

P1

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Justification or
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Check List P1 PRELIMINARY PLAN REVIEW FOR NEW CONSTRUCTION

During the review process, the following issues should be evaluated with regard to accessibility requirements:

A. APPROACH

- A.1 Off-Site Path of Travel
- A.2 On-Site Path of Travel
- A.3 Parking, Passenger Drop-off and Loading Zones
- A.4 Exterior Materials (Surfacing, Paving Materials, etc.)

B. BUILDING ENTRANCES

- B.1 Building Position and Entrance Locations
- B.2 Entrance Design

C. FLOOR PLAN DEVELOPMENT

- C.1 Lobby
- C.2 Horizontal Access
- C.3 Vertical Access

D. OCCUPANCY RELATED REQUIREMENTS

- D.1 Group A Occupancy (Assembly)
- D.2 Group B and M Occupancies (Business, Services, and Mercantile)
- D.3 Group E Occupancy (Educational)
- D.4 Factories and Warehouses
- D.5 Group H Occupancy (Hazardous)
- D.6 Group I Occupancy (Hospital)
- D.7 Group R Occupancy (Lodging)
- D.8 Group S and U Occupancies (Storage and Utility)
- D.9 Outdoor Occupancies

E. GENERAL CONSTRUCTION REQUIREMENTS

- E.1 Bathing and Toilet Facilities
- E.2 Elevators and Special Access (Wheelchair) Lifts
- E.3 Other Building Components
- E.4 Employee Areas
- E.5 Parking, Passenger Drop-off and Loading Zones
- E.6 Doors and Gates
- E.7 Stairs
- E.8 Ramps
- E.9 Other

Note:
Departures from these requirements can only be granted by the DSA/AC and must be obtained in writing.

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A. APPROACH

A.1 Off-Site Path of Travel

A1.1 The nature and location of the chosen site (for example, its topography) should not substantially limit access for different approaches from the surrounding area. Consider:

- a. Pedestrian ways (sidewalks, walkways, plazas, parks).
- b. Public transportation (bus, rail).
- c. Private transportation (drop-off, paratransit, taxicab).
- d. Off-site parking.

A.1.2 The nature and location of the chosen site should not substantially limit access from off-site transit stops to the planned site entries. Consider:

- a. Overall distance to pedestrian crossings, bus stops, drop-offs, off-site parking, etc.
- b. Overall level change from pedestrian crossings, bus stops, drop-offs, off-site parking, etc. to planned site entries.
- c. Cross slopes of walkways from pedestrian crossings, bus stops, drop-offs, off-site parking, etc. to planned site entries.
- d. Surface type and condition of existing pathways from pedestrian crossings, bus stops, drop-offs, off-site parking, etc. to planned site entries.
- e. Pathways from pedestrian crossings, bus stops, drop-offs, off-site parking, etc. to any exterior area where services or activities are being offered.

A.1.3 Location and number of planned site entries should be chosen with special regard to existing pathways of the surrounding area.

A.1.4 The design and location of site entries should not reduce accessibility and usability of surrounding existing pathways (e.g. planned driveways that would create a cross slope for sidewalk users).

A.1.5 Site entry points should be chosen with special regard to the planned building.

- a. Overall distance to planned building entries/exits.
- b. Overall level change of pedestrian ways to planned building entries/exits.
- c. Cross slopes of pedestrian ways to planned building entries/exits.
- d. Layout of on-site pedestrian ways to planned building entries/exits.

A.2 On-Site Path of Travel

A.2.1 The nature of the site should not limit access from site entry points to any entrance and ground floor exit of the planned facility.

28 CFR 35.130(b)(4) A public entity may not, in determining the site or location of a facility, make selections –
(i) That have the effect of excluding individuals with disabilities from, denying them the benefits of, or otherwise subjecting them to discrimination; or
(ii) That have the purpose or effect of defeating or substantially impairing the accomplishment of the objectives of the service, program, or activity with respect to individuals with disabilities.

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- A.2.2** The nature of the site should not limit access from site entry points to any exterior area where services or activities are being offered.
- A.2.3** The nature of the site should not limit access from on-site transportation end points to any entrance and ground floor exit of the planned facility.
- A.2.4** The nature of the site should not limit access from on-site transportation end points to any exterior area where services or activities are being offered.
- A.2.5** Site development and grading shall be designed to provide access on all pedestrian paths of travel. Consider:
 - a. Slopes on planned pedestrian ways up to 5 percent (1:20).
 - b. Slopes on planned pedestrian ways with slopes between 5 percent and 8.3 percent (1:12).
 - c. Ratio of slope and length of planned pedestrian ways.
 - d. Swales along or crossing accessible path of travel creating non-compliant slopes or cross slopes.
 - e. Swales within 48" of accessible parking spaces creating non-compliant slopes or cross slopes.
- A.2.6** Site development and landscaping should take into account existing and planned vegetation as well as anticipated grow. Consider:
 - a. Plants protruding into pedestrian circulation areas (e.g. tree branches).
 - b. Plants with spikes or thorns adjacent to pedestrian circulation areas.
 - c. Irrigation and precipitation run-off, including swales.
 - d. Warping of pedestrian ground surface through root growth.

A.3 Parking, Passenger Drop-off and Loading Zones

- A.3.1** Self-parking, private and public transportation are integral parts of the ADA Title II program accessibility requirement. Therefore, an adequate number of accessible stalls, bus pads and passenger drop-offs must be allocated within the vicinity, even if the facility does not provide on-site parking or is not responsible for the public rights-of-way. Deviations from this obligation require a written finding of unreasonable hardship by the Director of the State agency offering the program and must be submitted to DSA/AC for approval. Consider:
 - a. Nature and location of program.
 - b. Number of anticipated clients/employees.
 - c. Availability and distance to associated off-site parking.
 - d. In parking structures, vertical clearance of 98" (8'-2") at all entrances, at the accessible parking spaces, and along vehicle access routes to and from such spaces.
 - e. Vertical clearance of 114" (9'-6") at accessible passenger loading zones and along at least one vehicle access route to and from such areas.

Gov. Code § 4451[f] Civil Code § 54

1130B

1131B.2

28 CFR 35.130(b)(7) A public entity shall make reasonable modifications in policies, practices, or procedures when the modifications are necessary to avoid discrimination on the basis of disability, unless the public entity can demonstrate that making the modifications would fundamentally alter the nature of the service, program, or activity.

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A.4 Exterior Materials

A.4.1 Ground surface materials on accessible pedestrian routes, including walks, ramps, and stairs should be chosen to allow convenient and safe travel for individuals with mobility and visual impairments. Consider:

- a. Contrast in color, shade, and texture of adjacent surface materials for easy detection of elements and as means of way finding.
- b. Stability, firmness, and slip resistance of materials.
- c. Scale and properties of individual surface material units (e.g. cobble stones or pavers).
- d. Warping and cracking through root growth.
- e. Location of grates, drains, and manhole covers.

A.4.2 Materials of vertical architectural elements, such as walls, curbs, rails, fences, etc., along accessible pedestrian routes, including walks, ramps, and stairs should be chosen to allow convenient and safe travel for individuals with mobility and visual impairments. Consider:

- a. Contrast in color, and shade of adjacent surfaces for easy detection of elements.
- b. Reflective properties of surfaces (glare effect).
- c. Texture and of surfaces.
- d. Smooth leading edges at bottom of walls, curbs, and fences.
- e. Rounded corners.

Natural stone, brick or concrete pavement stones can result in up to 6% cross slope between the wheels of a wheelchair, even if the overall slope of the paved area is at 2% and individual level changes of paver units do not exceed 1/2" at 1:2.

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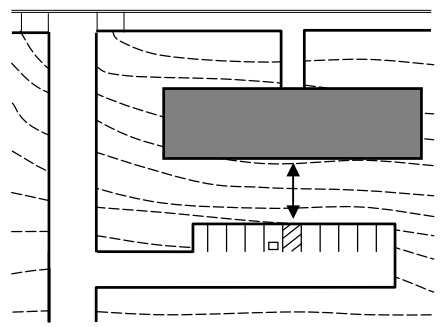
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B. BUILDING ENTRANCES

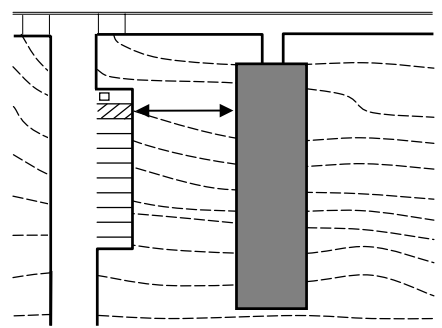
B.1 Building Position and Entrance Locations

B.1.1 The chosen position of the planned building and associated elements should ensure direct, safe, and convenient access from on- and off-site pedestrian ways and transportation stops to the nearest primary entrance. Consider:

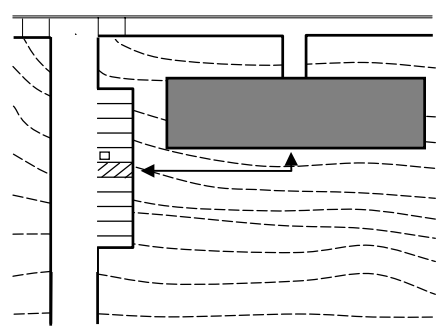
- a. Elevation of building ground floor.
- b. Elevations of adjacent roadways, sidewalks, parking lots.
- c. Cross and running slopes of walks and ramps.
- d. Overall distance and level change leading to/from the building.



i) Slope rises 3 ft between parking and entry, making accessible path difficult to provide.



ii) Slope rises 1 ft between parking and entry, making accessible path easy to provide.



iii) Slope rises 1 ft between parking and entry, making accessible path easy to provide.

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B.1.2 The chosen location of planned building entrances should ensure direct access from on- and off-site pedestrian ways and transportation stops to the nearest primary entrance. Minimize overall distance and level change leading to/from the building.

B.1.3 All entrances and all ground floor exits must be connected to an accessible path of travel.

B.1.4 The accessible path of travel should coincide with the route for the general public.

B.1.5 It is recommended that the distance from accessible parking spaces to associated primary building entrances should not exceed 200 ft.

B.1.6 If, in addition to an accessible path of travel, an inaccessible path of travel is provided from on- and off-site pedestrian ways and transportation stops to building entrances (e.g. stairs), then the accessible path should be provided with the same amenities. Consider:

- a. Illumination.
- b. Roofed structures.
- c. Way finding elements.
- d. Materials and finish.
- e. Security and safety.

B.2 Entrance Design

B.2.1 All primary building entrances for public use should be easily identifiable. Consider:

- a. Day and night use (e.g. reflection of the sun, illumination at night).
- b. Use during the four seasons (e.g. would a leafed tree obstruct the view to an entrance)
- c. Location and visibility of entrance in relation to the various approaches.
- d. Accentuated design elements that “signify” an entrance as such, including envisioned materials, colors, proportion, and size, way finding features, and “guiding” path of travel.
- e. Location and design of other entrances.

B.2.2 Primary building entrances should be designed and situated to allow convenient building entry and exit. Consider:

- a. Shelter from local weather (e.g. rain, snow, ice).
- b. Site specific wind conditions (e.g. a constant breeze might make it impossible to adjust door closers to 8.5 lbs max. push/pull force. Here, the entrance could be relocated to the lee side of the building, automatic sliding or power assisted doors could be provided, or a wind-breaker be installed).
- c. Number of doors and size of landing should be adequate for anticipated capacity of use.

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- d. California style “smoker’s corners” (to be located away from entrances and main circulation paths).
- e. Revolving doors.

B.2.3 Primary building entrances should be situated to allow for safe and secure building entry and exit. Consider:

- a. Entry and exit areas with obstructed visibility can compromise public security (e.g. avoid recessed entry ways, blind corners, alcoves, low hanging trees, shrubs).
- b. Visibility that allows monitoring of areas, which are difficult to supervise from public spaces.
- c. Wind vestibules should be adequately sized to prevent individuals with wheelchairs from being trapped.

B.2.4 During periods of partial or restricted use of a building or facility, the entrances used for primary access must be accessible to and usable by persons with disabilities.

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C. FLOOR PLAN DEVELOPMENT

C.1 Lobby

C.1.1 Reception, security counters, or building directory should be designed and located to be easily recognized. Consider:

- a. Proximity to entrance and view line.
- b. Direction of visitor approach.
- c. Position, size, and height of counters or directory.

C.2 Horizontal Access

C.2.1 All portions of the building must be designed to be accessible to and usable by people with disabilities.

C.2.2 The layout of the floor plan should not substantially limit access from building entrances and lobby to and in between essential spaces and areas. Consider:

- a. Location of primary function areas (assembly and meeting rooms, waiting areas and offices, classrooms and laboratories, libraries, gyms and participation areas).
- b. Location of supporting areas and equipment (e.g. restrooms, locker rooms, telephones, drinking fountains, fire life safety equipment, ATMs, vending machines, cafeterias, service counters, and outdoor activity areas).

C.2.3 The layout of the floor plan should allow for safe and secure use of the building Consider:

- a. Visibility that allows monitoring of all portions of circulation areas.
- b. Use of visual landmarks in corridors, hallways, and lobbies that can be used as orientation cues, for example, changes in illumination level, colors, pattern, wall murals, location of specific equipment or other architectural features (e.g. an exterior view).
- c. Large, undefined areas, irregular route path (e.g. intersections not at 90 degrees, corridor not straight) can cause user disorientation and confusion.
- d. Irregular spaced elements lining the walls or elements protruding into the path of travel more than others can create difficult situations.
- e. Consistency with general code requirements and specific design elements throughout the building.
- f. Location and detectability of fire life safety equipment.
- g. Stairs should not be located in the direct path of travel.

For general exceptions see 1103B.1 and 1114B.1.2.

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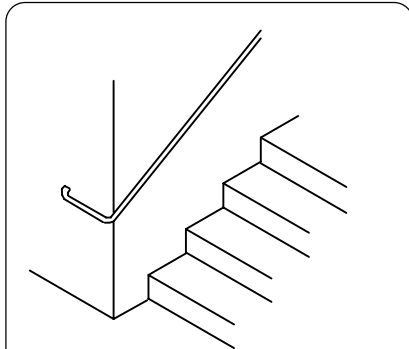
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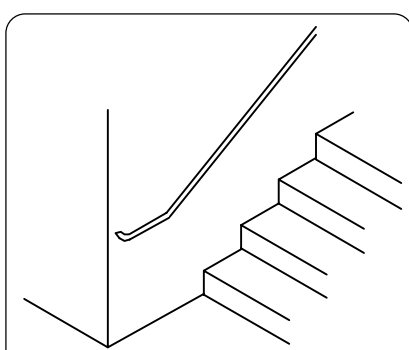
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h. Stairs and ramps should be set back to allow handrail extensions to extent in the direction of the path of travel.



Not Compliant

i) Insufficient stair recess: Handrail at bottom of stairs does NOT extend one tread width plus 12 inches in the direction of the stair run.



Compliant

ii) Correct stair recess: Handrail at bottom of stairs does extend one tread width plus 12 inches in the direction of the stair run.

C.2.4 The layout of the floor plan should not substantially limit convenient access within aisles, corridors, hallways, vestibules, ramps, stairs, open spaces, etc. Consider:

- a. Width of circulation paths.
- b. Clear maneuvering clearances for turning, passing, or operation of elements (e.g. hinge-side approaches to pull side of swinging doors shall have maneuvering space that extends 36" minimum beyond the latch side of the door)
- c. Obstructions in the path of travel (e.g. out-swinging doors, handrails, columns, telephones, drinking fountains, fire life safety equipment, etc).

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C.2.5 Distance from any primary function areas to toilet facilities serving should not exceed 200 feet.

C.2.6 Distance from any primary function or supporting area to vertical access (interior ramps, elevators, stairs) is recommended not to exceed 200 feet.

C.3 Vertical Access

C.3.1 All levels of the building must be accessible and be connected to an accessible path of travel. Consider:

- a. All floor levels including split levels
- b. Platforms and podiums
- c. Sunken areas
- d. Mezzanines
- e. Balconies
- f. Roof gardens

Exceptions: Buildings that fulfill all of the following:

- (1) *not open to the general public and,*
- (2) *no more than two stories and,*
- (3) *housing no more than five persons in the story above or below the accessible ground floor and,*
- (4) *less than 500 square feet in the story above or below the accessible ground floor and,*
- (5) *a reasonable portion of all functions is provided on the accessible level.*

NOTE: The elevator exception for privately funded facilities [CBC 1103B.1.2 and ADAAG 4.1.3(5)(a)] cannot be used for any project under DSA jurisdiction, even if the facility is not owned by the State of California (e.g. leased facilities).

C.3.2 In new construction of buildings which exceed 10,000 square feet on any floor, accessible means of vertical access shall be provided within 200 feet of each stairs and each escalator.

C.3.3 Accessible means of vertical transportation (elevators, ramps, lifts) should be in close proximity of and visible from any stairway or escalator, which is used by the general public.

C.3.4 Accessible means of vertical transportation (elevators, ramps, lifts) should coincide, to the maximum extent feasible, with the regular vertical pedestrian circulation.

C.3.5 Accessible means of vertical transportation (elevators, ramps, lifts) should be within 200 ft of any primary entrance and primary function area.

C.3.6 When exits are required (by Chapter 10 of the CBC) but are not accessible (e.g. stairs, escalators) an area for evacuation assistance, adjoining an accessible path of travel, must be provided.

1103B.1
1120B
1124B

Freight elevators shall not be considered as meeting the requirement, unless the only elevators provided are used as combination passenger and freight elevators for the public and employees.

1103B.1

Exceptions:
1103B.1.1
1103B.1.2

1114B.2.2

Exceptions:
1114B.2.1 for new construction

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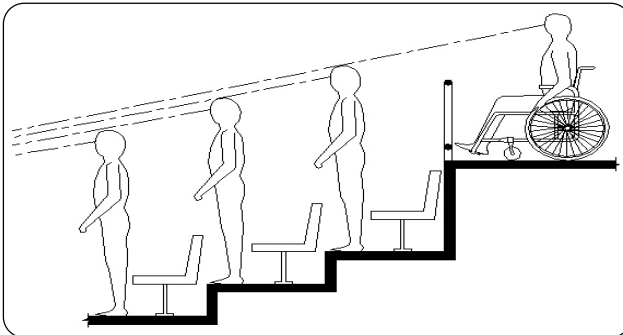
D. OCCUPANCY RELATED

D.1 Group A Occupancy (Assembly)

D.1.1 All assembly places where seating is provided must provide accessible spaces for persons using wheelchairs and semi-ambulant persons in each floor, mezzanine, balcony. Accessible seating cannot be clustered and must be provided in a variety of locations (i.e. admission and lines of sight) and be integrated with regular seating. Consider:

- a. Direct access from/to primary entrance or main lobby.
- b. Direct access to/from restrooms.
- c. Accessible path of travel to/from podiums and stages to coincide with the general route.
- d. Maneuvering clearance for persons using wheelchairs.
- e. Sloped surfaces

D.1.2 In sports arenas and other facilities where the audience may stand during events, wheelchair spaces must provide lines of sight over standing, 72" tall spectators (provide schematic section with lines of sight).



D.1.3 In athletic facilities both sides of bleachers and grandstands must be accessible (home and guest side).

D.1.4 All participation areas must be accessible and be on an accessible path of travel. Consider:

- a. Tennis, racquetball and handball courts.
- b. Gymnasium floor areas and general exercise rooms.
- c. Basketball, volleyball and badminton, and bowling.
- d. Swimming pool deck areas must be accessible and an assisting device provided to assist persons with disabilities in gaining unassisted entry into the pool.
- e. Athletic team rooms and facilities, playing fields and running tracks (both, home and guest).
- f. Clubrooms.
- g. Sanitary and locker facilities, dressing rooms, practice rooms.
- h. Choir and band rooms, orchestra pits.

D.1.5 All areas of dining, banquet, and bar facilities, including raised or sunken dining areas, bar counters, loggias, and outdoor

1104B

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seating must be accessible. Accessible seating cannot be clustered and must be provided in each area.

D.1.6 Overall dimensions and design must take into account anticipated seating layout (fixed and non-fixed) to ensure required aisle width to all areas (provide schematic floor plan indicating aisle widths). Circulation aisles and pedestrian ways, including corridors and hallways shall be sized as required. Consider:

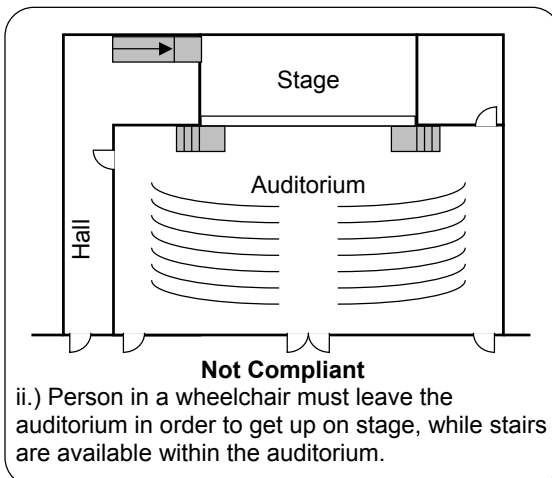
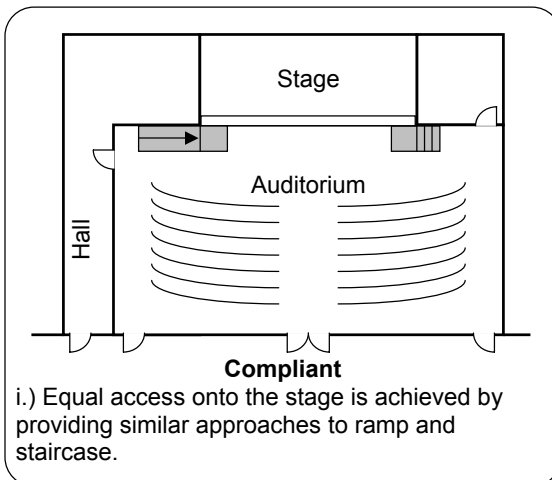
- 36" clear width, if served by cross aisles on one side.
- 44" clear width, if served by cross aisles on both sides.
- 90 degree turns can be made from a 36" wide passage into another 36" passage if the depth of each leg is a minimum of 48" on the inside dimensions of the turn.
- U-turns around an obstruction less than 48" wide can be made if the passage width is 42" min. and the base of the U-turn space is a 48" min. wide.
- Occupancy loads, passing and turning space.

D.1.7 The accessible path of travel onto podiums and stages must coincide with or should be equal to the general route.

1104B.5.4,5,8
1133B.3
1133B.6

Aisle Width

1104B.3.10
1133B.3.11



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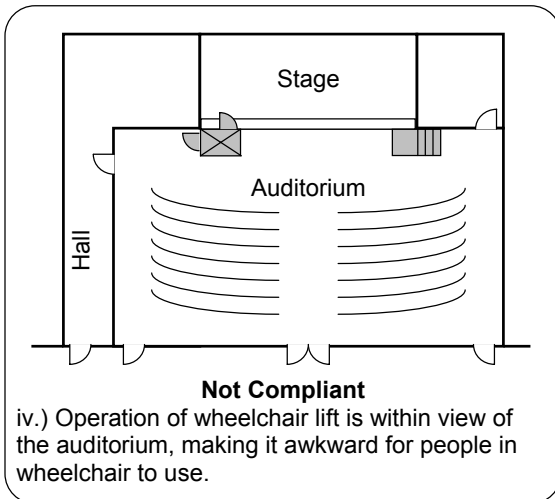
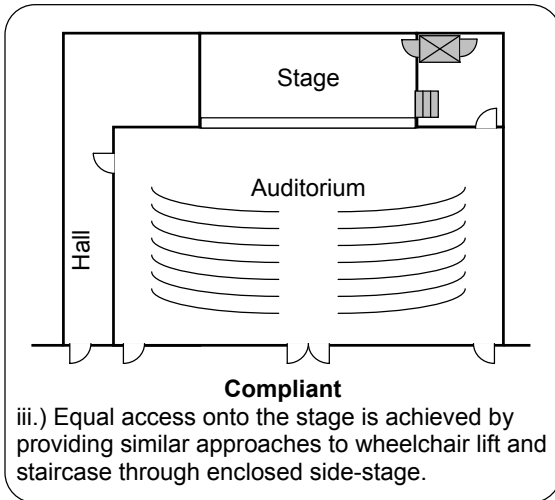
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D.1.8 When a wheelchair lift is being used to gain access onto podiums and stages it should be located out of view from the auditorium together with the stairs.



D.2. Group B and M Occupancies (Business, Services, and Mercantile)

D.2.1 All areas of specialized business professional offices, including those related to professional medicine or dentistry, insurance, real estate, attorneys, credit bureaus, consultants, counseling, and accounting must be accessible and be on an accessible path of travel. Consider:

- a. Client/visitor areas, office areas, together with related toilet rooms.
- b. Conference rooms, counseling rooms or cubicles and similar areas.

1105B
1110B

Where the number of employees exceeds four, separate toilet facilities for each sex are required (CBC 2902.3).

1105B.3.1.1

Business Professional Offices

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- c. Access to/from/through employee work areas (36" min. wide clear).
- d. Professional medical/dental offices (see also 1109B).

D.2.2 All areas of sales establishments, including outlets for all general and special merchandise and equipment, including personal and household furnishings and supplies, foods, sporting equipment, office supplies, vehicles and related parts and supplies, building materials, and pet shops must be accessible and be on an accessible path of travel. Consider:

- a. Merchandise display areas, client/visitor areas, office areas, together with related toilet rooms.
- b. Fitting and dressing rooms 60"x84" min.
- c. Checkstands, service counters, etc. (at least one of each type at each location)
- d. Conference rooms, show rooms, and similar areas.
- e. Access to/from/through employee work areas (36" min. wide clear).

D.2.3 All areas of personal and public service facilities, including banks, savings and loan companies, credit unions, newspaper and printing establishments, photographic studios, laundermats, cleaning and laundry outlets, veterinarian clinics and hospitals, automobile rental agencies, travel bureaus, public utility facilities, police stations and detention facilities, courtrooms, and fire stations shops must be accessible and be on an accessible path of travel. Consider:

- a. Client/visitor areas, office areas, together with related toilet rooms.
- b. Conference rooms, training and classrooms, dispatch rooms, and similar areas.
- c. Access to/from/through employee work areas (36" min. wide clear).
- d. ATMs used by a financial institution (see also 1117B.7).
- e. Public tour areas, to the extent that such public tours are conducted, or where the public is permitted to walk in such areas.
- f. Visitor overlook facilities, orientation areas and similar public-use areas, together with related toilet rooms and parking.
- g. Detention-area visitor rooms.
- h. Detention, holding, isolation, safety, group, and detox-cells for male, female, adult, and juvenile, together with related sanitary facilities.
- i. Courtroom areas, incl. judge's chambers and bench, counsel tables, jury box and deliberation room, witness stand and public seating.

D.2.4 Overall dimensions and design must take into account anticipated layout (fixed and non-fixed) to ensure required aisle width to all areas (provide schematic floor plan indicating aisle widths). Circulation aisles and pedestrian ways, including corridors and hallways shall be sized as required. Consider:

- a. 36" clear width, if served by cross aisles on one side.
- b. 44" clear width, if served by cross aisles on both sides.

1105B.3.1.2
1110B.1&2

Sales Establishments

1110B.1.7
1110B.1.3

1105B.3.1.3

Personal and Public Service
Facilities

1105B.3.6.1
1110B.2.1
1133B.3
1133B.6

Aisle Width

P1

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Comments
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Examples

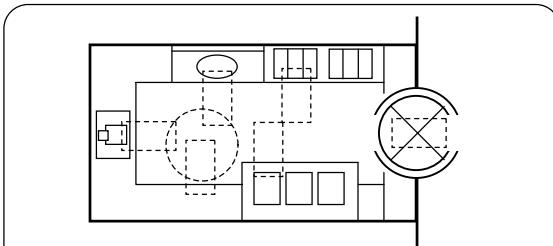
Check List P1 PRELIMINARY PLAN REVIEW FOR NEW CONSTRUCTION

- c. 90 degree turns can be made from a 36" wide passage into another 36" passage if the depth of each leg is a minimum of 48" on the inside dimensions of the turn.
- d. U-turns around an obstruction less than 48" wide can be made if the passage width is 42" min. and the base of the U-turn space is a 48" min. wide.
- e. Occupancy loads, passing and turning space.

D.3 Group E Occupancy (Educational)

D.3.1 Five percent, but not less than one of each type of all workstations, teaching facility cubicles, study carrels, and equipment in classrooms, laboratories, science classrooms, workshops, etc. must be accessible and usable (provide schematic floor plan indicating paths of travel and maneuvering clearances along with applicable elevations). Consider:

- a. Emergency equipment, incl. eyewash, emex-shower, fire extinguisher, alarm pulls, intercom etc.
- b. A/V equipment, incl. TV, VCR, projectors, etc.
- c. Language, dental, audiovisual, typing, and drafting workstations.
- d. Science workstations, incl. water, gas, air, electrical, etc.
- e. Science equipment, incl. fume hoods, storage, sinks, etc.
- f. Workshop tools, incl. wood, metal, stone, and plastic, etc.
- g. Dry rooms, cold rooms, walk-in freezers, sterile rooms, spray booth, darkrooms, etc.



Compliant Darkroom

60" turning radius, 30"x48" clear space at each different type of equipment, door opening 32" clear, inner diameter of door 57" clear provided.

D.3.2 If a facility or a portion of a facility is equipped with an air pressurization system (high or low) the design must ensure that compliant door opening forces are met. Consider:

- a. Automatic or power assisted doors.
- b. Sliding doors.
- c. In-and-out swinging doors.

D.3.3 All general use areas of libraries must be accessible, incl. housing card files, book stacks periodicals, reading and reference areas, information desks, circulation counters,

1106B

1106B.2, 3

Classrooms, Laboratories, Workstations

1133B.2.5

1106B.4

Libraries

P1

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Check List P1 PRELIMINARY PLAN REVIEW FOR NEW CONSTRUCTION

computer stations, copy machines, single and group study rooms, mezzanines, restrooms, etc. Consider:

- a. Main aisles width 44" min. (see also D.3.4 for additional aisle width req.).
- b. Side aisles width 36" min. and no longer than 20 ft.
- c. 54" max. shelf height for customer-use open book stacks, unless an attendant is available.
- d. 54" max. shelf height for employee-use only close book stacks.
- e. Location and height of book drop-off.
- f. 48" max. height for card catalogs.

D.3.4 Overall dimensions and design of educational occupancies must take into account anticipated layout (fixed and non-fixed) to ensure required aisle width to all areas (provide schematic floor plan indicating aisle widths). Circulation aisles and pedestrian ways, including corridors and hallways shall be sized as required. Consider:

- a. 36" clear width, if served by cross aisles on one side.
- b. 44" clear width, if served by cross aisles on both sides.
- c. 90 degree turns can be made from a 36" wide passage into another 36" passage if the depth of each leg is a minimum of 48" on the inside dimensions of the turn.
- d. U-turns around an obstruction less than 48" wide can be made if the passage width is 42" min. and the base of the U-turn space is a 48" min. wide.
- e. Occupancy loads, passing and turning space.

D.4 Factories and Warehouses

D.4.1 The following areas in factories must be made accessible and be on an accessible path of travel:

- a. Major or principal floor areas.
- b. Office areas.
- c. Sanitary facilities serving these areas.

D.4.2 The following areas in warehouses must be made accessible and be on an accessible path of travel:

- a. Areas which are located on the floor nearest grade and those areas on other floors that are otherwise provided with access by level entry, ramp or elevator must be made accessible.
- b. Office areas.
- c. Sanitary facilities serving these areas.

D.5 Group H Occupancy (Hazardous)

D.5.1 Areas to be made accessible and be on an accessible path of travel include those that are used by the public as customers, clients, visitors, or which are potential places of employment. Consider:

- a. Sanitary facilities.

1004.3.2.4

1107B

Facilities under DSA jurisdiction cannot apply Exceptions of 1103B.1

1108B

P1

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Check List P1 PRELIMINARY PLAN REVIEW FOR NEW CONSTRUCTION

- b. Entrances, stairs, ramps, doors, turnstiles, corridors, walks and sidewalks and hazards.
- c. Floors and levels.
- d. Employee Work Areas.

D.6 Group I Occupancy (Hospital)

D.6.1 At least one accessible entrance must be protected from the weather and incorporate a passenger loading zone. Consider:

- a. Canopy or roofed overhang to cover entire area, incl. drop-off zone and access aisles on both sides of the vehicle.
- b. Parallel access aisle 20'x5' min.
- c. Slope of entire area 2% max. in any direction.
- d. Level transition (preferred) or curb ramp.
- e. Vertical clearance 114" min.

D.6.2 Patient bedrooms and associated toilet rooms must be made accessible as follows:

- a. Long-term-care facilities, incl. skilled nursing facilities, intermediate care facilities, bed and care, and nursing homes must have at least 50 % of patient bed- and toilet rooms accessible.
- b. General-purpose hospitals, psychiatric facilities, and detoxification facilities must have at least 10 % of patient bed- and toilet rooms accessible.
- c. Hospitals and rehabilitation facilities that specialize in treating conditions that affect mobility, or units within either that specialize in treating conditions that affect mobility, must have all patient bed- and toilet rooms accessible.

D.6.3 All Public-use and common use areas and sanitary facilities serving them must be accessible and be on an accessible path of travel. Consider:

- a. Diagnostic and treatment areas, incl. at least one dressing room, sanitary facility, etc., for each unit or suite.
- b. Waiting areas, offices.
- c. Offices and suites of physicians, dentists, therapist, etc.

D.6.4 Accessible patient bedrooms and toilet rooms must be accessible. Consider:

- a. Clear 60" diameter or T-shaped turning space in bedroom.
- b. 36" clear space along each side of the bed.
- c. Accessible door and door maneuvering space.
- d. Toilet rooms for accessible patient bedrooms must comply with 1115B.

D.6.5 At facilities providing medical care and other services for persons with mobility impairments, parking spaces must be made accessible as follows:

- a. At outpatient units and facilities 10% of the total number of parking spaces must be made accessible.

1109B
1114B.1.1
1109B.2

1109B.3

1109B.3

1109B.4

1133B.2

1129B.3

EXCEPTION: Clinics and other medical facilities that are not intended for patient stays of 24 hours or more, and that are located above the first story of a building, and that do not have a dedicated entrance from the exterior of the building at the first story.

P1

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Check List P1 PRELIMINARY PLAN REVIEW FOR NEW CONSTRUCTION

- b. At units and facilities that specialize in treatment or services for persons with mobility impairments 20 % of the total number of parking spaces must be made accessible.

D.7 Group R Occupancy (Lodging/Residential)

D.7.1 All Public-use and common use areas and sanitary facilities serving them must be accessible and be on an accessible path of travel. Consider:

- General parking and passenger drop-off.
- Receptions or lobbies, offices.
- Recreational facilities, incl. swimming pools, saunas, play areas.
- Amenities, incl. conference rooms, TV rooms, laundries.

D.7.2 See Tables 11B-3 and 11B-4 for required number of accessible rooms or suites in hotels, motels, inns, dormitories resorts, homeless shelters, halfway houses, transient group homes and similar places of transient lodging (less than 30 days),. Consider:

- Available range of accommodation (size, cost, amenities).
- Door clearances.
- 36" clear space along each side of the bed (provide furniture layout indication dimensions of clear space).
- Recommended: clear 60" diameter or T-shaped turning space in bedroom.
- Kitchen facilities.
- Bathrooms (fully accessible and additional units with roll-in showers, sliding or out-swinging doors).
- Access to windows (if operable), HVAC controls.
- Assigned or associated parking.

D.7.3 Dormitory rooms beyond those specified in Tables 11B-3 and 11B-4 (i.e. if stays generally exceed 30 days) must comply with the adaptability requirements of 1111B.5

D.7.4 Buildings and complexes containing one or more publicly funded dwelling units must be accessible as required by Chapter 11A. In addition, when Federal funds are being used the project has to comply with UFAS (per ABA) and its 5%-fully-accessible-units requirement.

D.8 Group S and U Occupancies (Storage and Utility)

D.8.1 S and U occupancy facilities, buildings, and other architectural elements must comply with the general accessibility requirements of CBC Chapters 10, 11B, and 30.

D.9 Outdoor Occupancies

D.9.1 Parks and recreational areas must be made accessible. Consider:

1111B

1111B.4.7

1111B.5
*UFAS: 4.1.3*1112B
1113B

1132B.2

EXCEPTION: When the enforcing agency determines that compliance with any regulation under this section would create an unreasonable hardship, an exception shall be granted when equivalent facilitation is provided.

NOTE: This Section, applicable to any publicly funded dwelling unit (one or more), references the requirements of Chapter 11A (privately funded housing).

See also 1114B.1.1 for additional requirements.

P1

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Check List P1 PRELIMINARY PLAN REVIEW FOR NEW CONSTRUCTION

- a. 3%, but never less than 2 campsites must have an accessible path of travel to parking and sanitary facilities, if such facilities are provided for the general public.
- b. Beaches, picnic areas, bbq, day-use areas, vista points and similar areas must have an accessible path of travel to parking and sanitary facilities, if such facilities are provided for the general public.
- c. Boat docks, fishing piers, etc., must have an accessible path of travel to parking and sanitary facilities, if such facilities are provided for the general public.
- d. Trails, paths and nature walk areas, or portions of these, must be constructed with gradients, which will permit at least partial use by wheelchair occupants.
- e. Nature trails and similar educational and informational areas must be accessible to the blind by the provision of rope guidelines, raised Arabic numerals and symbols for identification, information signs, and related guide and assistance devices.
- f. Sanitary facilities, if provided, at each public use area that is accessible to wheelchair occupants by automobile, walks or other paths of travel must be accessible.
- g. Parking, if provided, must have accessible parking spaces and aisles per Table 11B-6.

D.9.2 At permanent highway rest areas at least one kind of each functional area or facility must be made accessible and be on an accessible path of travel. Consider:

- a. A sanitary facility for each sex.
- b. At least one picnic table and one additional table for each 20 tables, or fraction thereof provided.
- c. Accessible parking per Table 11B-6.

1132B.3

See also 1114B.1.1 for additional requirements.

P1

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Check List P1 PRELIMINARY PLAN REVIEW FOR NEW CONSTRUCTION

E. GENERAL ACCESSIBILITY REQUIREMENTS

E.1 Bathing and Toilet Facilities

E.1.1 Where toilet facilities are provided for the public, clients, or employees, incl. separate sex single or multi-accommodation, or unisex, all facilities must be made accessible and be on an accessible path of travel, unless they are specifically exempted.

1115B

1115B.2

E.1.2 Where bathing facilities are provided for the public, clients, or employees, incl. showers, bathtubs, or lockers, at least one such facility, and not less than 1 % of all facilities, must be made accessible and be on an accessible path of travel, unless they are specifically exempted.

1115B.6

E.1.3 Accessible showers should be 3-sided and 30"x60" with a clear space of 36"x60" along the opening of the shower. Lips or thresholds are not allowed.

1115B.6.2.1
ADAAG: 4.21

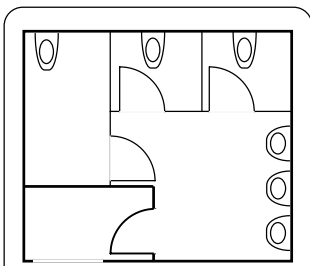
E.1.4 Locker rooms for public, clients, employees, members or participants must be accessible. Consider:
a. 1 %, but at least one locker must be made accessible and be on an accessible path of travel that is 36" min. wide.
b. Front and side approach to accessible locker.
c. Clear 60" diameter or T-shaped turning space.

1115B.6.2.1

E.1.5 Accessible toilet facilities should be provided within 200 ft distance from any primary function area.

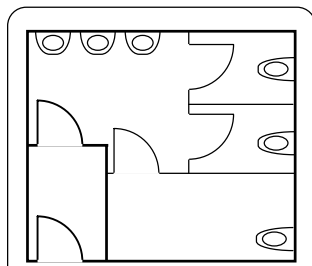
1115B.7

E.1.6 If toilet rooms are entered through vestibules, lounges, or other architectural elements that serve as privacy partitions, a clear path of travel of 48" width (44" min. req.) should be provided. Consider:
a. Avoid doors in sequence (e.g. vestibules).
b. Limit number of doors.
c. Out-swinging doors are preferred.



Recommended

One out-swinging door in combination with 90 degree turn. provides privacy



Not Recommended

In-swinging doors can trap people more easily.

P1

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E.1.7 If a facility or a portion of a facility is equipped with an air pressurization system (e.g. in high-rise buildings) the design must ensure that compliant door opening forces are met. Consider:

- Automatic or power assisted doors.
- Sliding doors.
- In-and-out swinging doors.
- No doors at all.

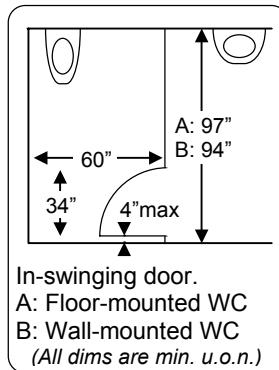
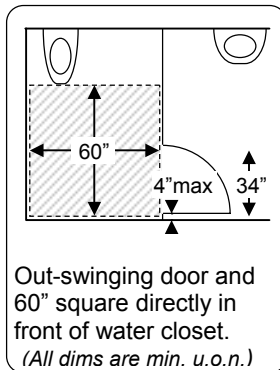
E.1.8 Stall doors of accessible compartments must provide strike edge clearance on the pull side depending on the approach (see general door requirements of this checklist), but never less than 18".

E.1.9 Front entry stall doors of accessible compartments must swing out and be located in front of the clear space (next to the water closet), with a stile width of 4" max.

E.1.10 Side entry stall doors of accessible compartments must swing-out, provide a 34" clear opening, and there must be a 60"x60" clear space directly in front of the water closet,

or:

side entry stall doors of accessible compartments can swing in, if the clear opening is 34", the stall is 60" wide, and the length of a stall with a floor-mounted WC is 97" min., or 94" min. when a wall-mounted WC is installed.



E.1.11 In multi-accommodation toilet rooms, a clear space measured from the floor to a height of 27" AFF, within the sanitary facility room, and either 60" in diameter or 56"x63", must be provided. Doors other than the door to the accessible water closet compartment in any position may encroach into this space by not more than 12".

E.1.12 In multi-accommodation toilet rooms, no door can swing into the floor space required for any fixture.

E.1.13 Where more than 5 stalls are provided within a multi-accommodation toilet room, at least one fully accessible stall,

1133B.2.5

ADAAG:
4.17.5, Fig. 25

ADAAG:
Fig. 30(a)

1115B.7.1.3
ADAAG:
Fig. 30(a) & (b)

ADAAG:
Fig. 30(a-1)

1115B.7.1.1

1115B.7.1.2

1115B.7.1.5

P1

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and at least one additional stall 36" wide and 60" min. long with an out-swinging door must be provided.

E.1.14 In single-accommodation toilet rooms, there must be sufficient space for a wheelchair (30"x48") to enter the room and permit the door to close. There must be a clear floor space of 60" min. in diameter, or a T-shaped turning space.

1115B.7.2

E.1.15 In single-accommodation toilet rooms, there must be a clear space of 28" min. between the WC and any other fixture.

1115B.7.2

E.1.16 A clear floor space of 30"x48" must be provided in front of each lavatory. This space can extend a max. of 19" under the lavatory.

1115B.9.1

E.2 Elevators and Special Access (Wheelchair) Lifts

E.2.1 Elevators, if provided, must be accessible and be on an accessible path of travel. Consider:

- a. Elevator door width 36" min.
- b. Inside dimensions of elevators with center-opening doors must be 80"x54" min. between walls or between wall and door, excluding return panels.
- c. Inside dimensions of elevators with side-slide opening doors must be 68"x54" min. between walls or between wall and door, excluding return panels.
- d. Not less than 51" from wall to return panel.
- e. Landings must be 60"x60" min.
- f. Location of elevator must coincide with other vertical means of transportation (stairs, escalators, ramps).

1116B.1
Chapter 30
ADAAG:
Fig.22

1116B.2.4.1

E.2.2 Wheelchair lifts, may be used in lieu of an elevator only under the following conditions:

- a. To provide an accessible route to a performing area in an assembly occupancy.
- b. To comply with the wheelchair viewing position line-of-sight and dispersion requirements.
- c. To provide access to incidental occupiable spaces and rooms which are not open to the general public and which house no more than five persons, including but not limited to equipment control rooms and projection booths.
- d. To provide access where existing site constraints or other constraints make use of a ramp or an elevator infeasible.
- e. To provide access to raised judges' benches, clerks' stations, speakers' platforms, jury boxes and witness stands or to depressed areas such as the well of a court.

1116B.2
ADAAG:
4.1.3(5) 5

E.2.3 Wheelchair lifts, if provided, must be accessible and be on an accessible path of travel. Consider:

- a. Elevator door 32" min. wide and 42" min. high.
- b. Inside dimensions of platform with straight-through access must be 33"x48.
- c. Inside dimensions of platform with side access must be 42"x52".

P1

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d. Landings must be 60"x60" min.

E.3 Other Building Components

E.3.1 When water fountains are provided they must be accessible and be on an accessible path of travel. Consider:

- Provide hi-low fountains at each group, on each floor.
- Fountains must be located in alcoves at least 18" deep, or otherwise positioned so as not to encroach into pedestrian ways.

E.3.2 When telephones are provided, a certain number must be accessible and be on an accessible path of travel. Consider:

- When only single units are provided on a floor, 1 or at least 50% of telephone unit(s) must be accessible.
- When only one bank is provided on a floor, 1 or at least 50% of telephone unit(s) per bank must be accessible.
- When more than one bank is provided on a floor, 1 or at least 50 % of telephone unit(s) per bank must be accessible and at least 1 telephone per floor must meet the requirements for a forward reach telephone.

E.3.3 Kitchens must be accessible and all essential kitchen equipment must approachable and usable. Consider:

- Clear 30"x48" space for parallel approach at range or cooktop.
- Clear 30"x48" space for parallel or forward approach at oven, dishwasher, refrigerator/freezer, trash compactor, cigar humidor, etc.
- Clear maneuvering space in front of refrigerators or freezers must comply with the door requirements for front approach.
- A person in a wheelchair must be able to turn 180 degrees within the kitchen.
- U-shaped kitchens should have an aisle width of 60" min.

E.3.4 Swimming pools and deck areas must accessible and be on an accessible path of travel. Assisting devices (e.g. pool lift) must be provided to assist persons with disabilities in entering and exiting the pool independently (i.e. without the assistance of a second person. Play equipment must, to the maximum extent feasible, be made accessible.

E.3.5 When automated teller machines (ATM) are required to be accessible they must have a clear space, measuring 60"x60", in front of them to allow forward and parallel approach. This space must adjoin or overlap an accessible route of travel.

E.3.6 Protruding objects cannot reduce the clear width of an accessible route or maneuvering space. Walks, halls, corridors, passageways, aisles, or other circulation spaces must have 80" min. clear headroom.

E.3.7 When built-in seating, tables, or counters are provided for the public, and in general employee areas, 5 percent, but never

1117B.1
CPC 1507.3

Drinking Fountains

1117B.2
Fig. 11B-4

Telephones

1117B.3
1112A

Kitchens

1117B.4
1104B.4.3

Swimming Pools and Decks

1117B.7
1118B.3

Automated Teller Machines

11121B

Protruding Objects and
Headroom

11122B
Fig. 11B-13
*ADAAG: 4.32,
Fig. 45, 5.2*

Fixed or Built-in Seating,
Tables, and Counters

P1

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less than one, of each type must accessible and be on an accessible path of travel. Consider:

- a. Knee space, 27" high, 30" wide, and 19" deep must be provided at all accessible seating spaces (Exception: Knee clearance is not required at checkout counters or service counters.)
- b. When food or drink is served at a counter the accessible section must be at least 60" wide.
- c. All accessible fixed tables and counters must be accessible by means of an access aisle at least 48" clear between parallel edges of tables or between a wall and the table edges.

E.4 Employee Areas

E.4.1 Employee areas must conform to all requirements of Division of the State Architect/Access Compliance in the California Building Code, Plumbing Code and Electrical Code. Areas that are used only as individual work areas must be designed and constructed so that individuals with disabilities can approach, enter, and exit the areas. (Exception: Accessibility is not required to (1) observation galleries used for security purposes; or (2) in non-occupiable spaces accessed only by ladders, catwalks, crawl spaces, very narrow passageways, or freight elevators, and frequented only by service personnel for repair purposes.)

1123B.1
ADAAG:
4.1.1(3)

E.5 Parking, Passenger Drop-off and Loading Zones, Bus Stops

- E.5.1** Parking spaces required to be accessible must comply with the following:
- a. Accessible parking spaces and aisles must be level with surface slopes not exceeding 2% in any direction
 - b. The aisle cannot include a built-up ramp or sloped area, and must be connected to an accessible route, which leads directly to the appropriate accessible entrance of the building.
 - c. The parking access aisle must either blend with the accessible route or have a compliant curb ramp.
 - d. The curb ramp opening must be located within the access aisle boundaries, not within the parking space boundaries.
 - e. The curb ramp must have a level, 48"x48" min. top landing.
 - f. The space(s) must be so located that persons with disabilities are not compelled to wheel or walk behind parked cars other than their own.
 - g. Valet parking facilities must provide accessible self-parking spaces and a passenger drop-off and loading zone.
 - h. Vertical clearance, to and from accessible parking spaces, must be 114" min.
- E.5.2** If provided, passenger drop-off and loading zones must accessible. Consider:
- a. Vehicle standing spaces and access aisles must be level with surface slopes not exceeding 2% in any direction.

1129B
Tbl. 11B-6
ADAAG: 4.6

For additional parking requirements at Group I Occupancy facilities, see D.6.5 of this checklist.

1131B
ADAAG: 4.6.6

For additional drop-off/loading zone requirements at Group I Occupancy facilities, see D.6.1 of this checklist.

P1

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Justification or Code Citation (CCR Title 24, U.O.N. Fed. Codes in *Italic*)

Location of Item on Plans

Comments Notes Examples

Check List P1 PRELIMINARY PLAN REVIEW FOR NEW CONSTRUCTION

- b. The access aisle, adjacent and parallel to the vehicle pull-up space, must be at least 5'x20' .
- c. If there are curbs between the access aisle and the vehicle pull-up space, then a curb ramp must be provided.

E.5.3 If provided, bus stop pads and shelters must be accessible. Consider:

- a. Bus pads must be 96"x60" min and have a max. slope of 2% perpendicular to the roadway .
- b. The slope of the pad parallel to the roadway should, to the extent practicable, be the same as the roadway.

1131B.4
ADAAG: 4.6.6

E.6 Doors, and Gates

E.6.1 All gates, including ticket gates, must meet all applicable specifications for doors.

1133B.1.1.1.4

E.6.2 Hinged doors must be accessible. Consider:

- a. Doors leafs must be 36" min wide and provide an unobstructed opening of 32" min. when opened 90 degrees.
- b. Revolving doors cannot be used as the required entrance.
- c. There must be an accessible door or gate, adjacent to each turnstile turnstiles and crowd control barrier.

1133B.2.3

E.6.3 Hinged doors must provide the following maneuvering clearances and level landings:

- a. Front approach to pull side of door must have maneuvering space that extends 24" min. at exterior doors (18" min at interior doors) beyond the latch side of the door and 60" min. perpendicular to the doorway.
- b. Front approach to push side of door, equipped with closer and latch, must have maneuvering space that extends 12" min. beyond the latch side of the door and 48" min. perpendicular to the doorway.
- c. Front approach to push side of door, not equipped with latch and closer, must have maneuvering space that is the same width as door opening and extends 48" min. perpendicular to the doorway.
- d. Hinge-side approach to pull side of door must have maneuvering space that extends 36" min. beyond the latch side of the door if 60" min. is provided perpendicular to the doorway or maneuvering space that extends 42" min. beyond the latch side of the door must be provided if 54" min. is provided perpendicular to the doorway.
- e. Hinge-side approach to push side of door, not equipped with latch and closer, must have a maneuvering space of 54" min., parallel to the doorway and 42" min., perpendicular to the doorway.
- f. Hinge side approach to push side of door, equipped with latch and closer, must have maneuvering space of 54" min., parallel to the doorway, 48" min. perpendicular to the doorway.
- g. Latch-side approach to pull side of door, with closers, must have maneuvering space that extends 24" min. beyond the

1133B.2.4.2
Fig. 11B-26A
Fig. 11B-26B
ADAAG:
Fig 25

NOTE: All doors in alcoves must comply with the clearances for front approach.

P1

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of Item on Plans

Comments
Notes
Examples

Check List P1 PRELIMINARY PLAN REVIEW FOR NEW CONSTRUCTION

- latch side of the door and 54" min. perpendicular to the doorway.
- h. Latch-side approach to pull side of door, not equipped with closers, must have maneuvering space that extends 24" min. beyond the latch side of the door and 48" min. perpendicular to the doorway.
 - i. Latch-side approach to push side of door, with closers, must have maneuvering space that extends 24" min. parallel to the doorway beyond the latch side of the door and 48" min. perpendicular to the doorway.
 - j. Latch-side approach to push side of door, not equipped with closers, must have maneuvering space that extends 24" min. parallel to the doorway beyond the latch side of the door and 42" min. perpendicular to the doorway.

E.6.4 The space between two consecutive door openings in a vestibule, serving other than a required exit stairway shall provide a minimum of 48" of clear space from any door opening into such vestibule when the door is positioned at an angle of 90 degrees from its closed position. Doors in a series shall swing either in the same direction or away from the space between the doors.

E.6.5 If a facility or a portion of a facility is equipped with an air pressurization system the design must ensure that compliant door opening forces are met at ALL doors, including those that lead to exit stairways. Automatic or power assisted doors.

- a. Sliding doors.
- b. In-and-out swinging doors.
- c. No doors at all.
- d. Revolving doors cannot be used as the required entrance.

E.7 Stairs

E.7.1 All stairs must be accessible and be on an accessible path of travel. Consider"

- a. 7" max. rise and 11" min. tread width.
- b. 48" min. width (60" preferred).
- c. Level landings (top, bottom, intermediate).
- d. Encroaching door swings
- e. Wall-mounted handrails.
- f. Floor-mounted hand- and guardrails.

E.8 Ramps

E.8.1 Preference should be given to sloped walks (<5% slope) whenever possible. If ramps are used the least possible slope must be used.

E.8.2 Required ramps must be accessible and be on an accessible path of travel. Consider:

- a. 30" max. rise between landings (every 20" preferred).
- b. 48" min. width (60" preferred).

1133B.2.4.4

1133B.2.5

1133B.4

1133B.5

P1

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Examples

Check List P1 PRELIMINARY PLAN REVIEW FOR NEW CONSTRUCTION

- c. Least possible slope (1:14 preferred)
- d. Level landings (top, bottom, intermediate).
- e. Encroaching door swings.
- f. Wall-mounted handrails.
- g. Floor-mounted hand- and guardrails, with applicable wheel guides as required.

E.9 Other

E.9.1 See Chapter 11C for standards applicable to card readers at gasoline fuel dispensing facilities.

Chapter 11C

COMMONLY USED ABBREVIATIONS

ADA	Americans with Disabilities Act	sf	Square foot
ADAAG	ADA Accessibility Guidelines	StA	State Architect
ADACO	ADA-Coordinator	tbd	To be determined
AFF	Above finished floor	Tbl.	Table
ANSI	American National Standards Institute	Title 24	Title 24 of the CCR
C.T.P.	Contact third party	UFAS	Uniform Federal Accessibility Standards
CA	State of California	u.o.n.	unless otherwise noted
CBC	California Building Code	up	Ramp direction up
CC	California Civil Code	WC	Water closet
CCR	California Code of Regulations	WRR	Women's restroom
CEC	California Electrical Code	Y	Yes
CFR	Federal Code of Regulation	28 CFR 35	DOJ's Rule for ADA Title II
CHBC	California Historical Building Code	28 CFR 36	DOJ's Rule for ADA Title III
cl	Center line	'	Foot
CPC	California Plumbing Code	"	Inch
D.A.	Designated accessible	%	1/100
Dept.	Department	<	less than
DF	Drinking fountain	>	more than
DGS	Department of General Services	≤	less than or equal
DH	Department Head	≥	more than or equal
Dims	Dimension, measurement		
DOJ	U.S. Dept. of Justice		
DSA	Division of the State Architect		
DSA/AC	DSA Access Compliance Program		
DStA	Deputy State Architect		
E.F.	Equivalent facilitation		
Fig.	Figure		
GC	California Government Code		
H&S	California Health and Safety Code		
HQ	Headquarters		
incl.	including		
ISA	International Symbol of Accessibility		
IR	Interpretation of Regulations		
Lab	Laboratory		
Lav	Lavatory		
lbs.	Pound		
lf	Linear foot		
Lib	Library		
MAC	DSA/AC Program Manager		
max	Maximum		
min	Minimum		
MOD	Modernization project		
MoM	Method of mitigation		
MOU	Memorandum of understanding		
MP	Master priority		
MRR	Men's restroom		
N	No		
N/A	Not applicable		
N.A.R.	No action required		
NT	Non-typical		
o.c.	On center		
O/R	Official responsible		
P.A.	Physical alteration		
P.M.	Program modification		
PTD	Paper towel dispenser		
Qty	Quantity		
REF	Reference		
req.	Requirement		
RO	DSA Regional Office		
ROM	Regional Office Manager		
SD	Soap dispenser		
sec.	Second (1/60 minute)		
Sec.	Section		