding, artificial cast stone or brick veneer.

Removing architectural features, such as cornices, brackets, railings, window architraves, and doorway pediments. These are usually an essential part of a building’s character and appearance.

Indiscriminate removal of paint from masonry surfaces. This may be historically incorrect and may also subject the building to harmful damage.

Replacing missing architectural features, such as cornices, brackets, railings, and shutters.

Removing architectural features such as cornices, brackets, window architraves, and doorway pediments. These are, in most cases, an essential part of a building’s character and appearance.

Resurfacing frame buildings with new material which is inappropriate or was unavailable when the building was constructed such as artificial stone, brick veneer, asbestos or asphalt shingles, plastic or aluminum siding. Such material also can contribute to the deterioration of the structure from moisture and insect attack.

Frame Buildings

Retaining original material, whenever possible.

Repointing with mortar of high Portland cement content which can create a bond that is often stronger than the building material. This can cause deterioration as a result of the differing coefficient of expansion and the differing porosity of the material and the mortar.

Repointing with mortar joints of a differing size or joint profile, texture, or color.

Repointing with mortar of high Portland cement content which can create a bond that is often stronger than the building material. This can cause deterioration as a result of the differing coefficient of expansion and the differing porosity of the material and the mortar.

Repointing with mortar joints of a differing size or joint profile, texture, or color.

Cleaning masonry only when necessary to halt deterioration and always with the gentlest method possible, such as low pressure water and soft natural bristle brushes.

Sandblasting brick or stone surfaces; this method of cleaning erodes the surface of the material and accelerates deterioration.

Using chemical cleaning products which could have an adverse chemical reaction with the masonry materials, i.e., acid on limestone or marble.

Applying new material which is inappropriate or was unavailable when the building was constructed, such as artificial brick siding, artificial cast stone or brick veneer.

Removing architectural features, such as cornices, brackets, railings, window architraves, and doorway pediments. These are usually an essential part of a building’s character and appearance.

Indiscriminate removal of paint from masonry surfaces. This may be historically incorrect and may also subject the building to harmful damage.

Replacing missing architectural features, such as cornices, brackets, railings, and shutters.

Removing architectural features such as cornices, brackets, window architraves, and doorway pediments. These are, in most cases, an essential part of a building’s character and appearance.

Resurfacing frame buildings with new material which is inappropriate or was unavailable when the building was constructed such as artificial stone, brick veneer, asbestos or asphalt shingles, plastic or aluminum siding. Such material also can contribute to the deterioration of the structure from moisture and insect attack.

Retaining the original or early color and texture of masonry surfaces, wherever possible. Brick or stone surfaces may have been painted or whitewashed for practical and aesthetic reasons.

Indiscriminate removal of paint from masonry surfaces. This may be historically incorrect and may also subject the building to harmful damage.

Repainting or replacing, where necessary, deteriorated material with new material that duplicates the old as closely as possible.

Removing architectural features such as siding, cornices, brackets, window architraves, and doorway pediments. These are, in most cases, an essential part of a building’s character and appearance.

Resurfacing frame buildings with new material which is inappropriate or was unavailable when the building was constructed such as artificial stone, brick veneer, asbestos or asphalt shingles, plastic or aluminum siding. Such material also can contribute to the deterioration of the structure from moisture and insect attack.
CONSIDER

Roofs
Preserving the original roof shape.

Retaining the original roofing material, whenever possible.

Replacing deteriorated roof coverings with new material that matches the old in composition, size, shape, color, and texture.

Preserving or replacing, where necessary, all architectural features which give the roof its essential character, such as dormer windows, cupolas, cornices, brackets, chimneys, cresting, and weather vanes.

Placing television antennae and mechanical equipment, such as air conditioners, in an inconspicuous location.

Windows and Doors
Retaining existing window and door openings including window sash, glass, lintels, sills, architraves, shutters, doors, pediments, hoods, steps, and all hardware.

Respecting the stylistic period or periods a building represents. If replacement of window sash or doors is necessary, the replacement should duplicate the material, design, and the hardware of the older window sash or door.

Porches and Steps
Retaining porches and steps which are appropriate to the building and its development. Porches or additions reflecting later architectural styles are often important to the building's historical integrity and, wherever possible, should be retained.

Repairing or replacing, where necessary, deteriorated architectural features of wood, iron, cast iron, terra-cotta, tile, and brick.

AVOID

Changing the original roof shape or adding features inappropriate to the essential character of the roof such as oversized dormer windows or picture windows.

Applying new roofing material that is inappropriate to the style and period of the building and neighborhood.

Replacing deteriorated roof coverings with new materials which differ to such an extent from the old in composition, size, shape, color, and texture that the appearance of the building is altered.

Stripping the roof of architectural features important to its character.

Placing television antennae and mechanical equipment, such as air conditioners, where they can be seen from the street.

Introducing new window and door openings into the principal elevations, or enlarging or reducing window or door openings to fit new stock window sash or new stock door sizes.

Alternating the size of window panes or sash. Such changes destroy the scale and proportion of the building.

Discarding original doors and door hardware when they can be repaired and reused in place.

Inappropriate new window or door features such as aluminum storm and screen window combinations that require the removal of original windows and doors or the installation of plastic or metal strip awnings or fake shutters that disturb the character and appearance of the building.

Removing or altering porches and steps which are appropriate to the building and its development and the style it represents.

Stripping porches and steps of original material and architectural features, such as hand rails, balusters, columns, brackets, and roof decoration of wood, iron, cast iron, terra-cotta, tile, and brick.
CONSIDER

Repairing or replacing, where necessary, deteriorated material with new material that duplicates the old as closely as possible.

Existing Buildings: Exterior Finishes

Discovering and retaining original paint colors, or repainting with colors based on the original to illustrate the distinctive character of the property.

Avoid

Applying new material which is inappropriate or was unavailable when the building was constructed, such as artificial cast stone, brick veneer, asbestos or asphalt shingles, or plastic or aluminum siding.

Enclosing porches and steps in a manner that destroys their intended appearance.

Existing Buildings: Interior Features

Retaining original material, architectural features, and hardware, whenever possible, such as stairs, handrails, balusters, mantelpieces, cornices, chair rails, baseboards, paneling, doors and doorways, wallpaper, lighting fixtures, locks, and door knobs.

Repairing or replacing, where necessary, deteriorated material with new material that duplicates the old as closely as possible.

Retaining original plaster, whenever possible.

Discovering and retaining original paint colors, wallpapers and other decorative motifs or, where necessary, replacing them with colors, wallpapers or decorative motifs based on the original.

Existing Buildings: Plan and Function

Using a building for its intended purposes.

Finding an adaptive use, when necessary, which is compatible with the plan, structure, and appearance of the building.

Retaining the basic plan of a building, whenever possible.

New Construction

Making new additions and new buildings compatible in scale, building materials, and texture.

Avoid

Altering a building to accommodate an incompatible use requiring extensive alterations to the plan, materials, and appearance of the building.

Altering the basic plan of a building by demolishing principal walls, partitions, and stairways.

Making incompatible new additions or new construction.
CONSIDER

Designing new work to be compatible in materials, size, scale, color, and texture with the earlier building and the neighborhood.

Using contemporary designs compatible with the character and mood of the building or the neighborhood.

Avoid

Designing new work that is incompatible with the earlier building and the neighborhood in materials, size, scale, and texture.

Imitating an earlier style or period of architecture in new construction, except in rare cases where a contemporary design would detract from the architectural unity of an ensemble or group. Especially avoid imitating an earlier style of architecture in new construction that has a completely contemporary function such as a drive-in bank or garage.

Mechanical Services in Existing Buildings: Heating, Electrical, and Plumbing

Installing necessary building services in areas and spaces that will require the least possible alteration to the plan, materials, and appearance of the building.

Installing the vertical runs of ducts, pipes, and cables in closets, service rooms, and wall cavities.

Selecting mechanical systems that best suit the building.

Rewiring early lighting fixtures.

Having exterior electrical and telephone cables installed underground.

Safety and Code Requirements

Complying with code requirements in such a manner that the essential character of a building is preserved intact.

Investigating variances for historic properties under local codes.

Installing adequate fire prevention equipment in a manner that does minimal damage to the appearance or fabric of a property.

Providing access for the handicapped without damaging the essential character of a property.

Avoid

Causing unnecessary damage to the plan, materials, and appearance of the building when installing mechanical services.

Installing vertical runs of ducts, pipes, and cables in places where they will be a visual intrusion.

Cutting holes in important architectural features, such as cornices, decorative ceilings, and paneling.

Installing “dropped” acoustical ceilings to hide inappropriate mechanical systems. This destroys the proportions and character of the rooms.

Having exterior electrical and telephone cables attached to the principal elevations of the building.
APPENDIX 1.

STATE HISTORIC PRESERVATION OFFICERS

<table>
<thead>
<tr>
<th>STATE</th>
<th>Officer Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALABAMA</td>
<td>Director, Alabama Department of Archives and History Chairman, Alabama Historical Commission Archives and History Building Montgomery, Alabama 36104</td>
</tr>
<tr>
<td>ALASKA</td>
<td>Director, Alaska Division of Parks Department of Natural Resources 323 East Fourth Avenue Anchorage, Alaska 99501</td>
</tr>
<tr>
<td>AMERICAN SAMOA</td>
<td>Territorial Historic Preservation Officer Department of Public Works Government of American Samoa Pago Pago, American Samoa 96799</td>
</tr>
<tr>
<td>ARIZONA</td>
<td>Chief, Natural and Cultural Resource Conservation Section Arizona State Parks 1688 West Adams Phoenix, Arizona 85007</td>
</tr>
<tr>
<td>ARKANSAS</td>
<td>Acting Director Arkansas Historic Preservation Program Suite 500, Continental Building Markham and Main Streets Little Rock, Arkansas 72201</td>
</tr>
<tr>
<td>CALIFORNIA</td>
<td>Director, Department of Parks and Recreation State Resources Agency P.O. Box 2390 Sacramento, California 95811</td>
</tr>
<tr>
<td>COLORADO</td>
<td>Chairman, State Historical Society Colorado State Museum 200 14th Avenue Denver, Colorado 80203</td>
</tr>
<tr>
<td>CONNECTICUT</td>
<td>Director Connecticut Historical Commission 59 South Prospect Street Hartford, Connecticut 06106</td>
</tr>
<tr>
<td>DELAWARE</td>
<td>Director, Division of Historical and Cultural Affairs Hall of Records Dover, Delaware 19901</td>
</tr>
<tr>
<td>DISTRICT OF COLUMBIA</td>
<td>Director Department of Housing and Community Development 1325 G Street NW, Washington, D.C. 20005</td>
</tr>
<tr>
<td>FLORIDA</td>
<td>Director, Division of Archives, History and Records Management Department of State 401 East Gaines Street Tallahassee, Florida 32304</td>
</tr>
<tr>
<td>GEORGIA</td>
<td>Acting Chief Historic Preservation Section Department of Natural Resources 270 Washington Street SW., Room 703-C Atlanta, Georgia 30334</td>
</tr>
<tr>
<td>GUAM</td>
<td>Director, Department of Parks and Recreation Government of Guam P.O. Box 682 Agana, Guam 96910</td>
</tr>
</tbody>
</table>
HAWAII
State Historic Preservation Officer
Department of Land and Natural Resources
P.O. Box 621
Honolulu, Hawaii 96809

IDAHO
Historic Preservation Coordinator
Idaho Historical Society
610 North Julia Davis Drive
Boise, Idaho 83706

ILLINOIS
Director, Department of Conservation
602 State Office Building
400 South Spring Street
Springfield, Illinois 62706

INDIANA
Director
Department of Natural Resources
608 State Office Building
Indianapolis, Indiana 46204

IOWA
Director, State Historical Department
Division of Historic Preservation
B-13 MacLean Hall
Iowa City, Iowa 52242

KANSAS
Executive Director
Kansas State Historical Society
120 West 10th Street
Topeka, Kansas 66612

KENTUCKY
Director
Kentucky Heritage Commission
104 Bridge Street
Frankfort, Kentucky 40601

LOUISIANA
Assistant Director
Department of Art, Historical and Cultural Preservation
Old State Capitol
Baton Rouge, Louisiana 70801

MAINE
Director
Maine Historic Preservation Commission
31 Western Avenue
Augusta, Maine 04330

MARYLAND
State Historic Preservation Officer
John Shaw House
21 State Circle
Annapolis, Maryland 21401

MASSACHUSETTS
Executive Director
Massachusetts Historical Commission
294 Washington Street
Boston, Massachusetts 02108

MICHIGAN
Director
Michigan History Division
Department of State
Lansing, Michigan 48918

MINNESOTA
Director
Minnesota Historical Society
690 Cedar Street
St. Paul, Minnesota 55101

MISSISSIPPI
Director, State of Mississippi
Department of Archives and History
P.O. Box 571
Jackson, Mississippi 39205

MISSOURI
Director, Missouri Department of Natural Resources
P.O. Box 176
1204 Jefferson Building
Jefferson City, Missouri 65101
MONTANA

Director, Montana Historical Society
225 North Roberts Street
Veterans' Memorial Building
Helena, Montana 59601

NEBRASKA

Director, The Nebraska State Historical Society
1500 R Street
Lincoln, Nebraska 68508

NEVADA

Administrator
Division of State Parks
Room 221, Nye Building
Capitol Complex
Carson City, Nevada 89710

NEW HAMPSHIRE

Commissioner, Department of Resources and Economic Development
P.O. Box 856
Concord, New Hampshire 03301

NEW JERSEY

Commissioner, Department of Environmental Protection
P.O. Box 1420
Trenton, New Jersey 08625

NEW MEXICO

State Historic Preservation Officer
State Planning Office
505 Don Gaspar
Santa Fe, New Mexico 87503

NEW YORK

Commissioner
Parks and Recreation
Agency Building No. 1
Empire State Plaza
Albany, New York 12238

NORTH CAROLINA

Director
Division of Archives and History
Department of Cultural Resources
109 East Jones Street
Raleigh, North Carolina 27611

NORTH DAKOTA

Superintendent, State Historical Society of North Dakota
Liberty Memorial Building
Bismarck, North Dakota 58501

OHIO

Director
The Ohio Historical Society
Interstate 71 at 17th Avenue
Columbus, Ohio 43211

OKLAHOMA

Oklahoma State Historic Preservation Officer
1108 Colcord Building
Oklahoma City, Oklahoma 73102

OREGON

State Parks Superintendent
525 Trade Street SE.
Salem, Oregon 97310

PENNSYLVANIA

Executive Director, Pennsylvania Historical and Museum Commission
P.O. Box 1026
Harrisburg, Pennsylvania 17120

COMMONWEALTH OF PUERTO RICO

Institute of Puerto Rico Culture
Apartado 4184
San Juan, Puerto Rico 00905

RHODE ISLAND

Director, Rhode Island Department of Community Affairs
150 Washington Street
Providence, Rhode Island 02903

SOUTH CAROLINA

Director
State Archives Department
1430 Senate Street
Columbia, South Carolina 29211
SOUTH DAKOTA

State Historic Preservation Officer
Historical Preservation Center
University of South Dakota
Alumni House
Vermillion, South Dakota 57069

TENNESSEE

Executive Director
Tennessee Historical Commission
170 Second Avenue North, Suite 100
Nashville, Tennessee 37219

TEXAS

Executive Director
Texas State Historical Commission
P.O. Box 12276, Capitol Station
Austin, Texas 78711

TRUST TERRITORY OF THE PACIFIC ISLANDS

Chief, Land Resources Branch
Department of Resources and Development
Trust Territory of the Pacific Islands
Saipan, Mariana Islands 96950

UTAH

Executive Director
Department of Development Services
Room 104, State Capitol
Salt Lake City, Utah 84114

VERMONT

Director
Vermont Division for Historic Preservation
Pavilion Office Building
Montpelier, Vermont 05602

VIRGINIA

Executive Director
Virginia Historic Landmarks Commission
221 Governor Street
Richmond, Virginia 23219

VIRGIN ISLANDS

Planning Director
Virgin Islands Planning Board
Charlotte Amalie
St. Thomas, Virgin Islands 00801

WASHINGTON

State Conservator
P.O. Box 1128
Olympia, Washington 98504

WEST VIRGINIA

State Historic Preservation Officer
P.O. Box 630
Morgantown, West Virginia 26505

WISCONSIN

Acting Director
State Historical Society of Wisconsin
816 State Street
Madison, Wisconsin 53706

WYOMING

Director
Wyoming Recreation Commission
604 East 25th Street, Box 309
Cheyenne, Wyoming 82001
Other offices and organizations with experience and expertise in the preservation, restoration, and rehabilitation of historically and architecturally significant buildings, structures, and neighborhoods:

Technical Preservation Services Division
Office of Archeology and Historic Preservation
National Park Service
U.S. Department of the Interior
Washington, D.C. 20240 (202-523-5891)

National Register of Historic Places
Office of Archeology and Historic Preservation
National Park Service
U.S. Department of the Interior
Washington, D.C. 20240 (202-523-5483)

National Trust for Historic Preservation
Office of Preservation Services
740-748 Jackson Place, NW.
Washington, D.C. 20006

American Institute of Architects
Committee on Historic Resources
1735 New York Avenue, NW.
Washington, D.C. 20006
FIELD OFFICE JURISDICTIONS OF HUD

REGION I

Regional Administrator
Rm. 800, John F. Kennedy Federal Building
Boston, Massachusetts 02203
Tel. (617) 223-4066

AREA OFFICES

CONNECTICUT, HARTFORD 06103
One Financial Plaza
Tel. (203) 244-3638

MASSACHUSETTS, BOSTON 02114
Bulfinch Building
15 New Chardon Street
Tel. (617) 223-4111

NEW HAMPSHIRE, MANCHESTER 03103
Norris Cotton Federal Building
275 Chestnut Street
Tel. (603) 669-7681

INSURING OFFICES

MAINE, BANGOR 04401
Federal Building and Post Office
202 Harlow Street
Post Office Box 1357
Tel. (207) 942-8271

RHODE ISLAND, PROVIDENCE 02903
330 Post Office Annex
Tel. (401) 528-4351

VERMONT, BURLINGTON 05401
Federal Building
Elmwood Avenue
Post Office Box 989
Tel. (802) 862-6501

REGION II

Regional Administrator
26 Federal Plaza, Room 3541
New York, New York 10007
Tel. (212) 264-8068

AREA OFFICES

NEW JERSEY, CAMDEN 08103
The Parkade Building
519 Federal Street
Tel. (609) 963-2541

NEW JERSEY, NEWARK 07102
Gateway 1 Building
Raymond Plaza
Tel. (201) 645-3010

NEW YORK, BUFFALO 14202
Grant Building
560 Main Street
Tel. (716) 842-3510

NEW YORK, NEW YORK 10019
666 5th Avenue
Tel. (212) 974-6800

COMMONWEALTH AREA OFFICE

PUERTO RICO, SAN JUAN 00936
Post Office Box 3869 GPO
Federal Office Building
Room 428, Carlos Chardon Avenue
Hato Rey, Puerto Rico
Tel. (809) 765-0404

INSURING OFFICES

NEW YORK, ALBANY 12207
Leo W. O'Brien Federal Building
North Pearl Street and Clinton Avenue
Tel. (518) 472-3567

REGION III

Regional Administrator
Curtis Building
6th and Walnut Streets
Philadelphia, Pennsylvania 19106
Tel. (215) 597-2560

AREA OFFICES

DISTRICT OF COLUMBIA, WASHINGTON 20009
Universal North Building
1875 Connecticut Ave. NW.
Tel. (202) 382-4855

MARYLAND, BALTIMORE 21201
Two Hopkins Plaza
Mercantile Bank and Trust Building
Tel. (301) 962-2121
PENNSYLVANIA, PHILADELPHIA 19106
Curtis Building
625 Walnut Street
Tel. (215) 597-2665

PENNSYLVANIA, PITTSBURGH 15212
Two Allegheny Center
Tel. (412) 644-2802

VIRGINIA, RICHMOND 23219
701 East Franklin Street
Tel. (804) 782-2721

INSURING OFFICES

DELAWARE, WILMINGTON 19801
Farmers Bank Building
919 Market Street, 14th Floor
Tel. (302) 571-6330

WEST VIRGINIA, CHARLESTON 25330
New Federal Building
500 Quarrier Street
Post Office Box 2948
Tel. (304) 343-6181

REGION IV

Regional Administrator
Room 211, Pershing Point Plaza
1371 Peachtree Street, NE.
Atlanta, Georgia 30309
Tel. (404) 526-5585

AREA OFFICES

ALABAMA, BIRMINGHAM 35233
Daniel Building
15 South 20th Street
Tel. (205) 325-3264

FLORIDA, JACKSONVILLE 32204
Peninsular Plaza
661 Riverside Avenue
Tel. (904) 791-2626

GEORGIA, ATLANTA 30303
Peachtree Center Building
230 Peachtree Street, NW.
Tel. (404) 526-4576

KENTUCKY, LOUISVILLE 40201
Children’s Hospital Foundation Bldg.
601 South Floyd Street
Post Office Box 1044
Tel. (502) 582-5251

MISSISSIPPI, JACKSON 39213
101-C Third Floor Jackson Mall
300 Woodrow Wilson Avenue, W.
Tel. (601) 969-4703

NORTH CAROLINA, GREENSBORO 27401
415 N. Edgewood St.
Northwest Plaza
Tel. (919) 275-9111

SOUTH CAROLINA, COLUMBIA 29202
1801 Main Street
Jefferson Square
Tel. (803) 765-5591

TENNESSEE, KNOXVILLE 37919
One Northshore Building
1111 Northshore Drive
Tel. (615) 524-1222

INSURING OFFICES

FLORIDA, CORAL GABLES 33134
3001 Ponce de Leon Boulevard
Tel. (305) 445-2561

FLORIDA, TAMPA 33679
4224-28 Henderson Boulevard
Post Office Box 18165
Tel. (813) 228-2501

TENNESSEE, MEMPHIS 38103
28th Floor, 100 North Main Street
Tel. (901) 534-3143

TENNESSEE, NASHVILLE 37203
U.S. Courthouse, Federal Building Annex
801 Broadway
Tel. (615) 749-5521
REGION V

Regional Administrator
300 South Wacker Drive
Chicago, Illinois 60606
Tel. (312) 353-5680

AREA OFFICES

ILLINOIS, CHICAGO 60602
17 North Dearborn Street
Tel. (312) 353-7660

INDIANA, INDIANAPOLIS 46205
Willowbrook 5 Building
4720 Kingsway Drive
Tel. (317) 633-7188

MICHIGAN, DETROIT 48226
Patrick V. McNamara Federal Building
477 Michigan Avenue
Tel. (313) 226-7900

MINNESOTA, MINNEAPOLIS-ST. PAUL
6400 France Avenue
Minneapolis, Minnesota 55435
Tel: (612) 725-4701

OHIO, COLUMBUS 43215
60 East Main Street
Tel. (614) 469-7345

WISCONSIN, MILWAUKEE 53203
744 North 4th Street
Tel. (414) 224-3223

INSURING OFFICES

ILLINOIS, SPRINGFIELD 62701
Lincoln Tower Plaza
524 South Second Street, Room 600
Tel. (217) 525-4414

MICHIGAN, GRAND RAPIDS 49505
Northbrook Building Number 11
2922 Fuller Avenue, NE.
Tel. (616) 456-2225

OHIO, CINCINNATI 45202
Federal Office Building
550 Main Street, Room 9009
Tel. (513) 684-2884

OHIO, CLEVELAND 44114
777 Rockwell Ave.
Tel. (216) 522-4065

REGION VI

Regional Administrator
Room 14C2, Earle Cabell Federal Building
1100 Commerce Street
Dallas, Texas 75242
Tel. (214) 749-7401

AREA OFFICES

ARKANSAS, LITTLE ROCK 72201
Room 1490, One Union National Plaza
Tel. (501) 378-5401

LOUISIANA, NEW ORLEANS 70113
Plaza Tower
1001 Howard Avenue
Tel. (504) 527-2063

OKLAHOMA, OKLAHOMA CITY 73102
301 North Hudson Street
Tel. (405) 231-4891

TEXAS, DALLAS 75201
2001 Bryan Tower, 4th Floor
Tel. (214) 749-1601

TEXAS, SAN ANTONIO 78285
Kallison Building
410 South Main Avenue
Post Office Box 9163
Tel. (512) 225-5511

INSURING OFFICES

LOUISIANA, SHREVEPORT 71120
New Federal Building
500 Fannin, 6th Floor
Tel. (318) 425-1241

NEW MEXICO, ALBUQUERQUE 87110
625 Truman Street, NE.
Tel. (505) 766-3251
OKLAHOMA, TULSA 74152
1708 Utica Square
Post Office Box 4054
Tel. (918) 581-7435

TEXAS, FORT WORTH 76102
819 Taylor Street
Room 13A01 Federal Building
Tel. (817) 334-3233

TEXAS, HOUSTON 77046
Two Greenway Plaza East, Suite 200
Tel. (713) 226-4335

TEXAS, LUBBOCK 79408
Courthouse and Federal Office Building
1205 Texas Avenue
Post Office Box 1647
Tel. (806) 762-7265

REGION VII
Regional Administrator
Room 300 Federal Office Building
911 Walnut Street
Kansas City, Missouri 64106
Tel. (816) 374-2661

AREA OFFICES
KANSAS, KANSAS CITY 66101
Two Gateway Center
4th and State Streets
Tel. (816) 374-4355

MISSOURI, ST. LOUIS 63101
210 North 12th Street
Tel. (314) 622-4761

NEBRASKA, OMAHA 68106
Univac Building
7100 West Center Road
Tel. (402) 221-9301

INSURING OFFICES
IOWA, DES MOINES 50309
210 Walnut Street
Room 259 Federal Building
Tel. (515) 284-4512

KANSAS, TOPEKA 66603
700 Kansas Avenue
Tel. (913) 234-8241

REGION VIII
Regional Administrator
Executive Tower
1405 Curtis Street
Denver, Colorado 80202
Tel. (303) 837-4881

INSURING OFFICES
COLORADO, DENVER 80202
4th Floor, Title Building
909 - 17th Street
Tel. (303) 837-2741

MONTANA, HELENA 59601
616 Helena Avenue
Tel. (406) 442-3237

NORTH DAKOTA, FARGO 58102
Federal Building
653 - 2nd Avenue N.
Post Office Box 2483
Tel. (701) 237-5136

SOUTH DAKOTA, SIOUX FALLS 57102
119 Federal Building U.S. Courthouse
400 S. Phillips Avenue
Tel. (605) 336-2980

UTAH, SALT LAKE CITY 84147
125 South State Street
Post Office Box 11009
Tel. (801) 524-5237

WYOMING, CASPER 82601
Federal Office Building
100 East B Street
Post Office Box 580
Tel. (307) 265-5550
REGION IX
Regional Administrator
450 Golden Gate Avenue
Post Office Box 36003
San Francisco, California 94102
Tel. (415) 556-4752

REGION X
Regional Administrator
Arcade Plaza Building
1321 Second Avenue
Seattle, Washington 98101
Tel. (206) 442-5415

AREA OFFICES
CALIFORNIA, LOS ANGELES 90057
2500 Wilshire Boulevard
Tel. (213) 688-5973

OREGON, PORTLAND 97204
520 Southwest 6th Avenue
Tel. (503) 221-2561

CALIFORNIA, SAN FRANCISCO 94111
1 Embarcadero Center
Suite 1600
Tel. (415) 556-2238

WASHINGTON, SEATTLE 98101
Arcade Plaza Building
1321 Second Avenue
Tel. (206) 442-7456

INSURING OFFICES
ARIZONA, PHOENIX 85002
244 West Osborn Road
Post Office Box 13468
Tel. (602) 261-4435

ALASKA, ANCHORAGE 99501
334 West 5th Avenue
Tel. (907) 272-5561 Ext. 791

CALIFORNIA, SACRAMENTO 95809
801 I Street
Post Office Box 1978
Tel. (916) 449-3471

IDAHO, BOISE 83707
419 North Curtis Road
Post Office Box 32
Tel. (208) 342-2711

CALIFORNIA, SAN DIEGO 92112
Federal Office Building
880 Front Street
Post Office Box 2648
Tel. (714) 293-5310

INSURING OFFICE
WASHINGTON, SPOKANE 99201
West 920 Riverside Avenue
Tel. (509) 456-2510

CALIFORNIA, SANTA ANA 92701
34 Civic Center Plaza, Room 614
Tel. (714) 836-2451

HAWAII, HONOLULU 96813
1000 Bishop Street, 10th Floor
Post Office Box 3377
Tel. (808) 546-2136

NEVADA, RENO 89505
1050 Bible Way
Post Office Box 4700
Tel. (702) 784-5366
APPENDIX 2. BIBLIOGRAPHY

The following books, guides, and articles will provide sound basic information about the rehabilitation and care of historic property.

Books


Guides


APPENDIX 3. DEFINITIONS

Preservation is the process of sustaining the form and extent of a structure essentially as it now exists. Preservation aims at halting further deterioration and providing structural stability but does not contemplate significant rebuilding.

Restoration is the process of accurately recovering the form and details of a property as it appeared at a particular period of time by removing later work and by replacing missing original work.

Reconstruction is the process of reproducing by new construction the exact form and detail of a vanished structure, or part thereof, as it appeared at a specific period of time. Reconstruction should be undertaken only when the property to be reconstructed is essential for understanding and interpreting the value of a historic district and sufficient documentation exists to insure an exact reproduction of the original.

Rehabilitation is the process of returning a property to a state of utility, through repair or alteration, which makes possible an efficient contemporary use. In rehabilitation, those portions of the property important in illustrating historic, architectural, and cultural values are preserved or restored.

ACKNOWLEDGMENTS

The Guidelines were initiated when the Advisory Council on Historic Preservation perceived a growing need for basic professional guidance when Federal assistance was used to rehabilitate buildings of historical and architectural value. New programs of the U.S. Department of Housing and Urban Development present significant opportunities for renewing existing housing stock and commercial buildings; at the same time, uninformed rehabilitation could result in the impairment of many historically and architecturally significant properties if improper techniques are used. In response to the Advisory Council's initiative in defining the nature and scope of the project, the Office of Archeology and Historic Preservation, National Park Service, assisted the U.S. Department of Housing and Urban Development in preparing these Guidelines.