

## **POLICY MEMORANDUM**

TO: All Building Division Section Heads  
and All Building Division Code Enforcement Personnel

FROM: Frank Oswald  
Acting Building Commissioner

DATE: October 26, 2005

RE: Provision of Accessible Type A Dwelling Units When Granting Partial  
Occupancies of Multi-Family Residential Buildings

Per the provisions of Section 104.1.1 Rule Making Authority of Ordinance 66790, I hereby rule that effective immediately:

### 110.2.1 Accessible Type A Dwelling Units When Granting Partial Occupancy Permit

1. **PURPOSE:** The purpose of this is to set forth requirements for the provision of accessible Type A dwelling units when granting partial occupancies in for sale multi-family residential buildings where fifty percent (50%) of the units in the building are completed.
2. **PROCESS:** To request a partial occupancy, an accessible Type A unit must be completed in for sale multi-family residential buildings when fifty percent (50%) of the units are built out. This must be an accessible Type A dwelling that was designated on the approved building permit construction drawings or on an addendum. The unit must comply with ICC/ANSI A171.1-1998 Chapter 10: Dwelling Units, Section 1002, Type A Dwelling Units.
3. **ADDENDUM:** If the accessible Type A dwelling unit, on the original building permit construction drawings, is not built out in the location shown, the architect of record shall submit revised construction drawings indicating the location of the new accessible Type A dwelling units within the building as an addendum to the original building permit application.

This code change will be incorporated in the next adopted City Building Code.