



City of Winchester, Virginia

Rouss City Hall
15 N Cameron Street
Winchester, VA. 22601
540 667-1815
FAX (540) 722-3618

Accessibility Regulations Alterations Compliance Form 2003 Virginia Uniform Statewide Building Code USBC/ICC 1103.2.2/3409

Project Address _____

1. Is this project exempt from the USBC accessibility requirements? If yes, please provide the code section where the exemption is found and sign this form. NO YES Code Sec. _____
2. Does this project involve alteration to a *primary function area*? Primary function areas are the portion of the building where the primary activities for which the building is intended take place. For details, see the end of this form.
 No, This project does not involve altering a primary function. Please sign this form.
 Yes, This project does involve altering a primary function area. Please go to question 3.
3. Are 20% of the project's costs being used to upgrade the *path of travel* to the altered area?
 Yes, Please provide details on the plans showing all path of travel improvements and sign this form.
 No, Please go to question 4.
4. Is or will the path of travel to the area being altered be in 100% compliance with USBC/ICC Chapter 11 when this project is complete? (**Note: Please review the accessible path of travel checklist on the back of this form.**)
 Yes, This is a legally binding claim, which the owner must be prepared to defend. Please sign this form.
 No, Please review USBC/ICC 3408.6 that mandates path of travel improvements up to 20% of the project cost.

I understand that by signing this form, I am making a legally binding claim. Failure to comply with USBC/ICC Section 1103.2.2 is a Building Code violation, and may also involve a violation of the Americans With Disabilities Act (ADA), resulting in legal action by the Department of Justice.

Signature _____ Date _____
Printed Name _____ Phone _____

I am the ... property owner. legal tenant legal agent for the owner.

ADA 36.403(b). A "primary function" is a major activity for which the facility is intended. Areas that contain a primary function include, but are not limited to, the customer services lobby of a bank, the dining area of a restaurant or cafeteria, meeting rooms in a conference center, as well as offices and other work areas in which the activities of the public accommodation or other private entity using the facility are carried out. Mechanical rooms, boiler rooms, supply storage rooms, employee lounges or locker rooms, janitorial closets, entrances, corridors and restrooms are not areas containing a primary function.

Accessible Path of Travel Checklist

Provided Now on This Site	Will be provided When this Project is Completed	Feature
[]	[]	Accessible entrance door-32 inches of clear area-proper maneuvering clearances, lever type door hardware or equal is provided. Doors in series properly arranged. Signage to identify accessible entrance.
[]	[]	Accessible walk/curb ramps leading to accessible entrance.
[]	[]	Accessible route to the altered area – free of projecting obstacles, tripping hazards, non-slip floor surfaces.
[]	[]	Accessible route to altered area – change in elevation on same floor are properly ramped. Ramp slopes do not exceed 1:12, handrails are provided on both sides of the ramp.
[]	[]	Accessible route to altered area – doors in the path of travel have 32 inches of clear area – proper maneuvering clearances, lever type door hardware or equal is provided.
[]	[]	Accessible bathroom(s) provided on an accessible route from altered area.
[]	[]	Accessible bathrooms serving altered area – doors provide 32 inches of clear area – proper maneuvering clearances, lever type door hardware or equal is provided. Doors in series properly arranged. Signage to identify accessible bathroom.
[]	[]	Accessible bathrooms serving altered area – grab bars are provided behind and beside toilets. Dimensions around the accessible toilet comply with code
[]	[]	Accessible bathrooms serving altered area – lavatories have lever type controls or equal 29 inch knee clearance provided under counters and lavatories. Sink height doesn't exceed 34 inches, bottom of mirrors not more than 40 inches above floor.
[]	[]	Drinking Fountain provided on an accessible route.
[]	[]	Drinking Fountain – 30" x 48" clear floor area provided adjacent to drinking fountain.
[]	[]	Drinking Fountain – 8" x 27" knee clearance provided below drinking fountain or cups to be provided.
[]	[]	Accessible parking space provided. Accessible parking spaces must be 8 feet wide, on stable ground surface with a cross slope of not more than 1:48, and identified with signage located 4 – 7 feet above parking surface.
[]	[]	Accessible loading zone provided. Loading zone must be a minimum of 8 feet wide (note: additional loading zones may be 5 feet wide), with stable ground surfaces having a cross slope not exceeding 1:48.
[]	[]	Accessible route provided from accessible parking spaces to accessible entrance. Changes in elevation ramped with slopes not to exceed 1:12, handrails are provided on both sides of ramped surfaces* in excess of 6 feet in length. Ground surfaces are stable. * ramped surfaces are surfaces with slopes between 1:20 and 1:12.

