



Community Development Department

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Universal Design Checklist Summary Handout

Requirement: Building permits issued on or after September 1, 2008 for the development or substantial rehabilitation of a single-family dwelling unit shall require submittal of a completed Universal Design Checklist or Universal Design Checklist Certification.

Substantial rehabilitation shall be defined as: The reconstruction of the primary entry, any hallway, or one bathroom or powder room on the route from the primary entry.

Purpose: In accordance with state law, builders are required to offer available features of universal design (including accessibility) to identified buyers and owners of single-family homes, at cost to the buyer or owner. Features are offered by the builder based on feasibility within project design, timing of construction, and through passing on the cost to the buyer or owner. Inclusion of universal design features in newly constructed and substantially rehabilitated single-family homes educates buyers and owners of such features, better facilitates use of the home by people with a range of ages and abilities, and promotes households to “age in place.”

Universal Design Checklist (buyer or owner identified): If a builder has identified a buyer for a home to be constructed or if the builder is completing a substantial rehabilitation for an owner of an existing single-family home, the checklist should be completed. The builder shall provide the checklist to the buyer or the owner, completing the form with information on which items on the list are available and at what costs. The buyer or owner shall have a minimum of fourteen days to complete the checklist. Once the buyer or owner has reviewed the available items and completed the checklist, both the builder and the buyer/owner shall sign and submit the checklist as part of the building application process.

Universal Design Checklist Certification (no buyer or owner identified): If a builder has not identified a buyer for a home to be constructed, he/she may submit a city-provided certification of this information in-lieu of completing the checklist since there is no buyer or owner to complete the checklist. False certifications can lead to civil penalties.

Exemptions: Exemptions from this requirement can be requested with the initial application for building permit. Requests will be reviewed by the City’s Accessibility Board of Appeals and will only be awarded if this checklist requirement is found to result in a takings finding.

UNIVERSAL DESIGN CHECKLIST
(Identified Buyer or Owner)

Name of Development, if applicable _____

Home/Lot Address/ID _____

Developer (Contact) Name _____

Phone # _____ Fax _____

Address _____

California law, section 17959.6 of the Health and Safety Code, requires a builder of new for-sale residential units to provide potential buyers with a list of specific “universal design features” which make a home safer and easier to use for persons who are aging or frail, or who have certain temporary or permanent activity limitations or disabilities.

Part I of this Checklist includes those features related to exterior adaptations, doors and openings, interior adaptations, kitchens, and bathrooms or powder rooms.

Part II of this Checklist includes features which apply to other parts of the house and are commonly requested or considered universal design features.

Part III provides space for details, or for any other external or internal feature that may be requested, if it is requested at a reasonable time by the buyer, is reasonably available, is reasonably feasible to install or construct, and makes the home more usable and safer for a person with any type of activity limitation or disability.

All features covered by “Chapter 11A” of the California Building Code (Title 24, CA Code of Regulations, Part 2) are identified by an asterisk (*) and must comply with that Chapter unless otherwise specifically provided. All features not in Chapter 11A must be selected and installed in a workmanlike manner by the builder unless they are further described in **Part III**.

Not every feature listed must actually be available or offered by the builder. In addition, certain items must be requested prior to certain phases of construction, as specified by the builder. The builder may provide estimated costs for the special features. The features must be installed and comply with Chapter 11A, unless the builder and buyer agree in writing to different standards than those in Chapter 11A and the differences are clearly disclosed in **Part III**. A builder is not required to install the listed features unless the builder offers them and both of the following occur: (1) the buyer requests them with the specified phase of construction, and (2) the buyer agrees to provide payment for the features. Any violation of this law is enforced by the local building department and local public prosecutors, and is punishable by civil penalties.

The attached chart lists the specific features which must be disclosed, as well as others commonly requested but not required by law. There are four categories for each feature:

- “Availability”: whether it is standard (“S”), limited (“L”), an option (“O”), or not available (“NA”), all as determined by the builder.
- “Timing”: by what stage in construction it must be requested (such as “any time”, “before foundation”, “before framing”, or “before internal wall covering”), with actual times selected by the builder.
- “Standards”: whether or not there are additional details or specified modifications from the Building Code listed in the “Additional Details” section, Part III (e.g., “Yes” or “No”).
- “Cost”: optional labor and materials costs which may be estimated by the builder.

PART I: General Exterior and Interior Components and Features

<u>Feature</u>	<u>Avail</u>	<u>Timing</u>	<u>Standards</u>	<u>Cost</u>
Exterior Adaptations				
• Accessible route of travel to dwelling from public sidewalk or thoroughfare to primary entrance				
• Graded path*	_____	_____	_____	\$ _____
• Ramp*	_____	_____	_____	\$ _____
• Driveway to graded path	_____	_____	_____	\$ _____
• No-step entry (1/2" or less threshold)*	_____	_____	_____	\$ _____
• Accessible landscaping of at least one side yard and rear yard	_____	_____	_____	\$ _____
• Accessible route from garage/parking to home's primary entry*	_____	_____	_____	\$ _____
• Accessible route from garage/parking to secondary entry	_____	_____	_____	\$ _____
• Other options offered by builder [List in Part III]	_____	_____	_____	\$ _____
Exterior Doors, Openings, and Entries:				
• Minimum 32" clear primary entry doorway*	_____	_____	_____	\$ _____
• Minimum 32" clear secondary entry doorway*	_____	_____	_____	\$ _____
• Primary entry accessible internal/external maneuvering clearances, hardware, thresholds, and strike edge clearances*	_____	_____	_____	\$ _____
• Secondary entry accessible internal/external maneuvering clearances, hardware, thresholds, and strike edge clearances*	_____	_____	_____	\$ _____
• Primary entry accessible/dual peephole and doorbell	_____	_____	_____	\$ _____
• Primary entry door sidelight/window	_____	_____	_____	\$ _____
• Accessible sliding glass door and threshold height*	_____	_____	_____	\$ _____
• Weather-sheltered entry area	_____	_____	_____	\$ _____
• Other options offered by builder [List in Part III]	_____	_____	_____	\$ _____
General Interior Modifications				
• Accessible route of travel to at least one bathroom/powder room, kitchen, and common room*	_____	_____	_____	\$ _____
• Accessible route of travel: other areas*	_____	_____	_____	\$ _____
• 42" wide hallways/maneuvering clearances with 32" clear doorways on accessible route*	_____	_____	_____	\$ _____
• 39" wide hallways/maneuvering clearances with 34" clear doorways on accessible route*	_____	_____	_____	\$ _____
• Accessible hallway and doorway widths: other areas*	_____	_____	_____	\$ _____
• Accessible hardware, strike edge clearance, and thresholds for accessible doorways*	_____	_____	_____	\$ _____
• Light switches, electric receptacles, and environmental and alarm controls at accessible heights on accessible route/rooms*	_____	_____	_____	\$ _____
• Light switches, electric receptacles, and environmental and alarm controls at accessible heights on primary floor*	_____	_____	_____	\$ _____
• Light switches, electric receptacles, and environmental and alarm controls at accessible locations when over barriers*	_____	_____	_____	\$ _____
• Rocker light switches/controls on accessible route/rooms	_____	_____	_____	\$ _____
• Rocker light switches/controls on primary floor	_____	_____	_____	\$ _____
• Visual smoke/fire/carbon monoxide alarm	_____	_____	_____	\$ _____
• Audio and visual doorbell	_____	_____	_____	\$ _____
• Audio and visual security alarm	_____	_____	_____	\$ _____
• Closets on accessible route: adjustable (36"-60") rods/shelves	_____	_____	_____	\$ _____

<u>Feature</u>	<u>Status</u>	<u>Timing</u>	<u>Standards</u>	<u>Cost</u>
•Non-slip carpet/floor for accessible route	_____	_____	_____	\$ _____
•Handrail re-inforcement (1 side) provided in all accessible routes of travel/rooms over 4 feet long	_____	_____	_____	\$ _____
•Handrails (1 side) provided in all accessible routes of travel/rooms over 4 feet in length	_____	_____	_____	\$ _____
•Handrail reinforcement (2 sides) provided in all accessible routes of travel/rooms over 4 feet in length	_____	_____	_____	\$ _____
•Handrails (2 sides) provided in all accessible routes of travel/rooms over 4 feet in length	_____	_____	_____	\$ _____
•Handrail reinforcement or handrails installed in other areas	_____	_____	_____	\$ _____
•Interior lifts/elevators:				
•Interior stairway lift	_____	_____	_____	\$ _____
•Interior elevator	_____	_____	_____	\$ _____
•Electrical and reinforcement for future lift	_____	_____	_____	\$ _____
•Electrical and location for future elevator	_____	_____	_____	\$ _____
•Laundry Area, if provided:				
•Accessible route of travel	_____	_____	_____	\$ _____
•Accessible workspace	_____	_____	_____	\$ _____
•Accessible cabinets	_____	_____	_____	\$ _____
•Accessible appliances	_____	_____	_____	\$ _____
Other options offered by builder [List in Part III]			_____	

Kitchen

•At least one kitchen on accessible route of travel	_____	_____	_____	\$ _____
•Adequate work/floor space in front of:				
•Stove (specify 30"x48" or greater)*	_____	_____	_____	\$ _____
•Refrigerator (specify 30"x48" or greater)*	_____	_____	_____	\$ _____
•Dishwasher (specify 30"x48" or greater)*	_____	_____	_____	\$ _____
•Sink (specify 30"x48" or greater)*	_____	_____	_____	\$ _____
•Oven (if separate) (specify 30"x48" or greater)*	_____	_____	_____	\$ _____
•U-shaped kitchen space requirements*	_____	_____	_____	\$ _____
•Other (specify 30"x48" or greater)*	_____	_____	_____	\$ _____
•Accessible appliances (doors, controls, etc.):				
•Stove	_____	_____	_____	\$ _____
•Refrigerator	_____	_____	_____	\$ _____
•Dishwasher	_____	_____	_____	\$ _____
•Sink	_____	_____	_____	\$ _____
•Oven (if not part of stove)	_____	_____	_____	\$ _____
•Microwave/receptacle at countertop height	_____	_____	_____	\$ _____
•Other appliances	_____	_____	_____	\$ _____
•Accessible countertops				
•All or a specified portion re-positionable*	_____	_____	_____	\$ _____
•One or more breadboards at 15" wide* and 28"-32" high	_____	_____	_____	\$ _____
•One or more counter areas at 30" wide* and 28"-32" high	_____	_____	_____	\$ _____
•One or more workspaces at 30" wide with knee/toe space	_____	_____	_____	\$ _____
•Other features	_____	_____	_____	\$ _____
•Cabinets:				
•Base cabinets: pull-out and/or Lazy Susan shelves	_____	_____	_____	\$ _____
•Wall cabinets: pull-out and/or Lazy Susan shelves	_____	_____	_____	\$ _____
•Additional interior lighting	_____	_____	_____	\$ _____
•Additional under-cabinet lighting	_____	_____	_____	\$ _____
•Accessible handles/touch latches for doors/drawers	_____	_____	_____	\$ _____
•Under-cabinet roll-out carts	_____	_____	_____	\$ _____
•Other features	_____	_____	_____	\$ _____

<u>Feature</u>	<u>Status</u>	<u>Timing</u>	<u>Standards</u>	<u>Cost</u>
•Sink:				
•Re-positionable height*	_____	_____	_____	\$ _____
•Removable base cabinets under sink*	_____	_____	_____	\$ _____
•Single-handle lever faucet*	_____	_____	_____	\$ _____
•Hose/sprayer feature	_____	_____	_____	\$ _____
•Anti-scald device	_____	_____	_____	\$ _____
•Other features	_____	_____	_____	\$ _____
•Contrasting Colors:				
•Edge border of cabinets/counters	_____	_____	_____	\$ _____
•Flooring: in front of appliances	_____	_____	_____	\$ _____
•Flooring: on route of travel	_____	_____	_____	\$ _____
•Other features	_____	_____	_____	\$ _____
•Other options offered by builder [List in Part III]	_____	_____	_____	\$ _____
Bathroom/Powder Room				
•At least one full bathroom on accessible route of travel	_____	_____	_____	\$ _____
•Maneuvering Space (For bathrooms and powder room)				
Maneuvering space diameter				
•30" x 48" turning area*	_____	_____	_____	\$ _____
•60" diameter turning area	_____	_____	_____	\$ _____
Clear space for toilet and sink				
•36" x 36" clear use area	_____	_____	_____	\$ _____
•30" x 48" clear use area*	_____	_____	_____	\$ _____
•Bathtub and/or shower (For bathrooms only)				
•Standard bathtub with grab bar reinforcement*	_____	_____	_____	\$ _____
•Standard bathtub with grab bars*	_____	_____	_____	\$ _____
•Accessible bathtub (size* and handles)	_____	_____	_____	\$ _____
•Standard shower with grab bar reinforcement*	_____	_____	_____	\$ _____
•Standard shower with grab bars*	_____	_____	_____	\$ _____
•Accessible (roll-in) shower*	_____	_____	_____	\$ _____
•Single-handle lever faucets*	_____	_____	_____	\$ _____
•Offset controls for exterior use	_____	_____	_____	\$ _____
•Toilet (For bathrooms or powder room)				
•Standard toilet with grab bar reinforcement*	_____	_____	_____	\$ _____
•Standard toilet with grab bars*	_____	_____	_____	\$ _____
•Accessible toilet with grab bars*	_____	_____	_____	\$ _____
•Sink/Lavatory (For bathrooms or powder room)				
•Standard with undersink cabinets	_____	_____	_____	\$ _____
•Standard with removable base cabinets*	_____	_____	_____	\$ _____
•Pedestal or open front*	_____	_____	_____	\$ _____
•Accessories (For bathroom or powder room)				
•Lower/accessible medicine chest	_____	_____	_____	\$ _____
•Accessible counter space near sink	_____	_____	_____	\$ _____
•Single-handle lever faucets*	_____	_____	_____	\$ _____
•Anti-scald devices for sink	_____	_____	_____	\$ _____
•Accessible handles//touch latches for doors/drawers	_____	_____	_____	\$ _____
•Lower towel rack(s)	_____	_____	_____	\$ _____
•Lower/tilted mirror(s)	_____	_____	_____	\$ _____
•Contrasting floor color	_____	_____	_____	\$ _____
•Fold-down/fixed shower seat(s)	_____	_____	_____	\$ _____
•Accessible toilet tissue holder	_____	_____	_____	\$ _____
•Hand-held adjustable shower spray unit(s)	_____	_____	_____	\$ _____
•Other options offered by builder [List in Part III]	_____	_____	_____	\$ _____

Part II: Other Components and Features

<u>Feature</u>	<u>Status</u>	<u>Timing</u>	<u>Standards</u>	<u>Cost</u>
Common Room				
•Dining room on accessible route of travel*	_____	_____	_____	\$ _____
•Living room on accessible route of travel*	_____	_____	_____	\$ _____
•Den on accessible route of travel*	_____	_____	_____	\$ _____
•Split-level common room with accessible route of travel*	_____	_____	_____	\$ _____
•No split level common room*	_____	_____	_____	\$ _____
•Other options offered by builder [List in Part III]			_____	
Bedroom				
•One bedroom on accessible route of travel	_____	_____	_____	\$ _____
•Two or more bedrooms on accessible route of travel	_____	_____	_____	\$ _____
•Closets have minimum 32" clear opening*	_____	_____	_____	\$ _____
•Larger "walk-in" closets	_____	_____	_____	\$ _____
•Closets have adjustable (36"-60") shelves and bars	_____	_____	_____	\$ _____
•Other options offered by builder [List in Part III]			_____	
Laundry Area				
•Laundry area on accessible bath of travel	_____	_____	_____	\$ _____
•Accessories:				
•Accessible workspace	_____	_____	_____	\$ _____
•Accessible cabinets	_____	_____	_____	\$ _____
•Accessible handles//touch latches for doors/drawers	_____	_____	_____	\$ _____
•Accessible appliances	_____	_____	_____	\$ _____
•Other options offered by builder [List in Part III]			_____	

Part III: Additional Details, Components, or Features

A. External Features: Buyer Request (Any other additional external feature requested at a reasonable time by the buyer that is reasonably available and reasonably feasible to install or construct and makes the residence more usable for a person with activity limitations or disabilities in order to accommodate them). These may include features such as high-visibility address numbers, electronic garage door openers, additional lights, door bench or package shelf, oversize garage, zero-step house/garage entry, etc. (Attached as Part III. A: ___Yes ___No)

B. External Features: Builder Offer (Any other additional external feature offered to the buyer by the builder that makes the residence more usable for a person with disabilities or activity limitations in order to accommodate them). (Attached as Part III.B: ___Yes ___No)

C. Internal Features: Buyer Request (Any other additional internal feature requested at a reasonable time by the buyer that is reasonably available and reasonably feasible to install or construct and makes the residence more usable for a person with activity limitations or disabilities in order to accommodate them). These may include features such as lowered window sills (under 36”), additional lighting, “touch” luminous light switches, automatic internal lights, additional wiring for electronic features, lighted closets, air filtration systems, larger/more automatic thermostats, pocket doors, etc. (Attached as Part III.C: ___Yes ___No)

D. Internal Features: Builder Offer (Any other additional internal feature offered to the buyer by the builder that makes the residence more usable for a person with activity limitations or disabilities in order to accommodate them). (Attached as Part III.D: ___Yes ___No)

E. Variation from State Chapter 11A Standards: (Any mutually agreed-upon features with standards different than Chapter 11A of the California Building Code, including clearly identified deviations from those standards). (Attached as Part III.E: ___Yes ___No)

F. Additional features or requirements: (Any mutually agreed-upon features not covered by Chapter 11A of the California Building Code for which additional detail would be helpful to the builder and buyer, including clearly identified standards.) (Attached as Part III.F: ___Yes ___No)

Form Provided by Builder to Buyer:

Builder Initials/Date

Buyer Initials/Date

No Universal Design Features Requested: _____

Buyer Signature/Date

Universal Design Features Identified and Agreed To By Builder and Buyer:

Buyer Signature/Date

Builder Signature/Date

UNIVERSAL DESIGN CHECKLIST CERTIFICATION
(No Buyer or Owner Identified)

Name of Development, if applicable _____

Home/Lot Address/ID _____

Developer (Contact) Name _____

Phone # _____ Fax _____

Address _____

No buyer or owner has been or is identified to purchase or own the home or homes referred to above, resulting in my inability to offer the checklist of features. I declare under penalty of perjury that the foregoing is true and correct:

Builder Signature/Date

Builder Name (printed)