



ACT JOC Compliance Review Process

To ensure City required ADA compliance is provided, the ADA Compliance Team (ACT) will provide input, review, and approval of design and construction documents for City projects. Each department and project manager (PM) is responsible for engaging the ACT in a timely manner at each phase so that ADA issues and compliance impacts can be addressed during the normal course of project development. If a department has chosen to hire an outside consultant to provide ADA review and compliance guidance, it is the department's responsibility to forward all reports and documentation issued by the ADA consultant to the ACT for review and concurrence.

The ACT review process will occur as follows:

1 – Scope Development:

Determination to be provided within one (1) week of request.

1. Prior to initiating a request for a Work Order number, departments will contact the ACT to review the proposed project scope and basis of design documents to determine what scope items (if any) will be required to comply with ADA and provide initial ADA compliance input.
2. The ACT will provide a written determination of whether further ADA review will be required as the project moves forward.
3. The ACT will provide the department with the "ACT Early Design Guidance" document for reference. The guidance can assist the project team in understanding what codes must be followed to comply with ADA.

PM to use form 1 – Scoping Determination Request

2 – Permit Review

When JOC projects are required to obtain building permits in the City of Seattle, the ACT will review and approve the plans prior to permit issuance.

1. When the PM submits documents to the Department of Planning and Development (DPD) the ACT will be notified that plans are available for review.
2. The ACT will review the document package and provide a written review response with corrections for items out of compliance with ADA, if any.
3. The permit will be issued once all corrections are completed, including ACT corrections.

3 – Design Review:

Review to be completed within one (1) to two (2) weeks.

1. The PM submits the final JOC proposal and design to CPCS for review and approval.
2. The ACT will review the documents for ADA compliance concurrently with CPCS' review and issue a written response that documents the project's ADA compliance status for the record.
3. If anything in the design does not comply with ADA, the PM will provide a written response to the comments documenting the resolution of any compliance items raised by the ACT. The comment responses will be resubmitted to the ACT accompanied by revised design documents for final review and approval.

PM to use form 3 – JOC Design Review Application

4 – Closeout:

1. The PM will request/schedule a project final inspection with the ACT.
 2. The ACT shall conduct the requested inspection and provide comments to include with the punch list.
 3. PM will issue comments with the punch list. Items must be corrected prior to project final acceptance.
- Note: If a department has chosen to hire an outside consultant to provide ADA review and compliance guidance, it is the department's responsibility to forward all reports and documentation issued by the ADA consultant to the ACT for review and concurrence.

ACT to use form 4 – Closeout Inspection. Once any items identified during the inspection are corrected, the ACT will issue a letter acknowledging compliance in the built project.