

This checklist has been designed by the Township of King's Accessibility Advisory Committee (AAC) and is being provided as information only to assist persons applying for permits on the *Accessibility for Ontarians with Disabilities, Act, 2005* (AODA) and the *Integrated Accessibility Standards Regulations* O.Reg 191/11 (IASR) with respect to what an applicant should consider during the permit process in order to ensure the building/facility/trail/park will be compliant with existing requirements of the Legislation by the Province's 2025 deadline.

- **Remember:** premises must be accessible to persons with a wide range of disabilities, including physical, sensory, learning, developmental and mental health. This means paying attention to more than just ramps and accessible washrooms.
- Not all items below will be applicable to all buildings/facilities/site plans.
- To view the complete *AODA and IASR Legislation*, please refer to the Province's website: [www.AccessOn.ca](http://www.AccessOn.ca)

(Should you have any questions/concerns regarding the information that is being provided in this document, contact the Accessibility Advisory Committee at [aac@king.ca](mailto:aac@king.ca) )

DROP-OFF AND LOADING ZONES (if provided)	YES	NO
Is there an accessible route from drop-off location to entrance?		
Location – is it in an area appropriate for an accessible vehicle? Drop-off: ensure barrier free and clearly marked Loading: ensure barrier free and clearly marked		
Has adequate signage been provided?		
Has adequate lighting been considered?		
Surface: PAVED GRAVEL CONCRETE INTERLOCK OTHER		
Consider if the public has to cross the parking lot to access the building		
Loading zone – will it interfere with the drop-off zone or interfere with public safety?		
Will there be an accessible bus shelter provided?		
ELEVATORS (if provided)	YES	NO
Elevator doorways wide enough and stay open long enough to allow persons using wheelchairs to pass through easily?		
In accessible elevators, Braille signage and controls can be easily reached and a two-way emergency call system or telephone provided		
Audible signals announce floors and up/down direction of elevator cars		
ENTRANCES AND EXTERIOR DOORS	YES	NO
Is the route to travel from parking space to entrance accessible?		
Accessible entrances should be clearly marked with the International Symbol of Accessibility?		
Do all/any doors have power assist buttons?		
If so, Location / Type of Button:		
If no power assists, ensure weight of door is okay to open with one hand		
Style of door handle – lever handles should be considered on all door types		
Width of door(s) should accommodate a wheelchair, scooter, carriage, etc.		
Ensure revolving door openings move slowly and safely to accommodate people		

using mobility aids		
Ensure mats are level and door thresholds of all exterior door entrances are bevelled so they do not create a tripping hazard nor prohibit access by wheelchairs, scooters, carriages, persons with vision disabilities, etc.		
Consider swing of door:                      Inward                      Outward		
Is exterior lighting proposed at entrance appropriate?		
If there is a proposed vestibule area - is lighting appropriate?		
Is there enough turnaround space in the vestibule?		
Ensure non-slip flooring throughout all public areas		
Ensure people can easily find information, a reception counter, an accessible call bell or information phone for persons requiring assistance		
<b>EXTERIOR</b>	<b>YES</b>	<b>NO</b>
Ensure the property address is clearly visible for emergency services		
Ensure there is exterior signage identifying the name of the facility		
Are the characters on building and route signage provided in large, high contrast lettering?		
Is there a sidewalk, walkway and/or ramp leading from the street to the entrance?		
Is the accessible pedestrian route(s) or path(s) wide enough to accommodate wheelchairs, scooters, or other mobility devices?		
Curb cuts or ramps are wide enough for wheelchairs and scooters and have a non-slip finish and are kept clear of snow and ice in winter weather		
Ensure pedestrian crossing markings are placed on asphalt in front of the accessible parking spaces to allow for pedestrians to cross from the accessible parking spaces to the barrier free curb ramp for safety reasons		
Pathways and landscape hard surface areas to be constructed of materials suitable for wheelchairs, walkers and strollers – best suggestion – patterned concrete – avoid use of interlocking or loose stone materials		
Ensure there is a level route from outside the exterior to the interior of the building (free of bumps, cracks, etc.)		
Ensure routes/paths are not obstructed by poles, plants, bicycle racks, etc. (barrier free)		
Are there accessible passenger loading zones to accommodate taxis, buses, or accessible vehicles?		
Do canopies or other sheltering devices that extend over exterior walkways have clear headroom?		
On exterior steps, are forward edges highly colour contrasted for easy visibility?		
On both sides of ramps or exterior stairs, continuous handrails are a bright contrasting colour and have horizontal or vertical rails to prevent people from slipping through		
Consider exterior lighting is appropriate		
<b>FIRE AND EMERGENCY SAFETY</b>	<b>YES</b>	<b>NO</b>
Ensure there is a fire policy and fire safety plan in place and posted in clear sight for the evacuation of people with disabilities		
Consider implementation of a 'defend in place' policy whereby persons with disabilities are given instructions on how to help themselves in the event there is a fire and they cannot get out of their suite and must wait for fire fighters to get to them (e.g. apply tape around door frame and place towel under door to help prevent/delay smoke from entering suite)		
Consider quarterly or yearly fire safety drills		
Ensure emergency exit routes are clearly visible and have proper signage		

Ensure main exit routes and exit doors can easily be accessed and used by people using mobility aids		
Ensure exit instructions are printed in large text, and mounted in an accessible, highly visible location		
Ensure smoke alarms and carbon monoxide detectors are installed in all rooms with built in visual and audible units		
Ensure fire routes are clearly marked and signage visible		
<b>GENERAL LAYOUT AND SERVICES</b>	<b>YES</b>	<b>NO</b>
Ensure queuing areas and serving aisles are wide enough for people using mobility aids including electric wheelchairs and scooters		
Consider cashier desks, service counters or counters/tables in eating areas are accessible to and useable by patrons using wheelchairs or scooters		
Consideration be given to public telephones, coat racks or display shelves accessible to and useable by patrons with various disabilities (e.g. wheelchair users, persons with low vision or hearing loss)		
Ensure appropriate lighting has been or will be installed to ensure that people with vision disabilities may clearly identify colours, patterns and signage		
Ensure there is adequate seating available for persons with disabilities		
Are tables provided where wheelchair users can sit?		
Are any proposed kitchen areas accessible? (sink, taps, counter area, cupboards)		
If so, does kitchen area have an accessible escape route and exit plan posted with signs clearly visible?		
Are any proposed staff areas accessible? (lunchrooms, lockers, washrooms)		
<b>INTERIORS</b>	<b>YES</b>	<b>NO</b>
Floor finishes have non-slip surfaces under wet and dry conditions		
Open-concept, accessible routes are marked by bright colour or textural changes at floor level, to provide directional cues for people with vision disabilities		
There are no protruding objects or tripping hazards in accessible routes, and if so, they are clearly marked with a bright colour, a cane-detectable floor finish, or a guard		
Where floors are carpeted, the carpet is of firm, dense construction and easy for a wheelchair user to roll over without difficulty		
Thresholds are bevelled to accommodate different floor materials		
<b>INTERIOR DOORS</b>	<b>YES</b>	<b>NO</b>
Style of door handle: lever handles are recommended		
Consider width of door(s): need to accommodate a wheelchair, scooter, stroller		
Weight of door – can it be opened with one hand?		
Is there a power assist button available on the door?		
If so, location of button:		
Consider swing of door      Inward      Outward		
<b>PARKING AREAS</b>	<b>YES</b>	<b>NO</b>
Are there going to be parking spaces provided?		
If so, number of parking spaces proposed or existing: Number of accessible parking spaces proposed or existing: (Consider additional accessible parking spaces to accommodate seniors should building/facility be used by seniors (e.g. doctors office))		
Reminder: Accessible parking spaces should retain the 6m parking space (5.5m is		

too small for today's accessible vehicles)		
Consider vertical accessible signage in the parking area		
Ensure appropriate pavement markings follow <i>Ontario Building Code</i> requirements		
Consider recessed curbs to get to sidewalks; ramps at each end of curbs		
Consider location of accessible parking space(s) in respect to the entrance way/distance to walk		
Accessible pedestrian route is made of firm, level material		
Is there a safe, clearly marked, accessible pedestrian route from the designated parking area to an accessible building entrance or elevator lobby		
Is there adequate lighting being proposed?		
Consider style and location of lighting (e.g. dark sky):		
Ensure accessible parking spaces are always maintained and free of debris and snow		
In accessible underground parking areas, a call bell or two-way communication system is located near parking spaces reserved for persons who may require assistance		
<b>PARKS, TRAILS (if provided)</b>	<b>YES</b>	<b>NO</b>
Ensure signage into / out of park(s) includes some form of accessible logo/statement to make the public aware that the park is accessibility friendly		
Consider use of dark sky lighting for security and safety purposes where applicable		
Consider that all picnic tables throughout the park be accessible		
Consider accessible parking and how many spaces to be provided		
Accessible drinking fountains where applicable		
Consider ground coverings on trails – pathways and landscape hard surface areas to be constructed of materials suitable for wheelchairs, scooters, strollers, etc.		
Ensure all trails have accessible signage and clearly visible		
Ensure any proposed bridges are built using suitable materials		
Ensure any gazebos, picnic areas have awnings or canopies with clear headroom and are accessible at grade level or via ramp with possible railings		
Ensure there are accessible washrooms available if washrooms are provided		
Ensure all walkways / pathways are barrier free		
Ensure all correspondence that is provided to the public includes information on a park or trails' accessibility features (e.g. website, pamphlets, etc.)		
<b>PUBLIC AND/OR STAFF WASHROOMS</b>	<b>YES</b>	<b>NO</b>
An accessible stall is provided for each sex when integrated into regular washrooms or an accessible stand-alone unisex washroom is located nearby		
Consider raised letters or raised signage on the door for visibility		
Does the width of door accommodate a wheelchair, scooter, stroller, etc.?		
Is the style of door handle accessibility friendly?		
Is the door lock reachable for someone in a wheelchair, scooter, etc.?		
Consider the direction of the door swing in relation to access by a wheelchair		
Is there any power assist button on door?		
If so, consider location of power button		
Does the toilet stall/cubicle door swing outward or inward?		
Does the size of cubicle allow for turnaround space?		
Is there a grab bar beside the toilet for transfer between toilet and wheelchair?		
Are there automatic flush controls?		
Are low urinals available?		
Are grab bars available beside urinals?		
Are urinal flush controls hand operated or automatic?		

Consider lowered counters, lowered mirrors for persons in wheelchairs, scooters		
Is the sink faucet operable with closed fist or automatically controlled?		
Consider knee space at the sink to allow for person in wheelchair to access		
Consider implementing the following washroom accessible features for persons with a wide range of disabilities: <ul style="list-style-type: none"> <li>• Lowered - grab bars, coat hooks, flush controls, wash basins, toilet paper dispenser, mirrors, door locks, light switches</li> <li>• Reachable call button for emergencies</li> <li>• Mounted automatic hand-dryers or paper towel holders</li> <li>• Lever-handled faucets or automatic faucet</li> <li>• Lowered garbage containers</li> <li>• Reachable change tables</li> <li>• Turn around space for wheelchairs, scooters, strollers</li> </ul>		
Consider fire alarms with both visual and audible signals		
<b>SIGNAGE AND INFORMATION SYSTEMS</b>	<b>YES</b>	<b>NO</b>
Ensure all accessible areas show the International Symbol of Accessibility so persons with disabilities can identify where to go		
Are universal hearing disability symbols where equipment is available, (e.g. TTY) displayed?		
Consider signage that might include Braille information		
Does signage include large high contrast text, clear, light-coloured lettering or symbols on a dark background, or dark characters on a light background		
Consider signage that is mounted at a convenient height for both wheelchair users and people with vision disabilities		
<b>STAIRS / STAIRWAYS (if provided)</b>	<b>YES</b>	<b>NO</b>
Note: Locations with stairs may only be used if there is a ramp or elevator also available.		
Are handrails provided?		
Consider if the surface will be slippery if wet		
Consider colour contrast on steps – forward edges should be highly colour contrasted for easy visibility		
Consider proper lighting where applicable		
<b>WALL FINISHES</b>	<b>YES</b>	<b>NO</b>
Consider walls in busy areas, corridors, ramps or staircases finished in smooth, non-glossy, non-abrasive finishes		
Consider colours of doors or door frames in hallways –does the colour of the door blend with surrounding wall colour or is the colour different to be able to spot the door easily for exit purposes?		
Consider fire exit doors consistently coloured throughout the building so that they are easily distinguishable from other doors		
Are fire hose cabinets and fire extinguishers in a highly contrasting colour and easily reached?		
Are wall mirrors limited in size, to prevent visual confusion?		
Consider mirrors that cover a wall are clearly defined for people with low vision		
<b>WALKWAYS AND RAMPS</b>	<b>YES</b>	<b>NO</b>
Is there an accessible route from parking to entrance?		
Is the surface and width of walkway okay?		
Consider curb cuts where required?		

Width of curb cut to Code?		
Slope of curb cut to Code?		
Handrails      Required      Not Required Available      Not Available		
Ramp slope – not too steep?		
Does ramp width accommodate for a scooter or wheelchair?		
Are there any obstacles/barriers blocking the route of travel?		

**NOTE:**

- **THE ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES ACT (AODA) BECAME LAW IN 2005 WITH THE AIM TO CREATE A FULLY ACCESSIBLE PROVINCE BY 2025.**
- **The AODA and IASR are the Legislation that all businesses and organizations are required to follow to identify, remove and prevent barriers to accessibility in Ontario.**
- **The AODA and IASR have specific dates and guidelines for organizations like yours to follow to help you progress towards being fully accessible by the Province's 2025 deadline.**
- **At the end of a project, all development should ensure accessibility, diversity, and inclusion has been considered and provided where applicable.**
- **All buildings/facilities must adhere to the accessible Standards which were revised in the *Ontario Building Code* effective January 1, 2015.**

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