



City of Los Altos

Building Division

ACCESSIBILITY EXCEPTION REQUEST FORM

Please print legibly or type

PROJECT ADDRESS: _____

OWNER: _____ Phone Number: _____

APPLICANT: _____ Phone Number: _____

It is requested that this project be granted an exception from the requirements of the 2025 California Building Code Chapter 11B, Division IV accessibility, as specifically noted below:

A. Valuation Threshold Exception

Application to existing buildings where the total valuation of all construction performed at this tenant space over the last three years does not exceed the valuation threshold amount.

- Valuation Threshold Amount: **\$203,611.00 (As of Jan. 2025)**
- The specific accessibility features that create a hardship may be exempted but not all the accessibility features. The area of alteration itself must fully comply.

Accessible Features:

Item	Does this feature meet the accessibility provision of the 2025 CBC?	If not, is this feature going to be made accessible as part of this permit?	Cost of making feature accessible? (Attach documentation)
1. Path of travel to entrance			
2. Entrance			
3. Path of travel within building to area of remodel			
4. Elevator			
5. Sanitary Facilities			
6. Public Telephones (if provided)			
7. Drinking Fountains (if provided)			
8. Other (parking, etc.) Specify:			

Total cost of access feature provided (A): \$ _____

Total cost of this project and all other work performed over the last 3 years in this tenant space (B): \$ _____

Percentage of total cost of project (20% minimum): $(A+B) \times 100 =$ _____ %

Description of access features to be provided:

Alterations performed over the last three years in this tenant space:

Permit Number	Date	Valuation	Was 20% of project cost spent on access features?
		\$ _____	
		\$ _____	

(Include cost of other work performed over the last 3 years in total valuation B above unless 20% of valuation of individual remodel has already been expended on access features. Provide documentation including any previously approved Unreasonable Hardship forms.)

B. Specific Exceptions

(Do not use this portion if Part A has been completed.)

Generally used for remodels exceeding the threshold amount and where Title 24 provides an exemption from specific accessibility features.

Exceptions Requested	Code Section/Exception	Cost of Making Features Accessible (Attach Documentation)
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

TOTAL: \$ _____

Description:

The cost of all construction contemplated is \$ _____.
The access feature increased the cost of construction by _____.
The impact on financial feasibility of the project, if the requested exception is not approved, is:

The facility is used by the general public for the purpose of:

THE FOLLOWING INDIVIDUALS PROVIDED INFORMATION LISTED ABOVE IN PART A OR B

Architect/Designer

Name: _____ Signature: _____ Date: _____
Address: _____

City: _____ State: _____ Zip Code: _____

Owner/Tenant

Name: _____ Signature: _____ Date: _____
Address: _____

City: _____ State: _____ Zip Code: _____

FOR JURISDICTION USE ONLY

Date Received: _____ Received by: _____

Findings and decisions of the Enforcing Official:

- ☐ Request Granted.
- ☐ Unreasonable Hardship Exception request is approved based on Section 11B-202 of 2025 CBC. Access features listed in Part A of this form shall be provided as part of this permit.
- ☐ Specific Exception(s) request is approved based on Section(s) _____. All other access features shall be provided as specified in Title 24.
- ☐ Ratification required. This decision must be ratified by the Board of Appeals and Advisors. An application must be completed and a filing fee paid before the board can hear the request.
- ☐ Request Denied. If you disagree with this determination, you may seek an appeal through the Board of Appeals and Advisors. An application must be completed and a filing fee paid before the board can hear the request.

Name of Enforcing Official (Print): _____
Signature of Enforcing Official: _____ Date: _____