



**DISABLED ACCESS CHECKLIST FORM FOR EXISTING BUILDINGS**

This form, “Disabled Access Checklist Form for Existing Buildings” in addition to “Unreasonable Hardship Exception Request for Existing Buildings” form, must be completed for all building permit applicants requesting unreasonable hardship exception or equivalent facilitation.

Date Logged: \_\_\_\_\_ Floor Area: \_\_\_\_\_

Permit Number: \_\_\_\_\_ Tenant Area: \_\_\_\_\_

Project Address: \_\_\_\_\_

Designer/Contractor/Owner: \_\_\_\_\_ Occupancy Group: \_\_\_\_\_

Type of Construction: \_\_\_\_\_ Number of Stories: \_\_\_\_\_

Signature: \_\_\_\_\_

ITEM	EXISTING COMPLIES		PROPOSED IMPROVEMENT		COST OF IMPROVEMENT
	Yes	No	Yes	No	
<b>A. Entry Door</b>					
sign					
threshold ½” Max					
<b>B. Doors (leading to restroom and affected area) CBC 1133B.2.</b>					
all doors shall have 32” min. clear width					
level area of 60” on the door swing side					
level area of 48” where the door swings away					
24” on the strike side of door for exterior landings					
18” on the strike side of the door for interior landings					
48” min. space between consecutive doors (vestibule)					
Braille exit sign CBC 1117B5.6.					
<b>C. Restrooms – Section 1115B:</b>					
Separate accessible facility for each sex					
Toilet Facilities – Multiple accommodation toilet					
Single accommodation					
<b>Signage (symbols for restrooms doors) CBC 1117B.5</b>					
Sign in Braille w/raised letters on wall @ strike side					
Men – an equilateral triangle ¼” thick with edges 12” long					
Women – a circle ¼” thick and 12” diameter					
Unisex – a 12” diameter circle with a triangle superimposed on the circle					
Symbol shall be centered 60” above floor					

**COMMUNITY DEVELOPMENT DEPT.**

701 Laurel Street  
 Menlo Park, CA 94025  
 650.330.6704  
 Page 2

ITEM	EXISTING COMPLIES		PROPOSED IMPROVEMENT		COST OF IMPROVEMENT
	Yes	No	Yes	No	
<b>Access Aisle: CBC 1133B.3</b>					
44" min. aisle width					
48" min. space in front of compartment door					
ramp					
<b>Wheel Chair Clearance</b>					
Multiple accommodation 1115B.3.1, 60" circle measuring 27" A.F.F.					
Single accommodation 1115.B.3.2, 60" or T shape.					
<b>Main Accessible Closet:</b>					
Entry door – automatic closer					
Clear width 32" door when located at end of stall					
Latch – Flip over or sliding					
<b>Water Closet Fixture Space Requirement:</b>					
18" from adjacent wall to center line of fixture					
48" min. clear in front of water closet if end access					
60" min. clear in front of water closet, front access					
32" min. from water closet to adjacent wall or partition					
28" min. from water closet to adjacent fixtures					
<b>Water Closet Grab Bars:</b>					
Mounted 33" above floor					
Side bar 42" long					
Rear bar 36" long					
Diameter – 1¼" to 1½"					
<b>Lavatory Fixtures:</b>					
30"x48" clear space all fixtures					
18" min. from adjacent wall to center line					
Counter height of 34"					
Clearance under apron – 29" A.F.F. for 8"					
Toe Clearance					
Hot water pipes insulated					
Lever or push type facets					
Mirror – bottom edge max. 40" A.F.F.					
Toilet tissue dispensers - 12" from front edge					

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 Page 3

ITEM	EXISTING COMPLIES		PROPOSED IMPROVEMENT		COST OF IMPROVEMENT
	Yes	No	Yes	No	
<b>Urinals:</b>					
30"x48" clear space in front on men					
min. 14" projection					
max. 17" above floor					
max. 44" A.F.F. for flush controls					
<b>Towels, Waste Receptacles, etc. – max. 40" A.F.F. to operate part:</b>					
Waste dispenser					
Paper towel dispenser					
Sanitary napkin dispenser					
<b>D. Drinking Fountains:</b>					
32" min. width					
18" min. depth					
Knee space under 27" HTx8" deep min.					
Bubbler – 36" max. A.F.F.x6" max. from front					
Clear approach space of 30"x48"					
<b>E. Telephones:</b>					
Clear floor space of 30"x48" allowing either forward or parallel approach					
Highest operable part – 54" max.					
Overhang – 19" max.					
Enclosure entrance – 30" wide & 27" high min.					
Equipment					
Receiver that generates magnetic fields					
Min. 1 per bank or 25% shall have volume control					
Chord length – 29" min. long					
Controls – push button					
Min. 1 text phone for 4 or more phone avail					
<b>F. Parking:</b>					
Car parking					
Van parking					
Curb ramps					
Signs					