



**PORT OF SAN FRANCISCO
ENGINEERING AND MAINTENANCE DIVISION
PERMIT GROUP**

**DISABLED ACCESSABILITY INFORMATION REQUIRED ON PLANS SUBMITTED FOR
TEMPORARY EVENT PERMITS**

Building permit applications for temporary events must have 11" x 17" minimum sized, fully dimensioned plans, providing the following code required information.

SITE

A site plan with the following information located.

1. All tents, booths, stages, bleachers, platforms and other structures.
2. Where provided, all parking and accessible parking provisions.
Public parking and passenger drop-off and loading zones shall be fully dimensioned and noted as wheel chair accessible with complying identification or signage. Accessible parking spaces, including a minimum of one van space, shall be fully dimensioned. A complying path of travel designated from the drop off space to each facility must be designated.
3. Entry and exit gates, including accessible entries and exits.
4. Temporary or portable sanitary facilities and hand wash sinks.
5. Temporary telephones, ATM's, drinking fountains and / or coolers.
6. Participation and performance areas or structures.
7. Trash and garbage collection facilities.
8. Emergency or fire truck access.
9. Location of barricades, queue lines and other pedestrian control devices.
10. Location of temporary generators and utilities.
11. Location of food storage and food preparation facilities.
12. Seating, grandstand or portable bleacher layouts.
13. Splay wires for tent anchorage and ground stakes.

TICKET BOOTHS

Customer and employee sides of ticket booths and of concession and refreshment sales facilities shall be noted as accessible to persons with disabilities. Ticket booths and / or auxiliary counters must be noted as accessible. Dimensions must be noted or shown.



ENTRY AND EXIT CONTROL AREAS

Where pedestrian entry and exit control gates, turnstiles or other security control measures are provided, a minimum of one accessible entrance shall be noted and dimensioned on submitted plans. Accessible entries must be noted as being identified with the International Symbol of Accessibility. Entries that are not accessible must have directional signage to an accessible entry. Where queuing lines are provided they shall be noted on the plans as having a minimum width of 36 inches between stanchions and their bases and a minimum of 60 inches clear at 180 degree turning areas. Where security control is continually manned, access through the devices is permitted to be controlled by the personnel if designated on submitted plans. Accessible entries must be noted as having level landing areas on both sides of the entry.

ASSEMBLY AREAS AND SEATING

Assembly areas shall have the placement of wheelchair viewing areas and companion seating designated and dimensioned on the plans.

PARTICIPATION AREAS

Participation areas shall have wheelchair accessibility designated and dimensioned on the plans.

PERFORMING AREAS

Where portable stages or performance platforms are provided, wheel chair access to such areas must be noted and fully dimensioned on the plans.

GAMES AND SIMILAR ATTRACTIONS

Games and similar attractions shall be located on accessible routes. If seats are provided a minimum of one seat shall be noted as removable to provide side approach wheelchair access.

CABLE AND WATER LINE RUNS

Utility cable and water line runs occurring on the site shall be organized and grouped to minimize conflict with primary public pedestrian circulation areas. Where they cross primary public pedestrian circulation areas, a wheelchair ramped section shall be noted on the proposed plans.

EVENT TRAILERS, TENTS AND OTHER COMMON WORK AREAS

Event trailers, tents and other common areas shall be designated as wheel chair accessible.



SANITARY FACILITIES – SINKS - WATER FOUNTAINS - WATER COOLERS -ATMs

A minimum of one per each cluster provided for the public and or employees must be noted and dimensioned on submitted plans as wheelchair accessible. Where floor surfaces on the accessible sanitary facilities are more than two inches above grade, a complying ramp shall be noted.

CONCESSION – REFRESHMENTS – FOOD – SALES FACILITIES

Plans must indicate these items as being accessible and must be located on accessible routes. Trailer sales units must provide an auxiliary table or counter immediately adjacent to the primary transaction point with signage containing the International Symbol of Accessibility stating “Assistance provided upon request”. Condiment or tableware service tables, shelves or counters shall be designated as wheelchair accessible.

TABLES AND COUNTERS for CONSUMPTION OF FOOD OR DRINK

Five percent (minimum of one) of seating space in eating or drinking areas must be designated as wheelchair accessible. The required accessible seating must be integrated with general seating to allow a selection of seating areas for the disabled.

SPLAY WIRES AND GROUND STAKES FOR ANCHORAGE

Where splay wires and ground stakes are used for tent or canopy support, the splay wires shall be guarded to prevent head height obstructions to a minimum of 80 inches above grade. Anchorage stakes shall be covered or protected to prevent injury to the public, workers or employees.