

## ACCESSIBLE PARKING SUBMITTAL CHECKLIST

### For New or Altered Parking Facilities

#### **PERMIT SUBMITTAL REQUIREMENTS:**

- Two complete sets of plans that include an architectural or civil site plan that indicates all the parking spaces provided on the site. (1" = 40' minimum scale site plan).
- All documents must be clearly legible for scanning, each page consecutively numbered and stapled.
- Maximum size of plan sets: 24" x 36". All pages in a plan set shall be uniformly sized.
- Completed permit application.
- Permit Submittal Fee (Plan Check Fee)

#### **I. SITE PLAN, DRAWING, SCOPING AND DISPERSION REQUIREMENTS:**

- A. A summary of the total number of parking spaces provided in the facility, the number of accessible and van accessible parking spaces provided in the facility, and the number and location of accessible and Type A units provided for new multifamily units or improvements.
- B. Alterations that include resurfacing, parking space additions, or revisions to the layout and striping of an existing parking facility will trigger current code. Restriping a limited number of existing parking spaces to restore prior striping can be considered maintenance, but additional compliance requirements could be triggered, depending on the scope of work.
- C. Show site address, name of business/owner, property lines and dimensions, location of all buildings, parking areas, driveways and landscape areas drawn to scale.
- D. Site plan should dimension driving aisles, parking spaces, and access aisle width, wheel stops and curb ramps.
- E. Dimensioned details of curb ramp landings, side flares, parallel ramps, or other methods of providing the accessible route to the building or unit served.
- F. Slope of accessible parking and access aisle.
- G. Identification of paving materials and surfaces for accessible route to the building or sites served by the accessible parking spaces, with slopes and cross-slopes identified.
- H. Access aisle lengths to match the length of the parking space served.
- I. Dimensioned sign locations relative to accessible parking. Plan location and height of sign for free-standing sign and height of the building mounted sign. Details of sign support materials and sign text.

- J. Where parking is providing in a building, building sections to show the location and clear height of van accessible vehicular access from the street, in addition to plans.
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- L. Door swings and size for new construction or tenant improvements that are part of the accessible route to the building.
- M. Pay station accessibility, to include accessible route and operable parts.
- N. Accessibility requirements at passenger loading zones, or valet parking, or hospital access.

#### **APPLICABLE CODES AND REFERENCES**

- International Building Code (IBC), 2015 Edition & WAC 51-52
- International Existing Building Code (IEBC), 2015 Edition & WAC 51-50
- Accessible and Usable Buildings & Facilities, ANSI A117.1-2009 & WAC 51-51-005
- Washington State Energy Code (WSEC), 2015 Edition, WAC 51-11 (C, R, Appendix)
- International Fire Code (IFC), 2015 Edition and WAC 51-54
- National Electrical Code (NEC), 2017 Edition & WAC 296-46B-010
- Everett Municipal Code, Title 19 Zoning



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