**OCHC Old House Workshop**  
**Renovation Checklist**  
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**Do**

- **R**etain as much original fabric as possible, including cornices, windows, doors and eaves trim.
- **R**epair or replicate deteriorated material with new or salvaged material that duplicates the old as closely as possible.
- **R**etain the original or early color & texture of masonry & wood surfaces.
- **C**onsult period color charts, books, or professionals concerning the choice of exterior paint colors on masonry & frame buildings.
- **C**lean masonry using the gentlest method possible such as steam or low pressure water.
- **R**etain original masonry & mortar whenever possible.
- **I**f repointing is necessary, duplicate old mortar in composition, color, texture & joint configuration.
- **P**reserve the original roof shape & texture; save or replace all architectural features that give roof its special character including cupolas, cornices, brackets, chimneys, cresting and weather vanes.

**List by the Landmarks Society of Greater Utica- M.J. Lehman, AIA**

**Do Not**

- **R**emove architectural features without replacing them with reproduced or salvaged materials of similar design.
- **A**pply new materials which are inappropriate or which were unavailable when the building was constructed.
- **A**pply aluminum siding, asbestos or asphalt shingles, perma stone, brick veneer, or artificial brick to any building.
- **R**epaint with colors that cannot be documented to be appropriate to the building or its neighborhood.
- **S**andblast brick or porous stone. (This method of cleaning erodes the surface of the material & accelerates deterioration; some chemical cleaning products are also damaging to masonry materials.)
- **A**pply waterproof/water repellent coatings unless required to solve a problem that has been identified & studied.
- **R**epoint brick or porous stone with hard mortar. (High Portland cement content mortar can create a bond that is stronger than the building material, resulting in deterioration.)
- **A**lter the character of the roof by changing its shape or texture, adding inappropriate elements, or removing architectural features.
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**Do**

- Retain, repair or replicate window and door openings, frames, sash, lintels, sills, pediments, hardware, awnings, and shutters where they contribute to the architectural and historic character of the building.

- If their use is appropriate, repair or replicate shutters which are operable and fit the size of the openings.

- Use retractable canvas awnings if appropriate.

- Add exterior storm windows and doors which are compatible with character of the building and do not damage window and door frames. Consider the use of interior storm windows/screens and doors if feasible.

- Retain or rebuild porches, terraces, and steps that are appropriate to the building and its development.

- Build additions that are appropriate in size, massing, proportion and materials to the original structure. The goal is to have the addition look as if it was part of the original design.

- Respect the building setback typical to the neighborhood. Check with your local municipality’s code official and zoning ordinances for specific requirements. *Ex: City of Utica Scenic & Historic Preservation District guidelines in city zoning ordinances*.

**Do Not**

- Change the location, size, or shape of windows and doors or apply awnings or shutters if there is no evidence that they were originally used.

- Apply false shutters or shutters which do not correspond to the size of the openings.

- Attach seamed metal canopies, bubble or fixed awnings.

- Install exterior storm windows and doors which are inoperable, inappropriate in size or color, or require removal or modification of the original windows and doors.

- Remove, alter or enclose porches and steps that are appropriate- or add porches and steps that are inappropriate- to a building’s development and architectural style.

- Build additions that are inappropriate in size, massing, proportion, or materials to the original structure. All modifications should not be an obvious renovation or replacement. As much as possible they should apply to be original.

- Disregard building setback requirements.

- Check with your local municipality’s code official prior to starting any renovation project for review & permit requirements. There are typically laws regulating modifications to existing buildings.