



**ALABAMA  
HISTORICAL  
COMMISSION**  
The State Historic Preservation Office

468 S. Perry Street  
Montgomery, Alabama 36130-0900  
Voice: (334)242-3184  
Fax: (334)262-1083  
www.ahc.alabama.gov

**HISTORIC BUILDING SURVEY FORM INSTRUCTIONS**

<b>Survey Number</b>	<p>The survey number is comprised of a two letter county abbreviation followed by a five digit number. The survey number uniquely identifies each resource and should be used on the survey forms, maps, inventory, photographs, and survey report.</p> <p>A county abbreviation list can be found on the AHC website survey page.</p> <p><i>Example: the survey number for the 25<sup>th</sup> property surveyed during a project in Dallas County would be: Ds00025.</i></p>
<b>Form completed by</b>	Enter the name of the person who filled out the survey form.
<b>Date</b>	Enter the date when the survey was performed. Enter the date as MM/DD/YYYY.
<b>Property Name</b>	Enter the historic name of the property, if known. Generally this is the name of the first occupant, the name of the most significant occupant, or the name given to the property by an early occupant. If no historic name can be determined, enter the common name of the house, typically a subsequent or current owner. If no historic or common name can be determined, the name may be the type of the resource, for example: House, Store, Church, etc.
<b>Location/Street Address</b>	Enter the location of the property, including the street number and street name of the property, if available.
<b>City/Zip</b>	<p>Enter the name of the city or town where the property is located. If the property is located in a rural area outside the boundaries of a town or city, enter the name of the nearest city or town.</p> <p>Enter the postal zip code for the area where the property is located. Postal zip codes can be found online at <a href="http://zip4.usps.com/zip4/welcome.htm">http://zip4.usps.com/zip4/welcome.htm</a></p>
<b>County</b>	Enter the name of the county in which the resource is located.
<b>USGS Quad</b>	Enter in the name of the USGS quadrangle map on which the resource is located.
<b>Township, Range, Section</b>	Enter the township/range/section in which the property is located. Example: 9N-4W-13
<b>Current Owner Info</b>	If known, indicate the current owner's name, address, phone number, email, etc.
<b>Construction Date/Source</b>	If known, indicate the exact date(s) of construction. If the exact date is not known, give the construction date by circa date. Source of date (i.e. maps, stylistic evidence, cornerstone) should be cited.
<b>Alteration Date/Source</b>	If known, indicate the exact date(s) of alterations. If the exact date is not known, give the alteration date by circa date. Source of date (i.e. maps, stylistic evidence, cornerstone) should be cited.
<b>Architect/Builder</b>	If known, provide the name of the primary individual or firm responsible for designing & building the property.



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<b>Contractor</b>	If known, indicate the name of the primary individual or company responsible for constructing the building.
<b>Physical Condition</b>	Based on an inspection of the exterior, this refers solely to the physical condition of the building, not its architectural integrity or extent of alterations. Excellent: No visible repair work needed Good: Need for general maintenance Fair: In need of more than routine maintenance Poor: In need of major repairs Ruinous: Structural collapse
<b>Remaining Historic Fabric</b>	Indicate whether the building retains a <b>High, Medium, or Low</b> amount of its original historic fabric. This estimate, based on visual observation and/or archival research, includes materials, finishes, details, and any character-defining features. High=a majority of character-defining features are intact Medium= some alterations; most character-defining features are present Low=still recognizable as a historic building, but with major alterations (windows, siding, porch, etc.)
<b>No. of Stories</b>	Indicate the number of stories (vertical levels) in the building.
<b>Historic/Current Use</b>	Multiple entries are allowed. Choices include: agriculture; commerce/trade; defense; education; government; healthcare; industry/processing; multiple dwelling; recreation/culture; religion; residence—farm; residence—non-farm; social; transportation; unknown; vacant/not in use; or other.
<b>Architectural Style Category</b>	Choose from the following: No Style; Colonial; Early Republic; Mid-19 <sup>th</sup> Century; Late Victorian; Late 19 <sup>th</sup> & 20 <sup>th</sup> Century Revivals; Late 19 <sup>th</sup> & Early 20 <sup>th</sup> Century American Movements; Modern Movement; Mixed; Other.
<b>Architectural Style Subcategories</b>	Choose from the following: French Colonial; Spanish Colonial; Dutch Colonial; Postmedieval English; Georgian; Early Classical Revival; Federal; Greek Revival; Gothic Revival; Italian Villa; Exotic Revival; Octagon Mode; Eclectic; Gothic; Italianate; Second Empire; Queen Anne; Stick/Eastlake; Shingle Style; Romanesque; Renaissance; Beaux Arts; Colonial Revival; Classical Revival; Tudor Revival; Late Gothic Revival; Mission/Spanish Colonial Revival; Italian Renaissance; French Renaissance; Pueblo; Prairie School; Commercial Style; Chicago; Skyscraper; Bungalow/Craftsman; Moderne; International Style; Art Deco; Other.
<b>Basic Typology</b>	Choose from the following: Arcaded Block; Bungalow; Center block with wings; Coastal/Creole Cottage; Dogtrot (open hall); Double pile; Double shotgun; Extended I-House; Enframed Block; Enframed Window Wall; Four-Square; I-House (single pile); One-Part Commercial Block; Pre-Fabricated Buildings; Quonset; Upright with Wing; Raised Cottage; Ranch-style; Saddlebag; Shotgun; Split-Level; Stacked Vertical Block; Temple Front; Three-Part Commercial Block; Tidewater Cottage; Two-Part Commercial Block; Vault; Other.
<b>Basic Shape</b>	Choose from the following: Center block with wings; crescent; cruciform; E-shaped; H-shaped; equilateral cross; L-shaped; rectangular; round; square; T-shaped; U-shaped; Other.
<b>Basic Floor Plans</b>	Choose from the following: Akron-plan; center-hall; hall-and-parlor/hall-and-chamber; nave-and-chancel; open plan; side-hall; single room; two-room; other; unknown.



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<b>Current covering</b>	Enter the selection that best describes the <b>current, predominate</b> type of materials that covers the exterior of the resource: asbestos; asphalt; brick; cast iron; concrete; glass; log; metal, stone; stucco, terra cotta; tile; vinyl, wood-frame; other.
<b>Historic construction material(s):</b>	Enter the selection that best describes the type of material that was used to construct the building: brick; cast iron; concrete; glass; log; metal, stone; stucco, terra cotta; tile; wood-frame; other.
<b>Main roof configuration</b>	Choose from the following: clipped gable/jerkinhead, conical, cross gable, flat, front gable, gable on hip, gambrel, hip, hip on gable, hip with cross gables, hip with double front gables, hip with triple front gables, mansard, monitor, multi-gable, pyramidal, round, sawtooth, shed, side gable, spraddle, and vaulted.
<b>Roof finish material</b>	Enter the selection that best describes the roof finish materials (i.e. asphalt, built-up, composite, metal, slate, tar, tile, wood, other or unknown).
<b>Porch Type</b>	Enter the selection that best describes the porch type (i.e. attached, door hood, entry porch, inset/loggia, porte cochere, recessed, stoop, other or unknown).
<b>Foundation material</b>	Enter the selection that best describes the materials used to construct the foundation (i.e. brick, concrete block, poured concrete, stone, wood, other or unknown).
<b>Window type and materials</b>	Enter the selection that best describes the principal window type (i.e. awning, casement, double hung, fixed, hopper, and jalousie) and materials (i.e. metal, synthetic, and wood).
<b>Number and type of all outbuildings</b>	Enter in the total number of outbuildings associated with the main resource and the type of outbuildings present. Choices included: barn, blacksmith, cellar, chicken coop, cotton gin, crib, dairy, equipment shed, fence/wall, flower pit, garage, gazebo/summerhouse, granary, greenhouse, hog parlor, ice house, kitchen, kitchen with breezeway, milk house, office, privy, shed, silo, smokehouse, stable, storm shelter, tenant dwelling, well/spring house.
<b>Exterior Architectural Description</b>	Write an architectural description of the property. (Example: One-story brick Tudor Revival style house with a cross gable composition shingle roof; faces south, rectangular core with rear extensions; entrance bay gable porch with brick pillars; off-center entrance at façade flanked by double Bungalow Craftsman geometric windows, similar single and double windows at side elevations; exposed brick veneer exterior walls. Also, one-story, detached wood-frame shed).
<b>Description of Setting</b>	Write a description of the setting that includes an analysis of landscape features including, but not limited to: drives, walks, designed plantings/beds; fencing; walls; drainage/irrigation systems; fence/hedgerows; field systems; formal/geometric features; pastures; groves; orchards; ponds; terracing/contouring, and woods.
<b>Historical Notes</b>	If available, include any historical information about the property.
<b>Eligibility</b>	Indicate whether or not the property is eligible for the Alabama or National Registers. If eligible for the National Register, indicate the criteria and level of significance. Also, provide a statement justifying why the property is eligible or not eligible for the Registers.