



ACCESS – TENANT IMPROVEMENT + ALT Plan Submittal Checklist

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GENERAL

The purpose of this guideline is to clarify the minimum plan submittal requirements when submitting plans for a tenant improvement or alteration.

The information provided in this document is general and intended as a guide only. Each project is unique and additional requirements may be enforced as deemed appropriate.

Failure to include items below prior to plan submittal may result in a denied plan review.

PROVIDE FOUR (4) SETS OF COMPLETE PLANS SHOWING THE FOLLOWING:

TITLE SHEET

1. Indicate the address,
2. Use,
3. Occupant load,
4. Type of construction,
5. Number of stories,
6. Number of dwelling units,
7. Number of off-street parking spaces, if any

ACCESSIBLE FEATURES SITE PLAN

1. Provide a separate Existing Accessible Features Site Plan.
2. For simple tenant improvement projects, the Accessible Features Site Information may be shown on the Site Plan, provided that all Accessible Features are clearly identified.
3. Provide dimensions of all Existing Accessible Features on the Site, or provide a key.
4. Show the accessible route from the public way, sidewalks, and transit stops, if any, to the building entrance. Include walks, ramps, signs, general notes and details.
5. Show all parking areas on site, and the accessible route to the building entrance(s).
6. Include the total number of all parking spaces provided in each parking area. Indicate the location of the accessible parking spaces provided in each parking area.
7. Provide detail sheets showing the parking space dimensions, signs, pavement markings and marking colors.
8. Show passenger loading zones, if any.

9. For tenant improvements, specify location of tenant space on site plan. If restrooms are not provided in the tenant space, show the location of the facility restrooms and distance along the accessible route from the tenant space to the nearest facility restrooms.
10. Identify an accessible route from the public way or accessible parking space to the tenant space.

EXISTING ACCESSIBLE FEATURES FLOOR PLAN

11. Provide a separate Existing Accessible Features Floor Plan.
12. For simple tenant improvement projects, the Accessible Features may be shown on the Existing Conditions Floor Plan, provided that all Accessible Features are clearly identified.
13. Complex projects generally require separate Existing Accessible Features Floor Plan.

PROPOSED ACCESSIBLE FEATURES FLOOR PLAN

14. Provide a separate Proposed Accessible Features Floor Plan. Include the following:
 - a. Floor Plan (tenant space) – Fully dimensioned plan of the area of alteration. Indicate use of all areas and rooms. Show all existing and proposed partitions, doors, and windows.
 - b. Wall Legend – Designate partitions to be removed, to remain, and to be constructed.
 - c. Door Schedule – Show size of door and applicable hardware type for all existing and proposed doors.
 - d. Restroom / Sanitary Facilities – Provide detailed and dimensioned floor plans and interior elevations of all sanitary facilities, drinking fountains and public phones serving the area of alteration.
 - e. Equipment and Fixtures – Show location of all including: shelves, appliances, machinery, counters, tables, and fixed seats.
15. For simple tenant improvement projects, the Accessible Features may be shown on the Proposed New Construction Floor Plan, provided that all Accessible Features are clearly identified.
16. Complex projects generally require separate Proposed Accessible Features Floor Plan.

ACCESSIBLE FEATURE DETAIL PLANS

1. Provide a separate sheet showing detail plans for specific Accessible Spaces and Components. The minimum scale for details is ½ inch equals 1 foot. Include both plan and elevation views showing all required dimensions.
2. Be careful when using generic layouts. The details must be site specific.

EXISTING BUILDINGS HARDSHIP EXCEPTION APPLICATIONS

1. All existing buildings and facilities, when alterations, structural repairs or additions are made to such buildings or facilities, shall comply with all disabled access provisions of that of a new building. However, if the valuation of the project does not exceed the valuation threshold amount, or an "unreasonable hardship" determination has been made, only 20% of the total construction cost will be required to be spent toward accessibility upgrade outside the area of remodel.
2. Complete plans and details are required. Include all accessible components whether they are in compliance or not. This is to assure compliance and to determine if a hardship condition exists.

3. To apply for a hardship exemption complete and sign the
DISABLED ACCESS UNREASONABLE HARDSHIP REQUEST FORM.

UNREASONABLE HARDSHIP DETERMINATION FOR TENANT IMPROVEMENT + COMMERCIAL ALTERATION PROJECTS

1. When the total construction cost of alterations, structural repairs, or additions to existing buildings and facilities does not exceed the 2017 valuation threshold of \$156,162 and the enforcing agency finds that full compliance with the requirements for disabled access upgrades serving the area of alteration, structural repair, or addition creates an “unreasonable hardship”, an exception can be granted to allow for less than full compliance for the upgrades. This determination for “unreasonable hardship”, as detailed in CBC 202.4 #8, can be requested when the cost of providing the disabled access upgrades is disproportionate to the total construction cost; that is, where it exceeds 20% of the cost of the project without these upgrades. Under this determination, upgrades will still need to be made, but only to the point where the upgrade costs are disproportionate (i.e. 20% of the total construction cost will be required to be spent toward these upgrades).
2. In choosing which accessible elements to provide, priority should be given to those elements that will provide the greatest access in the following order:
 - a. An accessible building entrance and an accessible path of travel to this entrance from either the public sidewalk or the disabled parking space.
 - b. An accessible route of travel from the accessible building entrance to the area of alteration, structural repair, or addition.
 - c. At least one accessible restroom for each sex serving the area of alteration, structural repair, or addition.
 - d. Accessible telephones, if provided, serving the area of alteration, structural repair, or addition.
 - e. Accessible drinking fountains, if provided, serving the area of alteration, structural repair, or addition.
 - f. Additional accessible elements such as parking, storage, and alarms.
 - g. Your plan reviewer will provide additional information regarding the “unreasonable hardship” determination if you choose to apply for the exception for your project.