



ACCESS – NEW COMMERCIAL BUILDING

Plan Submittal Checklist

VERSION 1.0 REVISED 12/03/14

GENERAL

The purpose of this guideline is to clarify the minimum plan submittal requirements when submitting plans for the accessible features required in a new commercial building.

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

8. Provide a separate Accessible Features Site Plan.
9. Provide dimensions of all Accessible Features on the Site, or provide a key.
10. 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.
11. Show all parking areas on site, and the accessible route to the building entrance(s).
12. 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.
13. Provide detail sheets showing the parking space dimensions, signs, pavement markings and marking colors.
14. Show passenger loading zones, if any.

PROPOSED ACCESSIBLE FEATURES FLOOR PLAN

15. Provide a separate Proposed Accessible Features Floor Plan. Include the following:

- a. Floor Plan – Fully dimensioned plan of the all accessible areas. Indicate use of all areas and rooms. Show all walls, doors, and windows.
- b. Wall Legend – Designate partitions to be constructed.
- c. Door Schedule – Show size of door and applicable hardware type for all 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.
- e. Equipment and Fixtures – Show location of all including: shelves, appliances, machinery, counters, tables, and fixed seats.

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.