

ADA Requirements

4. ACCESSIBLE ELEMENTS AND SPACES; SCOPE AND TECHNICAL REQUIREMENTS.

4.1 Minimum Requirements

4.1.1* Application

- Application based on Building Use. Special application sections 5 through 10 provide additional requirements for restaurants and cafeterias, medical care facilities, business and mercantile and libraries. When a facility contains more than one use covered by a special application section, each portion shall comply with the requirements for that use.
- Areas Used Only by Employees as Work Areas. Areas that are used only as work areas shall be designed and constructed so that individuals with disabilities can approach, enter, and exit areas. These guidelines do not require that any areas used only as work areas be constructed to permit maneuvering within the work area or be constructed or equipped to be accessible.

4.1.2 Accessible Site and Exterior Facilities: New Construction – An accessible site shall meet the following minimum requirements:

- At least one accessible route complying with 4.3 shall be provided within the boundary of the site from public transportation stops, accessible parking spaces, passenger loading zones if provided, and public streets or sidewalks, to an accessible building entrance.
- All objects that protrude from surfaces or posts into circulation paths shall comply with 4.4.
- Ground surfaces along accessible routes and in accessible spaces shall comply with 4.5.
- (a) If parking spaces are provided for self-parking by employees or visitors, or both, then accessible spaces complying with 4.6 shall be provided in each such parking area in conformance with the table below.

<u>TOTAL PARKING IN LOT</u>	<u>REQUIRED MINIMUM NUMBER OF ACCESSIBLE SPACES</u>
1 to 25	1
26 to 50	2
51 to 75	3
76 to 100	4
101 to 150	5
151 to 200	6
201 to 300	7
301 to 400	8
401 to 500	9
501 to 1000	2 percent of total
1001 and over	20, plus 1 for each 100 over 1000

Except as provide in (b), access aisle shall be 60” wide min.

- (b) One in every eight accessible spaces, but not less than one, shall be served by an access aisle 96” wide minimum and shall be designated “van accessible” as required by 4.6.4.
- **Building Signage.** Signs which designate permanent rooms and spaces shall comply with 4.30.1, 4.30.4, 4.30.5 and 4.30.6. Other signs which provide direction to, or information about, functional spaces or the building shall comply with 4.30.1, 4.30.2, 4.30.3 and 4.30.5. Elements and spaces of accessible facilities which shall be identified by the International Symbol of Accessibility and which shall comply with 4.30.7 are:
 - Parking spaces designated as reserved for individuals with disabilities;
 - Accessible passenger loading zones;
 - Accessible entrances when not all are accessible (inaccessible entrances shall have directional signage to indicate the route to the nearest accessible entrance);
 - Accessible toilet and bathing facilities when not all are accessible.

4.1.3 Accessible Buildings: New Construction. Accessible buildings and facilities shall meet the following minimum requirements:

- At least one accessible route complying with 4.3 shall connect accessible building or facility entrances with all accessible spaces and elements within the building or facility.
- All objects that overhang or protrude into circulation paths shall comply with 4.4.
- Ground and floor surfaces along accessible routes and in accessible rooms and spaces shall comply with 4.5.
- Interior and exterior stairs connecting levels that are not connected by an elevator, ramp, or other accessible means of vertical access shall comply with 4.9.
- *One passenger elevator complying with 4.10 shall serve each level, including mezzanines, in all multi-story buildings and facilities unless exempted below:

EXEPTION 1: Elevators are not required in facilities that are less than three stories or that have less than 3000 square feet per story unless the building is a shopping center, a shopping mall, or the professional office of a health care provider, or another type of facility as determined by the Attorney General.

EXEPTION 2: Elevator pits, elevator penthouses, mechanical rooms, piping or equipment catwalks are exempted from this requirement.

EXEPTION 3: Accessible ramps complying with 4.8 may be used in lieu of an elevator.

EXEPTION 4: Platform lifts (wheelchair lifts) complying with 4.11 of this guideline and applicable state or local codes may be used in lieu of an elevator only under the following conditions:

 - To provide an accessible route to a performing area in an assembly occupancy.
 - To comply with the wheelchair viewing position line-of-sight and dispersion requirements of 4.33.3.
 - To provide access where existing site constraints or other constraints make use of a ramp or an elevator infeasible.
- **Doors:** At each accessible entrance to a building or facility, at least one door shall comply with 4.13.
 - Within a building or facility, at least one door at each accessible space shall comply with 4.13.
 - Each door that is an element of an accessible route shall comply with 4.13.
 - Each door required by 4.3.10, Egress, shall comply with 4.13.

- In new construction, at a minimum, the requirements in (a) and (b) below shall be satisfied independently:
 - (a) (1) At least 50% of all public entrances (excluding those in (b) below) must be accessible. At least one must be a ground floor entrance. Public entrances are any entrances that are not loading or service entrances.
 - (2) Accessible entrances must be provided in a number at least equivalent to the number of exits required by the applicable building/fire codes.
 - (3) An accessible entrance must be provided to each tenancy in a facility.

One entrance may be considered a meeting more than one of the requirements in (a). Where feasible, accessible entrances shall be the entrances used by the majority of people visiting or working in the building

(b) Not applicable

- *Areas of rescue assistance are not required in buildings or facilities having a supervised automatic sprinkler system.
- *Drinking Fountains: Where only one fountain is provided on a floor there shall be a drinking fountain which is accessible to individuals who use wheelchairs in accordance with 4.15 and one accessible to those who have difficulty bending or stooping (“hi-lo” fountain).
 - Where more than one drinking fountain or water cooler is provided on a floor, 50% of those provided shall comply with 4.15 and shall be on an accessible route.
- Toilet Facilities: If toilet rooms are provided, then each public and common use toilet room shall comply with 4.22. Other toilet rooms provided for the use of occupants of specific spaces (i.e., a private toilet room for the occupant of a private office) shall be adaptable. If bathing rooms are provided, then each public and common use bathroom shall comply with 4.23. Accessible toilet rooms and bathing facilities shall be on an accessible route.
- Storage, Shelving and Display Units: If fixed or built-in storage facilities such as cabinets, shelves, closets, and drawers are provided in accessible spaces, at least one of each type provided shall contain storage space complying with 4.25. Additional storage may be provided outside of the dimensions required by 4.25.
 - Shelves or display units allowing self-service by customers in mercantile occupancies shall be located on an accessible route complying with 4.3. Requirements of accessible reach range do not apply.
- Controls and operating mechanisms in accessible spaces, along accessible routes, or as parts of accessible elements (for example, light switches and dispenser controls) shall comply with 4.27.
- If emergency warning systems are provided, then they shall include both audible alarms and visual alarms complying with 4.28.
- Detectable warnings shall be provided at locations as specified in 4.29.
- Building Signage: Signs which designate permanent rooms and spaces shall comply with 4.30.1, 4.30.4, 4.30.5 and 4.30.6. Other signs which provide direction to or information about functional spaces of the building shall comply with 4.30.1, 4.30.2, 4.30.3 and 4.30.5. EXEPTION: Building directories, menus, and all other signs which are temporary are not required to comply.
- If fixed or built-in searing or tables are provided in accessible public or common use areas, at least five percent (5%), but not less that one, of the fixed or built-in seating areas or tables shall comply with 4.32. An accessible route shall lead to and through such areas.

- *Assembly Areas: In places of assembly with fixed seating accessible wheelchair locations shall comply with 4.33.2, 4.33.3, and 4.33.4 and shall be provided consistent with the following table:

Capacity of Seating in in Assembly Areas	Number of Required Wheelchair Locations
4 to 25	1
26 to 50	2
51 to 300	4
301 to 500	6
over 500	6, plus 1 additional space for each total seating capacity increase of 100

In addition, one percent, but not less than one, of all fixed seats shall be aisle seats with no armrests on the aisle side, or removable or folding armrests on the aisle side. Each such seat shall be identified by a sign or marker. Signage notifying patrons of the availability of such seats shall be posted at the ticket office. Aisle seats are not required to comply with 4.33.4.

- This paragraph applies to assembly areas where audible communications are integral to the use of the space (e.g., concert and lecture halls, playhouses and movie theaters, meeting rooms, etc.). Such assembly areas, if (1) they accommodate at least 50 persons, or if they have audio-amplification systems, and (2) they have fixed seating, shall have a permanently installed assistive listening system complying with 4.33. For other assembly areas, a permanently installed assistive listening system, or an adequate number of electrical outlets or other supplementary wiring necessary to support a portable assistive listening system shall be provided. The minimum number of receivers to be provided shall be equal to 4 percent of the total number of seats, but in no case less than two. Signage complying with applicable provisions of 4.30 shall be installed to notify patrons of the availability of a listening system.

4.1.5 Accessible Buildings: Additions. Each addition to an existing building or facility shall be regarded as an alteration. Each space or element added to the existing building or facility shall comply with the applicable provisions of 4.1.1 to 4.1.3, Minimum Requirements (for New Construction) and the applicable technical specifications of 4.2 through 4.35 and sections 5 through 10. Each addition that affects or could affect the usability of an area containing a primary function shall comply with 4.1.6(2).

4.1.6 Accessible Buildings: Alterations.

- (1) General. Alterations to existing buildings and facilities shall comply with the following:
 - No alteration shall be undertaken which decreases or has the effect of decreasing accessibility or usability of a building or facility below the requirements for new construction at the time of alteration.
 - If existing elements, spaces, or common areas are altered, then each such altered element, space, feature, or area shall comply with the applicable provisions of 4.1.1 to 4.1.3.

- If alterations of single elements, when considered together, amount to an alteration of a room or space in a building or facility, the entire space shall be made accessible.
- No alteration of an existing element, space, or area of a building or facility shall impose a requirement for greater accessibility than that which would be required for new construction.
- At least on interior public text telephone complying with 4.31.9 shall be provided.
- *Entrances: If an entrance is not made accessible, appropriate signage indicating the location of the nearest accessible entrance(s) shall be installed at or near the inaccessible entrance, such that a person with disabilities will not be required to retrace the approach route from the inaccessible entrance.
 EXCEPTION: In alteration work, if compliance with 4.1.6 is technically infeasible, the alteration shall provide accessibility to the maximum extent feasible.
 EXCEPTION: These guidelines do not require the installation of an elevator in a altered facility that is less than three stories or has less than 3,000 square feet per story unless the building is a shopping center, a shopping mall, the professional office of a health care provider, or another type of facility as determined by the Attorney General.

(2) Alterations to an Area Containing a Primary Function: In addition to the requirements of 4.1.6(1), an alteration that affects or could affect the usability of or access to an area containing a primary function shall be made so as to ensure that, to the maximum extent feasible, the path of travel to the altered area and the restrooms, telephones, and drinking fountains serving the altered area, are readily accessible to and usable by individuals with disabilities, unless such alterations are disproportionate to the overall alterations in terms of cost and scope (as determined under criteria established by the Attorney General).

(3) Special Technical Provisions for Alterations to Existing Buildings and Facilities:

- Ramps: Curb ramps and interior or exterior ramps to be constructed on sites or in existing buildings or facilities where space limitations prohibit the use of a 1:12 slope or less may have slopes and rises as follows:
 - A slope between 1:10 and 1:12 is allowed for a maximum rise of 6 inches.
 - A slope between 1:8 and 1:10 is allowed for a maximum rise of 3 inches. A slope steeper than 1:8 is not allowed.
- Stairs: Full extension of handrails at stairs shall not be required in alterations where such extensions would be hazardous or impossible due to plan configuration.
- Doors: Where it is technically infeasible to comply with clear opening width requirements of 4.13.5, a projection of 5/8 in. maximum will be permitted for the latch side stop. If existing thresholds are 3/4 in. high or less, and have (or are modified to have) a beveled edge on each side, they may remain.
- Toilet Rooms: Where it is technically infeasible to comply with 4.22 or 4.23, the installation of at least one unisex toilet/bathroom per floor, located in the same area as existing toilet facilities, will be permitted in lieu of modifying existing toilet facilities to be accessible. Each unisex toilet room shall contain one water closet complying with 4.16 and one lavatory complying with 4.19, and the door shall have a privacy latch.
- Platform Lifts (Wheelchair Lifts): In alterations, platform lifts complying with 4.11 and applicable state or local codes may be used as part of an accessible route. The use of lifts is not limited to the four conditions in exception 4 of 4.1.3(5).

4.1.7 Accessible Building: Historic Preservation

(1) Applicability:

- General Rule. Alterations to a qualified historic building or facility shall comply with 4.1.6 Accessible Buildings: Alterations, the applicable technical specifications of 4.2 through 4.35 and the applicable special application sections 5 through 10 unless it is determined in accordance with the procedures in 4.1.7(2) that compliance with the requirements for accessible routes (exterior and interior), ramps, entrances, or toilets would threaten or destroy the historic significance of the building or facility in which case the alternative requirements in 4.1.7(3) may be used for the feature.

(2) Not Applicable

(3) Historic Preservation: Minimum Requirements:

- At least one accessible route complying with 4.3 from a site access point to an accessible entrance shall be provided.
EXEPTION: A ramp with a slope no greater than 1:6 for a run not to exceed 2 ft. may be used as part of an accessible route to an entrance.
- At least one accessible entrance complying with 4.14 which is used by the public shall be provided.
EXEPTION: If it is determined that no entrance used by the public can comply with 4.14, then access at any entrance not used by the general public but open (unlocked) with directional signage at the primary entrance may be used. The accessible entrance shall also have a notification system. Where security is a problem, remote monitoring may be used.
- If toilets are provide, then at least one toilet facility complying with 4.22 and 4.1.6 shall be provided along an accessible route that complies with 4.3. Such toilet facility may be unisex in design.
- Accessible routes from an accessible entrance to all publicly used spaces on at least the level of the accessible entrance shall be provided. Access shall be provided to all levels of a building or facility in compliance with 4.1 whenever practical.
- Displays and written information, documents, etc., should be located where they can be seen by a seated person. Exhibits and signage displayed horizontally (e.g., open books), should be no higher than 44 in. above the floor surface.