

TEXAS HISTORICAL COMMISSION

ANTIQUITIES PERMIT COMPLETION REPORT FORM
Historic Buildings and Structures

GENERAL PROJECT INFORMATION

Please complete the following. See instructions on final page. Attach lists of additional project personnel, if necessary.

1. Project Information		
PROJECT NAME	DATE OF REPORT	ANTIQUITIES PERMIT NUMBER
PROJECT START DATE	PROJECT END DATE	

2. Property Name and Location		
NAME OF BUILDING OR STRUCTURE		
ADDRESS	CITY	COUNTY

3. Owner of Building or Structure			
OWNER/AGENCY	REPRESENTATIVE	TITLE	
ADDRESS	CITY	STATE	ZIP CODE
PHONE	EMAIL		

4. Lessee of Building or Structure (if applicable)			
LESSEE	REPRESENTATIVE	TITLE	
ADDRESS	CITY	STATE	ZIP CODE
PHONE	EMAIL		

5. Project Professional: Architect			
NAME/FIRM	REPRESENTATIVE	TITLE	
ADDRESS	CITY	STATE	ZIP CODE
PHONE	EMAIL		

6. Project Professional: Engineer			
NAME/FIRM	REPRESENTATIVE	TITLE	
ADDRESS	CITY	STATE	ZIP CODE
PHONE	EMAIL		

7. Contractor			
NAME/FIRM	REPRESENTATIVE	TITLE	
ADDRESS	CITY	STATE	ZIP CODE
PHONE	EMAIL		

Antiquities Permit Completion Report Form for Historic Buildings and Structures, Continued

PROJECT NAME: _____ ANTIQUITIES PERMIT NUMBER: _____

8. Consultant

NAME/FIRM	REPRESENTATIVE	TITLE	
ADDRESS	CITY	STATE	ZIP CODE
PHONE	EMAIL		

9. Additional Personnel

NAME/FIRM	REPRESENTATIVE	TITLE	
ADDRESS	CITY	STATE	ZIP CODE
PHONE	EMAIL		

PROJECT NARRATIVE

Please fully describe the permitted work.

10. Description of the work

11. Description of anticipated future work, if any

PROJECT NAME:

ANTIQUITIES PERMIT NUMBER:

12. Scope of work (Please list categories of work with corresponding costs.)

13. Description of any special products, materials, or building techniques used

14. Description of the anticipated use of the property upon completion of the work

ATTACHMENTS

Please attach photographic prints, labeled with an index, of the condition before, during, and after the project, and also include a compact disc with digital files. See more detailed instructions on the final page.

PROJECT NAME:

ANTIQUITIES PERMIT NUMBER:

Instructions for the Antiquities Permit Completion Report Form

State Antiquities Landmarks (SALs) are designated by the Texas Historical Commission (THC) and receive legal protection under the Antiquities Code of Texas (Texas Natural Resources Code, Chapter 191, and Rules of Practice and Procedure in the Texas Administrative Code, Title 13, Chapter 26). Please see our website at www.thc.texas.gov/project-review/antiquities-code-texas and www.thc.texas.gov/preserve/projects-and-programs/state-antiquities-landmarks for additional information on the Antiquities Code of Texas and State Antiquities Landmark designation.

When work is done to an SAL, it is important to record the changes that take place so that the building or structure's historic evolution might be completely documented for future study. To that end, Rule § 26.23(b)(4) requires project completion reports for all historic buildings and structures permits. The completion report has two parts: written documentation and a photographic record.

Written documentation may be prepared by completing all applicable fields on this form or providing equivalent documentation in a different format. The project narrative should comprehensively describe the work performed under the permit. **For new construction permits, less detailed information will be acceptable, and project costs may be omitted.**

Photographic documentation is a significant part of the record of the project work. Photographs should focus on areas where work is performed, and representative views--before, during, and after project work--should be of the same area to clearly illustrate the work as it progresses. **For new construction permits, general views of the site before and during construction and the exterior upon completion will be sufficient.**

Photographs must be at least 4" x 6" and may be taken with a 35 mm or digital camera. Photographs must be in-focus and clear; images that are out-of-focus, underexposed, overexposed, or pixilated are not acceptable. Digital photographs should have a resolution of at least 300 pixels per inch with an image size of at least 1600 x 1200 pixels. Color prints are preferred. Digital prints must be equivalent in quality and clarity to prints from 35 mm negatives and may be printed on an inkjet or laser printer on high-quality paper. Acid-free archival papers and inks are preferred but not required. Photographs must be clearly labeled on the back of each print or composed and labeled on letter-size paper. A corresponding index of photographs, listing each photograph and its location, must be included and may be accompanied by a plan key indicating the location and direction of each image.

The completion report should be prepared at the close of the project and must be submitted prior to expiration of the Historic Buildings and Structures Permit. Please submit the following items to the Texas Historical Commission Division of Architecture at the mailing address below or deliver to 108 W. 16th Street, Second Floor, Austin, TX 78701:

- Completion report printed on high-quality paper, unbound;
- Photographic documentation printed and labeled per the above instructions; and
- Compact disc containing the completion report as a pdf (portable document format) file and digital photographic files, if applicable.

Texas Historical Commission
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architecture@thc.texas.gov



TEXAS HISTORICAL COMMISSION
real places telling real stories

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