

AN EFFORT OF THE ADA COORDINATOR'S OFFICE
DEPARTMENT OF CITY PLANNING
PITTSBURGH, PA



THE ONE STEP PROJECT

PAVING THE WAY TO AN ACCESSIBLE CITY

IN LOVING MEMORY OF LUCY SPRUILL



The One Step Project was a gift from Lucy Spruill to the City of Pittsburgh and its businesses. Having been confined to a wheelchair for most of her life, she personally understood how difficult finding accommodations for those with disabilities could prove. Lucy was one of the first to fight for accessibility and never abandoned her position as a fearless leader in the disability community. Before the Americans with Disabilities Act was passed in 1990, Lucy herself had already worked on an Accessibility Guide for Pittsburgh. One Christmas Eve, Port Authority threatened to reduce disability services down to the bare minimum required by law. The cuts were called to a halt after Lucy spent that night on the phone, advocating for equal transportation access for those with and without disabilities. She was eventually appointed the first ADA Coordinator for the City of Pittsburgh. In this position, she was looked up to as a mentor, educator, and inspiration to accessibility activists.

Lucy sought to end discrimination in public places on the basis of disability. Business entrances are obliged by the ADA to perform "readily achievable" removal of barriers to accessibility, but many in Pittsburgh fail this requirement because one step separates the sidewalk and entrance door. Lucy was able to successfully provide a "readily achievable" solution for these businesses and facilitate the process through imagining the One Step Project. The ADA Coordinator's office is proud to provide this resource to businesses in the City of Pittsburgh in the hopes of continuing Lucy's dream for universal accessibility *One Step* at a time.

When a person using a wheelchair or scooter or a person with a physical impediment wants to enter a store, just one step in front of the entrance makes it impossible for him or her to offer patronage to the business.



The Americans with Disabilities Act, which was passed in 1990 and took effect in January 1992, promises the user a right of safe entry to places of public accommodation. This packet will show you how you can make your business more accessible to consumers who use wheelchairs, scooters, or have physical impediments. The following information describes ways that your business as well as the consumers can benefit from making these accommodations. In addition, the packet includes resources for a business to perform the necessary modifications that are available through the City of Pittsburgh, along with tax incentives from the Federal Government.

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Thank you to the Department of City Planning for helping to streamline the process of creating no-step entrances.

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Amaris Whitaker, Elijah Hughes, Jason Fickman, Samuel Cohen, Emily Galfond

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PART I:

THE ADA AND ITS MEANING FOR BUSINESSES

The Americans with Disabilities Act (ADA) is a federal civil rights law (like the Civil Rights Act of 1964 that protects racial minorities). Thus, either a disabled individual or an organization representing disabled individuals may take action to ensure its enforcement. Specifically, the person or group can file a direct lawsuit in a federal court or a complaint with the US Department of Justice.

Since January 26, 1992, privately-owned businesses have had an obligation to perform “readily achievable” removal of barriers to accessibility for the disabled. For example, a business must provide a ramp outside at least one entrance to ensure that persons using wheelchairs or scooters can enter the building safely. The year the building containing the business was erected is irrelevant. For more information, visit the Department of Justice’s (DOJ) ADA Home Page at <http://www.ada.gov/>.

Relevant ADA Regulations

Title II

Title II of the Americans with Disabilities Act, Pub. L. 101-336, forbids public entities to discriminate against a person simply because of knowledge that he/she is disabled

According to Subtitle A, a “qualified individual” who happens to be disabled must not face discrimination in any state or local government’s programs, activities, or services simply because of the disability

According to Subtitle B, “No qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subject to discrimination by any public entity.”

Subtitle A thus extends an anti-discrimination ban covering “federally assisted programs” (as mentioned in the Rehabilitation Act of 1973, Sec. 504) to all state or local government activities (even those not receiving financial assistance from the federal government). In addition, it incorporates anti-discrimination bans from titles I, III, and V of the Americans with Disabilities Act

Besides implementing Title II, Subtitle A, the 1991 DOJ “final rule”:

- Explains what “disability” shall mean in a legal sense
- Explains what “qualified individual” shall mean in a legal sense
- Explains what it shall mean under the law to experience discrimination based on a disability
- Lays out a “complaint mechanism” for legal disputes over discrimination

Title III

This part of the ADA covers establishments that are under private ownership but qualify as “places of public accommodation”

- As stated in The Americans with Disabilities Act Checklist for Readily Achievable Barrier Removal (1995), these places must “...provide goods and services to people with disabilities on an equal basis with the rest of the general public”
- The law also notes that equal treatment is helpful to businesses and the disabled alike; it can “...afford our businesses and services the opportunity to benefit from the patronage of all Americans”

Sec. 36.201 of the ADA states “No individual shall be discriminated against on the basis of disability in the full and equal enjoyment of the goods, services, facilities, privileges, advantages, or accommodations of any place of public accommodation by any private entity who owns, leases (or leases to), or operates a place of public accommodation.”

Sec. 36.304 of the ADA states that architectural and communication barriers must be removed in public areas of existing facilities when their removal is “readily achievable” (“... easily accomplishable and able to be carried out without much difficulty or expense”)

As the Checklist notes, places of public accommodation subject to the requirement for barrier removal “... include ...hotels, restaurants, theaters, museums, retail stores, private schools, banks, doctors’ offices...People who own, lease, lease out, or operate places of public accommodation in existing buildings are responsible for complying with the barrier removal requirement”

It should also be noted that “... the regulations do not define exactly how much effort and expense are required for a facility to meet its obligation”

Businesses have to move on a case-by-case basis in making related decisions. looking at “... the size, type, and overall financial resources of the facility, and the nature and cost of the access improvements needed” (described even more explicitly in the DOJ’s ADA regulations)

Additional information is available at:

<http://www.ada.gov/reg2.html>

<http://www.ada.gov/regs2010/ADAregs2010.htm>

<http://www.ada.gov/reg3a.html>

PART II: ACHIEVING BARRIER REMOVAL

An Example of a One-Step Barrier and a Possible Solution



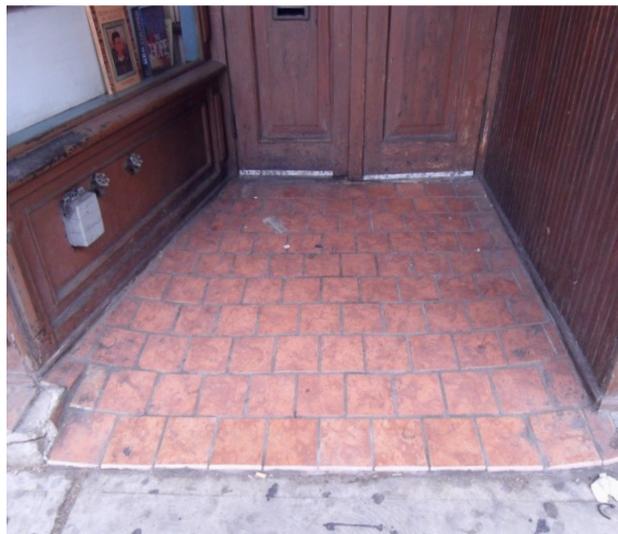
Before Step Removal



After Step Removal

One small step (Photo from "Accessibility Guide for Neighborhood Business Districts in the City of Pittsburgh," 2001)

An Example of a No Step Storefront Entrance



You can obtain entire copies of the following checklist by contacting your Disability and Business Technical Assistance Center. If you are not aware of your regional center, call 1-800-949-4ADA for details. The list is also available online at <http://www.ada.gov/rachek.pdf>.

The Checklist for Readily Achievable Barrier Removal

This checklist contains guidelines for creating ramps which improve accessibility. The following is a listing of guidelines for ramps (ADAAG 4.8):

Are the slopes of ramps no greater than 1:12?

Note: Slope is given as a ratio of the height to the length. 1:12 means for every 12 inches along the base of the ramp, the height increases one inch. For a 1:12 maximum slope, at least one foot of ramp length is needed for each inch of height.

Possible Solutions:

- Lengthen ramp to decrease slope.
- Relocate ramp.
- If available space is limited, reconfigure ramp to include switchbacks.

Do all ramps longer than 6 feet have railings on both sides?

Possible Solutions:

- Add railings.

Are railings sturdy, and between 34 and 38 inches high?

Possible Solutions:

- Adjust height of railing if not between 30 and 38 inches
- Secure handrails in fixtures

Is the width between railings or curbs at least 36 inches?

Possible Solutions:

- Relocate the railings
- Widen the ramp

Are ramps non-slip?

Possible Solutions:

- Add non-slip surface material

Is there a 5-foot-long level landing at every 30-foot horizontal length of ramp, at the top and bottom of ramps and at switchbacks?

Possible Solutions:

- Remodel or relocate ramp

Does the ramp rise no more than 30 inches between landings?

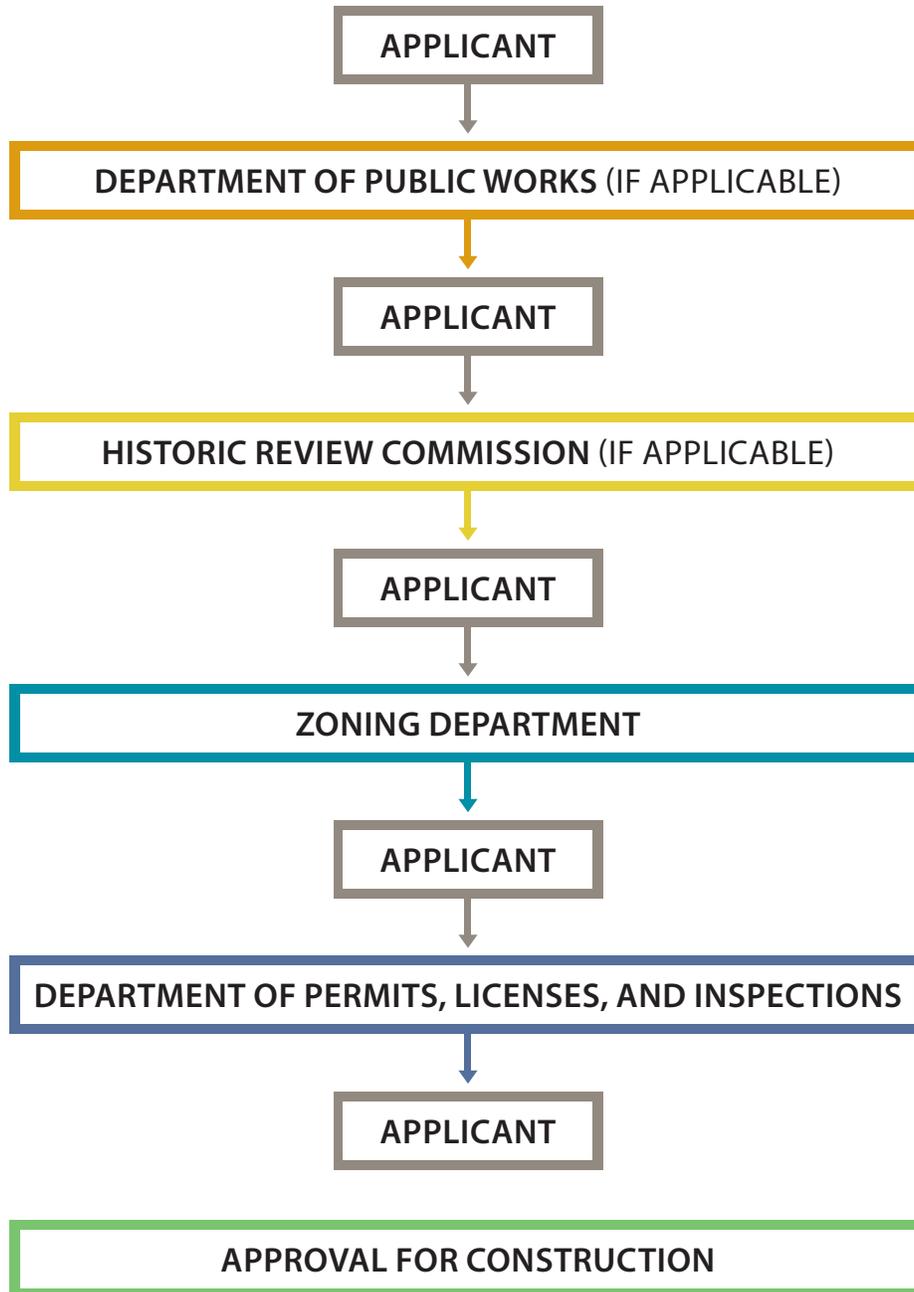
Possible Solutions:

- Remodel or relocate ramp

Application Processes In the City of Pittsburgh

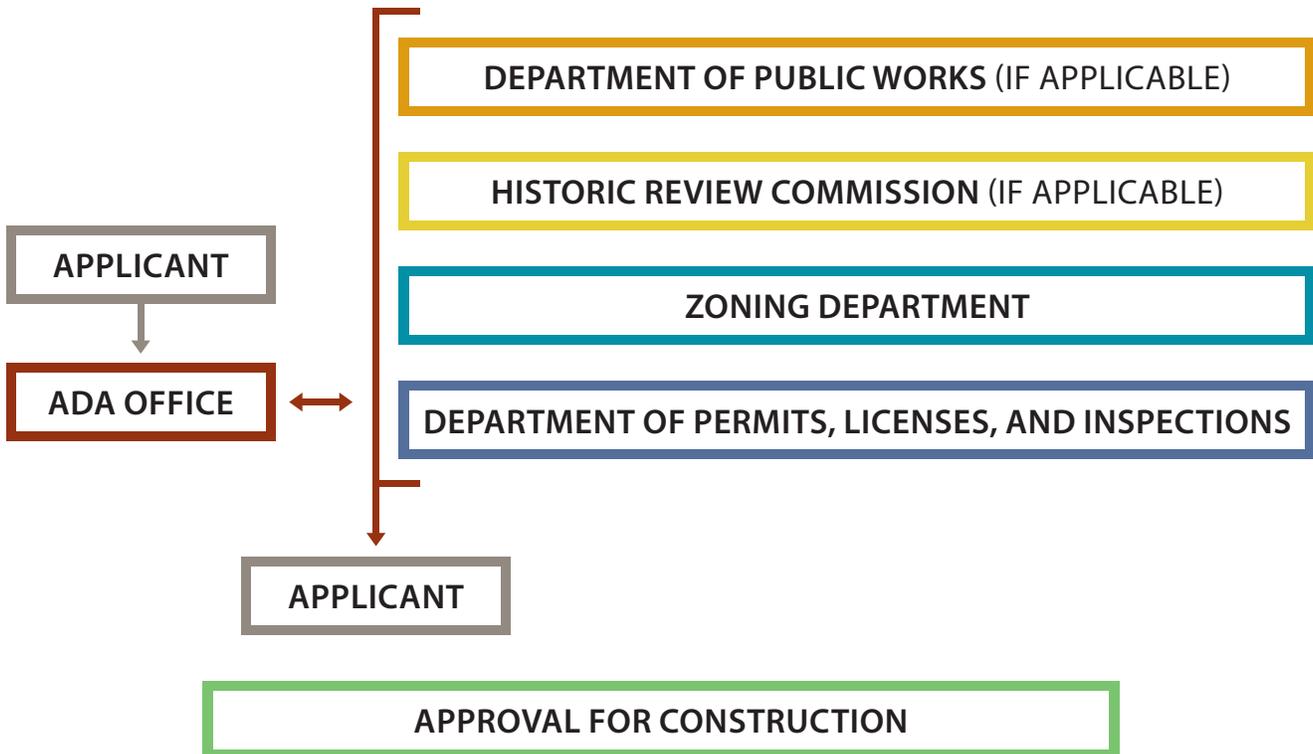
Traditional Submission Process

Before the One Step Project, the applicant had to appear in front of each department to submit the application and materials needed for approval for construction.



NEW One Step Submission Process

With The One Step Project, the ADA Coordinator's Office makes the step removal process as easy as possible for applicants to get approval for construction by streamlining the process for businesses.



For One Step applications only, the ADA Office has created a system where the ADA Office is the ONLY point of submission.

- After the applicant sends all listed materials to the ADA Office, a representative from the ADA Office brings the submitted materials to each department. The ADA Office tracks the submission.
- Once a department is finished with the application:
 1. The division brings the application back to the ADA Office.
 2. The ADA tracks the return of the application.
 3. The ADA Office sends the next part of the application to the next department.
 4. The ADA Office tracks the submission.
- Once the process is complete, the ADA Office will contact the applicant to appear at the appropriate division to sign all relevant paperwork and pick up materials that confirm approval for construction.

Note: Applicant may be subjected to contact or appear in front of any division that requests more information for review of application.

Four Application Parts Needed for One Step Removal

Part I: Public Works Process (if in public right-of-way)

If step removal could affect public rights-of-way, a new or existing business wishing to participate in the One Step Project must also submit the following documents:

- A **DPW Encroachment application**
- Along with the application itself, a business must supply a **petition** with the signatures of the applicant and any nearby property owners who might be affected.
- Applicant must provide **proof of insurance** in amounts and coverage approved by the DPW Director, along with an insurance certificate that lists the City under "Additional Insured Party."
- **Pictures** of the current site entrance, façade, and public right of way must be submitted for review.
- A set of **sealed construction drawings** of the work to be done prepared by a state-licensed architect or engineer should accompany the letter.
- *The \$150 Encroachment fee is waived by 2011-1968.*

After the DPW has approved the application, it will go to City Council for additional review and approval in legislative form.

- If Council approves the resolution enabling the applicant to get an encroachment permit, the City Clerk will let Public Works know.
- *The fee for ramp construction of \$5/square foot of space for business is also waived by bill 2011-1968.*

NOTE: If a step-free entry is "technically infeasible" for a new storefront, a business must submit an appeal asking for a variance to the Accessibility Advisory Board, which is part of the Pennsylvania Department of Labor and Industry.

Part II: Historic Review Commission (if in a historic district)

If a business is in a historic district, it must apply for a Certificate of Appropriateness. To receive approval for construction, any revision to the façade of a historic building must be contextual to the building and fit within historic contextual design.

The business must also submit the following documents:

- Architectural **Drawings** of the proposed work
- **Photographs** of current site entrance and façade and proposed work
- **Renderings**
- **Site Plans**
- Detailed **description** of the proposed work
- Possible **Material samples** and details (material selection determines approval)

If approved, a Certificate of Appropriateness is awarded. Staff Review will be held for One Step applications, unless staff requests that the applicant appears in front of the Historic Review Commission.

Note: The business might be required to pay a Historic Review Rehabilitation/Renovation Fee. HRC will notify the ADA Office, who will notify the applicant if a fee needs to be paid.

Staff Review Fee: \$5/ft (min. \$25)

HRC Review Fee: \$10/ft (min. \$150)

Part III: Zoning Process (all applicants)

Before beginning the process, the business must have received their **Certificate of Occupancy** prior to applying. If a business has not yet received a Certificate of Occupancy, Zoning requires a \$40 Occupancy Permit Fee. Businesses will have to apply in person for Certificate of Occupancy at the Zoning Counter prior to beginning One Step Application.

A business owner submits to the ADA Office:

- A surveyor's plot plan (**site plan**)
- A **Building Permit Application** (BPA-1)

Architects can submit a pre-submission electronic draft to the ADA Coordinator's Office (richard.meritzer@pittsburghpa.gov) to have the Zoning Administrator make recommendations or notify the applicant if the application will need to go to the Planning Commission.

When the Zoning Counter staff approves the plan:

- *The \$25 filing fee is waived by Bill 2011-1967 (Fee waivers apply to the removal of one step only. Fee waiver cannot be used if connected to other renovation projects.)*
- The Zoning Administrator makes a recommendation to the applicant on his own or else shows the application to the Planning Commission within 14 days of the date he received it.

If the application is sent to the Planning Commission, the Commission views the application and, within 60 days of the date that it received the application, recommends approval or denial of the site plan.

- o Within 21 days of receiving a recommendation, the Administrator can approve the plan as is, with conditions, or with changes that the Commission has suggested (or deny the application altogether).
- o If the Commission does not make a recommendation within 60 days of the date it received an application, its decision not to do so is considered equivalent to a recommendation for approval.
- o Once a final decision is made, the Administrator must let the applicant know within five days of the date of the decision.

Part IV: Permits, Licenses, and Inspections (all applicants)

If a business is replacing an existing storefront, the new storefront must comply with a step-free entry design in accordance with the latest versions of the International Building Code and ICC/ANSI A117.1 Code (Chapter II of the 2012 version of the IBC and the 2009 version of ICC/ANSI A117.1).

Architects can submit a pre-submission electronic draft to the ADA Coordinator's Office (richard.meritzer@pittsburghpa.gov) to have PLI make recommendations.

PLI will make recommendations, in which completion is required for approval. PLI will review the drawings for IBC and ICC/ANSI A117.1 compliance.

Business must submit to the ADA Office:

- At least **two sets of sealed construction drawings** prepared by a state-licensed architect or engineer
- Surveyor Plot Plan (**Site Plan**), approved by Zoning
- Correct fee amount calculated and sent as a separate check for PLI
http://apps.pittsburghpa.gov/PLI/Permits_Licensing_Fee.pdf

After final approval by the Zoning Administrator, a plot plan goes to the Department of Permits, Licenses, and Inspections (PLI), which checks to see whether it meets the latest International Building Code and ICC/ANSI A117.1 Code standards.

The PLI will review the application for up to 30 business days of the date it received the finished application, to determine whether or not it will issue a building permit.

If the PLI finds that it can approve the application, it will issue a building permit as soon as possible.

Altering an Existing Storefront

If a business owner reconfigures his current storefront to make the entrance step-free, the same codes apply. The building owner must apply for a building permit through the process listed above in order to perform the work.

Applicable Fees

Any fees required must be submitted to ADA Office with application BEFORE process begins. Business is responsible for own fees.

If in a historic district, the Historic Review Commission may require One Step Applicants to pay Historic Review Rehabilitation/Renovation Fees.

For One Step applications only: Historic Review Commission will contact applicant if fee is required.

If charged a fee:

Staff Review Fee: \$5/ft (min. \$25)

HRC Review Fee: \$10/ft (min. \$150)

Zoning requires a \$40 Occupancy Permit Fee in the case of a new business that has not yet received a Certificate of Occupancy.

PLI charges \$82 for a permit that covers up to \$1000 worth of work and \$14 for each additional \$1000 (under "Commercial –Repairs and Alterations")

If the work totals over \$1 million, there is a \$6 fee for each additional \$1000 over the million-dollar mark

Applicant may go to http://apps.pittsburghpa.gov/PLI/2013_PLI_FEES.pdf to get full listing of fees.

Currently, a small business may use funding and grants from the city to cover the costs of its renovations; however, the owner(s) would have to pay twice the amount of fees listed above.

The ADA Coordinator's Office continues to work to eliminate more fees from process.

Waived Fees – The One Step Project

The \$25 Zoning filing fee is waived by Legislation 2011-1967 for eligible businesses.

The Department of Public Works \$150 application fee is waived by Legislation 2011-1968 for eligible businesses.

If construction is allowed to begin, the Department of Public Works charge of \$5 per square feet of ramp space is also waived by Bill 2011-1968 for eligible business.

PART III: BUSINESSES THAT MAY PARTICIPATE IN THE ONE STEP PROJECT AND POSSIBLE AID TO PARTICIPANTS

Eligible Businesses

The following types of businesses are eligible to participate in the One Step Project (Definitions of the different types of businesses listed here can be found in Title Nine, Article V, Chapter 911 of the City Code):

- All restaurants
- Grocery stores
- All “retail sales and service” facilities
- Firearms business facilities
- Vehicle/equipment sale or repair facilities
- Retail nurseries
- All indoor “recreation and entertainment” facilities
- Facilities offering laundry service
- Pawn shops
- Check cashing facilities

Funding to Make the Necessary Changes

The City’s Urban Redevelopment Authority has a Business Development Center offering three programs that can help business owners with funding. You can find some details on each program in this packet.

Streetface

According to the participation guidelines, Streetface is part of the Mainstreets Pittsburgh Program and “...addresses neighborhood business districts’ design issues by providing funds to commercial building owners to improve their building facades”

- Related projects must take place “...within a designated pedestrian-oriented shopping area, typically a Mainstreets Pittsburgh participant, an affiliate, or a high-impact business district”
- In addition, Streetface is not open to banks, savings and loan associations, adult entertainment establishments, gas or service stations, or used car lots

For more information or to download an application, visit http://www.ura.org/business_owners/streetfaceProgramGuidelines.pdf.

Storefront Renovation Program

As stated on the URA Web site, this program is designed "...to improve the physical appearance of commercial storefronts in Pittsburgh's neighborhoods"

- Most businesses in the City of Pittsburgh can participate, although projects that do not take place in Mainstreets districts or as part of other URA commercial façade programs get first priority
- Home-based businesses or businesses ineligible for Streetface funds are excluded

Additional information and the application for this program are at http://www.ura.org/business_owners/storefrontRenovationProgram.pdf

Urban Development Fund

The UDF Web site states that this program "...is designed to stimulate the growth of new and existing businesses in the City of Pittsburgh" and "...provides market-rate gap financing for small- to medium-sized non-residential real estate development where vacant or under-utilized property will be put to productive use and where the applicant is unable to finance fully the proposed project with equity, bank financing and other private and public financing"

- In addition, the program "...is part of the Urban Redevelopment Authority's (URA) strategy to promote opportunities for those groups who have not had ready access to business financing in the City of Pittsburgh, including minority- and woman-owned businesses"
- A business must be located within City limits to receive UDF funds
- The following are excluded in any case:
 - o Non-profit organizations
 - o Bars and beer distributors
 - o Check cashing outlets
 - o Furniture and appliance rental shops
 - o Businesses ineligible for Streetface or Storefront Development funds (with the exception of independently owned gas stations)

Additional information is available along with an application at the Web site <http://www.ura.org/pdfs/bdcUDFGuidelines.pdf>

If you would like to contact the URA directly, call 412-255-6550 or visit this address:

The Urban Redevelopment Authority of Pittsburgh
200 Ross Street
Pittsburgh, PA 15219-2016

Tax Incentives for Making the Necessary Changes: IRS Benefits

The IRS offers a tax incentive called the Barrier Removal Tax Deduction. According to the IRS website:

“The Architectural Barrier Removal Tax Deduction encourages businesses of any size to remove architectural and transportation barriers to the mobility of persons with disabilities and the elderly. Businesses may claim a deduction of up to \$15,000 a year for qualified expenses for items that normally must be capitalized. Businesses claim the deduction by listing it as a separate expense on their income tax return.

Also small businesses may use the Small Business Tax Credit and the Architectural/Transportation Tax Deduction together in the same tax year, if the expenses meet the requirements of both sections. To use both, the deduction is equal to the difference between the total expenditures and the amount of the credit claimed.”

ADA Quick Tips: Tax Incentives

Tax incentives are available to encourage compliance with the Americans with Disabilities Act (ADA). This chart includes the Federal tax incentives and encourages you to inquire whether your state offers similar incentives. Unfortunately, many business owners and employers are unaware that these incentives even exist. Make sure your business takes advantage of these valuable tax incentives.

Name	Code/ Publication	Eligibility	Purpose/Examples	Amount
Architectural/ Transportation Tax Deduction	Code: Section 190: Barrier Removal IRS Publication: 535, Chapter 7	All businesses	Removal of physical, structural, and transportation barriers Ex: widening doors, building ramps, modifying vehicles	Max = \$15,000
Small Business Tax Credit	Code: Section 44: Disabled Access Credit IRS Form: 8826	Small Businesses	Most expenses to comply with the ADA, including barrier removal, providing auxiliary aids/services, and accommodating employees Ex: Providing sign language interpreters, creating Braille documents, building ramps	50% between \$250 & \$10,250 Max = \$5,000
State Tax Credits	States often offer additional tax incentives. Please contact your state tax office or your regional ADA National Network Center to learn more about these state-wide incentives			

Did you know?

A small business is one that has 30 or fewer employees OR \$1,000,000 or less in gross receipts from the previous year.

If a credit exceeds the amount of taxes owed, businesses may carry forward the unused portion of the credit to the next year.

Small businesses cannot claim a tax credit and deduction for the same dollar spent; however, they can use the incentives in combination, provided that the expenditures incurred qualify under both. *See Example C.*

Example A, Credit: Restaurant ABC employs 25 individuals and its gross revenue for last year was \$3,000,000. It qualifies as a small business with fewer than 30 employees. Last year, ABC provided Braille and large print menus (an auxiliary aid), costing a total of \$1,500. ABC removed physical barriers to the restaurant's entrance and modified its transportation shuttle, totaling \$8,000. Each of these expenditures qualifies under the Disabled Access Credit. To calculate ABC's tax credit, start by adding the total amount spent on accessibility ($\$8,000 + \$1,500 = \$9,500$) and subtract \$250 ($\$9,500 - \$250 = \$9,250$). Divide this amount by two ($\$9,250 / 2 = \$4,625$) to find the amount redeemable as a tax credit. ABC earned a tax credit of \$4,625.

Example B, Deduction: Corporation XYZ removed barriers to its building two years in a row. Although the corporation deducted \$4,000 from its taxes last year, XYZ spent money on an additional barrier removal project this year. This is an annual tax incentive, so XYZ is eligible for another tax deduction. XYZ removed all barriers from its bathrooms this year, which cost \$8,000. XYZ is able to deduct this amount, \$8,000, dollar for dollar, for the amount of money on which it pays taxes.

Example C, Credit & Deduction: Small business QRS spent \$20,000 on access improvements by modifying their restrooms and front entrance. These expenditures qualify under both the tax credit and deduction, so QRS can use these incentives in combination. QRS may first take a tax credit of \$5,000 (based on \$10,250 of expenditures) and then deduct the \$15,000 (the difference between the total expenditures and the amount of the credit claimed).

This document is not intended to provide legal tax advice. Please consult the IRS or your tax advisor. This is a publication of the Mid-Atlantic ADA Center, funded by NIDRR, U.S. Dept. of Education (Grant # H133A110017).

Visit for more information on credits related to disability accommodations:

<http://www.irs.gov/businesses/small/article/0,,id=185704,00.html>

<http://adainfo.org/content/quick-tips>

APPENDIX I:

ARCHITECTS AND ENGINEERS OFFERING PRO-BONO AND DISCOUNT DESIGN SERVICES

FARKAS ASSOCIATES

PETER MARGITTAI ARCHITECTS, LLC

VAF ARCHITECTURE

TAI + LEE ARCHITECTS PC

NEXT ARCHITECTURE

FARKAS ASSOCIATES

For the past thirty years, Joel Farkas and Farkas Associates, Architects have focused on the needs of residential and light commercial clientele, Involved with every aspect of design and implementation, we have developed a solid understanding of most clients' wishes to balance good design with budgetary restraint. We are hopeful that Pittsburgh's 'ONE STEP' program will bring us together with civic-minded business owners, not only to better serve their disabled customers, but also to forge longer term relationships with our firm and, more broadly, with the Architectural Community in general.

Projects:

Rita's Ice, Pitt Campus and South Side

H&R brothers' convenience store, Oakland

Community Health Clinic (dental), New Kensington

Haven at North Hills, Babcock Blvd.

Shiloh Inn, Mt. Washington

Farkas Associates, Architects

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Pittsburgh, PA 15217

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PETER MARGITTAI ARCHITECTS, LLC

A graduate of Pennsylvania State University, Peter has studied in Rome, Italy and at the Ecole D'Art Americaines in Fontainebleau, France. He has also traveled extensively throughout Central and Eastern Europe and Japan.

Peter's 11-year experience working for other Pittsburgh firms convinced him that he wanted to focus on small to mid-size projects, where he could work more closely with clients and tailor designs to meet their individual needs. For these projects, he unites the project management skills he learned while working on large projects with a thoughtful consideration of all concerns that influence design – including project context, sustainability and site challenges.

As principal of a small practice, Peter is directly involved in each project. Firm overhead is kept to a minimum by teaming with consultants in a variety of disciplines. By doing this, Peter maintains ultimate flexibility and can create teams with the specific talent and expertise needed for each particular project. Since starting his firm in 2001, Peter has received numerous awards, including the Pittsburgh Magazine Superior Interiors Competition and Cool Space Locator's Cool Space Awards. His work has also been featured on HGTV's Designers' Challenge.

Peter is a true urban inhabitant in every sense. He is a committed City of Pittsburgh resident and business owner, and is active in several local and regional initiatives, including the local Historic Review Committee and the Community Design Center's RENPLAN. Nationally, Peter serves on NCARB's Architectural Registration Exam Committee. A native of State College, he has made the South Side of Pittsburgh his home since 1994. He and his family appreciate living in a community where they are only a couple of blocks from everything they need, and know their neighbors and business owners.

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VAF ARCHITECTURE

Vincent A. Finizio is a registered Architect with 25 years experience in the community working on a wide range of residential, commercial and institutional design projects. He offers his clients direct hands-on attention from an experienced professional dedicated to finding solutions that suit their needs.

His special emphasis is on developing creative solutions within a contextual framework, while establishing a pattern of realistic budgeting. Time and again, he has defined the success of his work by his ability to give clients everything they need (functionally) in ways that they may not have expected. It is in this merger between functional problem-solving and creative imagination that he excels. The scope of his projects ranges from new single family residential and remodeling work, multi-family housing, both new and adaptive, small and medium scale commercial and institutional work, larger institutional work, historic restoration and rehabilitation, landscape and planting design and detailed design of individual pieces of furniture, to large scale urban planning studies and energy efficiency studies. A number of his projects have won awards* from the city and from the local AIA chapter.

Projects:

- 31st Street Lofts- remodel a historic 1871 schoolhouse into 14 condo units*
- Indica Bistro- Renovation of a historic residence into an Indian Restaurant*
- Sunnylegde Historic Bed, Breakfast and Tea Room, Shadyside*: transformation of a historic home/office into a Bed & Breakfast*
- Dargate Auction Galleries: Adaptive re-use of historic auto showroom/warehouse into galleries and penthouse residence
- Bernie's Photo Center, and adjacent Storefronts East Ohio Street*
- XiTech Corporation World Headquarters*: \$4.5 million new office for I.T. firm

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TAI + LEE ARCHITECTS PC

Established in 1981, TAI + LEE, architects has earned a reputation for innovation and experience in a wide range of project types, and received numerous awards for its work, from housing to commercial design, both new construction and rehabilitation. TAI + LEE, architects has worked with many types of clients such as private homeowners, small and large commercial clients, members of community organizations and large developers. Projects include private home renovations, new custom homes, large multi-unit housing, public housing, store fronts, renovation of an old factory into a commercial-use building, new spec offices as well as a 140,000 SF sports center.

They pride themselves in executing projects by closely working with each client or stakeholder to deliver the optimum design from conception through construction and occupancy. On each project, they focus not only on the building function and aesthetics, but they make a special effort to incorporate the best site and context suitability, energy efficiency and barrier-free design. Over 30 years of expertise and caring for each individual client and his or her project is their formula for successful design.

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NEXT ARCHITECTURE

NEXT architecture, formed in 2003 is a full service architecture and interior design firm located in Pittsburgh, Pennsylvania. Their work strives to develop high quality design solutions through interaction and collaboration with their clients. They do not impose architectural ideals on their clients; rather their projects are a direct result of listening to the client's needs and economical guidelines through which they develop solutions that are appropriate. NEXT architecture does not maintain a signature style; every project is important and considered for its unique qualities and design opportunity. Their team brings over 25 years of award winning architectural, interior design, and sustainability experience to projects. They work with their clients to continually improve their approach to projects, from a management and design perspective. It is their goal, where appropriate, to offer sustainable design ideas and study the potential for LEED certification on all of our work.

NEXT architecture is a small firm by design, allowing them to have the ability to ensure direct principal involvement throughout a project at affordable rates. They feel that this consistent high level involvement is crucial to a project's success. Their team members' project management experience in all aspects of construction, both new and renovation, keep their projects on track according to budget and schedule

At NEXT architecture, they strive for excellence in every project they complete, and they believe that each member of their team is responsible for the continuing improvement of quality in all aspects of the services provided. As a small firm, they work on a diverse range of project size and types. To be successful, they have built a core staff with strong, varied backgrounds and project experience. By design, NEXT has developed collaborative working relationships with other architectural firms, interior designers and consultants who allow them to keep their core staff level low and grow the team specifically as a project warrants.

NEXT architecture

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APPENDIX II:

ONE STEP APPLICATION CHECKLIST

*A packet with all necessary forms and a simplified checklist can be found at:
<http://pittsburghpa.gov/dcp/ada/one-step>

All documents must be completed before submission to the ADA Office.

An electronic pre-submission draft can be sent to richard.meritzer@pittsburghpa.gov to be inspected by departments for recommendations

-Must be sent and approved before official application can be submitted

Part I: Public Works Process (if proposed work is in the public right-of-way):

- DPW Encroachment Application

- The application is available from the City's Department of Public Works and can be obtained after a business completes a letter of request asking for this application

- A petition with the signatures of the applicant and any nearby property owners who might be affected

- Proof of insurance in amounts and coverage approved by the DPW Director, along with an insurance certificate that lists the City under "Additional Insured Party"

- Photographs of current site entrance, façade, and public right of way.

- Set of sealed construction drawings prepared by a state-licensed architect or engineer

The \$150 Encroachment fee and the fee for ramp construction of \$5/square foot of space for business is waived by bill 2011-1968

Note: If a step-free entry is "technically infeasible" for a new storefront, a business must submit an appeal asking for a variance to the Accessibility Advisory Board, which is part of the Pennsylvania Department of Labor and Industry.

Part II: Historic Review Commission (only if site is in historic district):

- Application form for a Certificate of Appropriateness.
 - An application form can be found with this link:
http://apps.pittsburghpa.gov/dcp/Application_For_Exterior_Work_7.25.12.pdf
 - Historic Review information and forms can also be found at:
http://www.city.pittsburgh.pa.us/cp/html/historic_review_commission.html
- Architectural drawings of the proposed work
- Photographs of current site entrance and façade and proposed work
- Renderings
- Site Plans
- Detailed description of proposed work
- Possible material samples (material selection determines approval)

Note: HRC will notify the ADA Office, who will notify the applicant if a fee needs to be paid.

-Staff Review Fee: \$5/ft (min. \$25)

-HRC Review Fee: \$10/ft (min. \$150) (if reviewed as a public hearing)

Part III: Zoning Process (all applicants):

- Certificate of Occupancy (mentioning the ramp)
 - Business have to apply for Certificate of Occupancy at the Zoning Counter. If a business does not already have a Certificate of Occupancy, they may fill out a Zoning Application and include it in their submission to the ADA Office
- A surveyor's plot plan (site plan).
 - The plot plan should comply with Sec. 922.01.D.1 of the Zoning Code, Simplified Site Plan
- A Building Permit Application (BPA-1) or Building Permit (mentioning the ramp)

The \$25 filing fee is waived by Bill 2011-1967

-Fee waivers apply to the removal of one step only. Fee waiver cannot be used if connected to other renovation projects.

Note: A punch list of items needing correction will be generated and returned to the ADA Office to be forwarded to the hired design professional. Once corrections are made to the documents, resubmitted and approved, the building permit will be issued.

Part IV: Permits, Licenses, and Inspections Process (all applicants):

- Storefront design complies with a step-free entry design with latest versions of the:
 - International Building Code (Currently the 2009 version)
 - ICC/ANSI A117.1 Code (Currently the 2003 version)
- Business submitted at least two sets of sealed construction drawings prepared by a state-licensed architect, engineer, or design professional
- A surveyor's plot plan (site plan)
 - Plot plans meets the latest International Building Code and ICC/ANSI A117.1 Code standards
- Business has proof of licensed contractor through the City of Pittsburgh
 - Work must begin within six months of the issuance of the building permit; otherwise, PLI has the right to revoke the permit.
- Correct fee amount submitted to PLI.
 - Go to http://apps.pittsburghpa.gov/bbi/2013_BBI_FEES.pdf to calculate required fees.

Note: PLI review time will be up to 30 business days of the date it has received the finished application. If PLI finds that it can approve the application, it will issue a building permit as soon as possible.

After the PLI has approved the application, it will go to City Council for additional review and approval in legislative form. If Council approves the resolution enabling the applicant to get an encroachment permit, the City Clerk will let PLI know. PLI will contact the applicant and/or the ADA office about the approved legislation.

APPENDIX III:

WHERE TO GO FOR ADDITIONAL HELP

There is a special information line that people may use to obtain answers to questions about the ADA.

To ask a question, call 800-514-0301 between 10:00 AM and 6:00 PM Eastern Time or check out the ADA Web site at <http://www.ada.gov>

The 2009 International Building Code is available at:

<http://www.iccsafe.org/Store/Pages/Product.aspx?id=3000X09#longdesc>
(for sale)

<http://publicecodes.citation.com/icod/ibc/2009/index.htm>
(for viewing)

The 2003 ICC/ANSI A117.1 Code is available for sale at:

<http://www.iccsafe.org/Store/Pages/Product.aspx?id=9033X03>

For viewing, visit the Reference section of local Carnegie Library branches.

APPENDIX IV:

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