



INFORMATIONAL BULLETIN

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Chief Building Official

DISABLED ACCESS PLAN SUBMITTALS

Building Plans

All building plans submitted to the City for plan review shall contain a separate plan sheet to demonstrate complying:

- (1) Handicap parking
- (2) Exterior path of travel
- (3) Building entrances and interior path of travel
- (4) Improved or altered area
- (5) Facilities serving the improved or altered area, including restrooms, telephones, and drinking fountains

Grading Plans

All grading plans submitted to the City for plan review shall contain a separate plan sheet to demonstrate complying:

- (1) Handicap parking
- (2) Exterior path of travel
- (3) Building footprints and building entrances

Special Considerations for Alterations to Existing Buildings and Sites

For existing improved sites, buildings and tenant spaces, plans must clearly distinguish between existing and proposed conditions and define the proposed degree of compliance of the ultimate condition.

For illustrative purposes, a restroom serving an altered area will be considered. Three situations typically occur:

- Existing, fully accessible restroom: In this case, plans shall identify as **“Existing, Fully Accessible Restroom”** and must be sufficiently demonstrated via dimensional floor plans, details and notes to comply.
- Existing non-complying restroom required by scope of work to fully comply: In this case, plans shall identify as **“Existing Restroom to Be Made Fully Accessible.”** Plans must demonstrate via dimensional floor plans, details and notes existing complying and non-complying conditions, and the alterations necessary to correct the non-complying conditions.
- Existing non-complying restroom allowed to be partially improved due to Unreasonable Hardship Exemption: In this case, plans shall identify as **“Existing Restroom to Be Partially Accessible.”** Plans must demonstrate via dimensioned floor plans, details and notes existing complying and non-complying conditions, which non-complying conditions are to be made to comply and the alterations necessary. This condition occurs least often and is allowed only in the case of a documented finding of Unreasonable Hardship Exemption.