



# CITY OF CITRUS HEIGHTS

## BUILDING & SAFETY DIVISION

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### Policy for Long-Term Accessibility Compliance Program (LTAP)

#### **Purpose:**

This policy was developed to address the intent of property owners to address the CBC Chapter 11B accessibility upgrade requirements for a property over an extended period of time. This would help them to achieve full compliance for the site, and not impede individual tenant improvement permits, while still achieving compliance with all applicable code requirements.

#### **Background:**

It has been determined that it is important for the Building and Safety Division to address the number of commercial permits where full compliance with provisions of Chapter 11B of the CBC is required, while working with property owners to lessen the financial impact such compliance may entail. To this end, it was determined that if certain criteria were met, it would be acceptable to allow property owners to “phase” disabled access requirements over a period of time, with the goal of full site compliance, while not impacting the issuance and inspection of individual tenant improvement permits.

#### **Policy:**

#### **Qualifications for Long-Term Accessibility Compliance Program (LTAP):**

1. A CASp Inspection Report is required to participate in the program.
2. Provide a formal “Letter of Request” for approval by Chief Building Official to participate in the program. This letter shall be provided by, or under the supervision of, a Certified Access Specialist, (CASp), or a Licensed Design Professional, and shall include a discussion of the following:
  - a. Identify the property in question.
  - b. How will the plan be implemented? Will it be in phases?
  - c. Specify the overall time frame to complete the LTAP.
  - d. Specify phases of the project such as what work will be completed within a particular time frame/phase. For example each phase to be completed in six month or one year intervals.
  - e. An acknowledgement that a permit will be pulled for each phase of the overall plan and those fees will be collected for plan review and inspections on a T&M basis.
  - f. An acknowledgement that a Temporary Certificate of Occupancy (TCO) will be issued until the all phases of the LTAP are completed. TCO will be void if phases are not completed in the timeframes as agreed.
3. A “**preliminary plan**” shall be submitted along with the letter of request. This plan shall consist of site plans and floor plans as applicable with keynotes corresponding to the CASp inspection report that identifies work to be done. Construction details are not necessary until formal plan submittal. The idea is to provide a general overview of the overall extent of the entire LTAP for the approval and acceptance into the program.
4. Provide an upgrade plan that corresponds item by item to the list deficiencies determined by the CASp inspection report.

No LTAP may exceed a three-year period, with individual phases not exceeding one year each. In special circumstances, with reasonable justification in writing from the applicant, the Chief Building Official *may* allow an extension of the three-year period to five years.

A signed Memorandum of Understanding (MOU) must be officially recorded on the property stating that all required disabled access compliance issues will be addressed within the agreed-upon time frame, regardless of property status, or ownership. Failure to complete the required upgrades within the agreed-upon time frame may lead to penalties and/or voiding the LTAP, and will make do all disabled access compliance issues prior to any further permits being issued on the property.

**Plan Submittal Requirements (Once acceptance is obtained):**

- Plans must be stamped and wet-signed by a Licensed Design Professional, and designer (if separate).
  - Items on plans to be broken down by upgrades per year of plan. The plan sheets must correspond to the CASp report items, and be labeled and a separate plan, organized by year of anticipated completion, must be submitted. All upgrades are subject to review and revision due to code cycle or legislative updates.
- Signed copy of the CASp report
- Standard details must comply with currently enforced sections of the California Building Code, and Citrus Heights Municipal Code.

**Fees:**

- Project permit fees will be determined based on the project’s overall Building Permit Construction Valuation, and will be paid on the first issued LTAP permit. *Each additional individual LTAP permit* are based on a minimum construction valuation of \$1000. Additional hourly review and hourly inspection fees will be calculated based on the complexity of the project, and will be billed based on the currently approved labor rate schedule.

**LTAP Permit Issuance:**

- LTAP permits will be issued for each year’s worth of upgrades. Any changes will need to be re-submitted for approval, and a fee will be charged based on the time spent on an hourly basis.
- LTAP permits must be issued, finalized and complete within the allotted time frame. Failure to receive and final LTAP permits, as per plan, may result in penalties and/or voiding the LTAP.

**Inspections:**

- All items must pass inspection as per plan. A final inspection for each plan year will be performed when all items are complete. A Temporary Certificate of Occupancy (TCO) will be issued until the entire LTAP is complete. Failure to pass final inspection in the allotted time frame may lead to penalties and/or voiding the LTAP and/or the TCO.

  
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Building & Safety Division