



Six Tips for Success!

When applying for the Historic Tax Credit

phone: (410) 396-4866

e-mail: HistoricTaxCredit@BaltimoreCity.gov

website: archive.baltimorecity.gov/Government/BoardsandCommissions/HistoricalArchitecturalPreservation

#1 - Label your digital photos and compress them into folder.

- Give your photos helpful labels like “façade” or “staircase.”
- Upload your photos into a Compressed (or Zipped) folder to take up less space by right-clicking on the folder of photos you want to compress and point to “Send To” and then click “Compressed (zipped) Folder.”

#2 - Don't put an “&” in the title of any of your documents.

Documents with an “&” in the title can't be opened, so use a title like “U and O” versus “U&O.”

#3 - Make sure you hit “SUBMIT” on the signature tab.

If you do not select “Submit” or “Submit Final” on the signature tab, your application or final certification will not be submitted for CHAP review.

#4 - Make sure your contact information is accurate and regularly used.

All correspondence, like letters of preliminary approval and final certification, go to the email address provided. The City's appraiser also uses the contact information to schedule your appraisals. If the information is not accurate, it may result in a significant delay for your project.

#5 - If you make ANY changes to your project scope of work, contact CHAP BEFORE you start work!

Changes made to your scope or completed without CHAP review and approval may result in the denial of final certification.

#6 - Sign up for the City of Baltimore Digital Communications for updates on topics, including the Historic Tax Credit.

https://public.govdelivery.com/accounts/MDBALT/subscriber/new?topic_id=MDBALT_425

General Information -

The Baltimore City Commission on Historic and Architectural Preservation (CHAP) administers a 10-year comprehensive property tax credit granted on the increased appraised value directly resulting from qualifying improvements to commercial and residential historic properties.

