



City of Sonoma

Building Department

#1 The Plaza

Sonoma, CA 95476

Phone: (707) 938-3681

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Transient Lodging Accessibility Worksheet

(For private entities whose operations affect commerce)

Project Address: _____

The following questions must be answered in the order presented to determine the applicability of disabled access requirements for new transient occupancies such as hotels, motels, boarding houses, B&B's and vacation rentals pursuant to CA Building Code Section 202 "Place of Public Accommodation". Once the worksheet is completed and signed, please submit the worksheet to the City Planning or Building Department along with the proposed use permit or building permit application for the proposed transient lodging use.

1. Is this a transient lodging¹ building or facility² containing six or more guest rooms hired out for sleeping purposes for guests on a short term basis (30 days or less)?
 - Yes (If Yes, STOP HERE - Full accessibility is required.)
 - No (If No, go to Question 2.)

2. Will this transient lodging facility have five or less rooms for rent or hire on a short term basis (30 days or less) and actually be occupied by the proprietor as the proprietor's residence?
 - Yes (If Yes, STOP HERE - Accessibility is not required. Proprietor should sign and submit this worksheet.)
 - No (If No, go to Question 3.)

3. Will this transient lodging facility provide guest rooms (or units) for sleeping for stays that are primarily short-term in nature (generally 30 days or less) where the occupant (guest) has the right to return to a specific room or specific unit after the conclusion of his or her stay? *[Note: This is not typical.]*
 - Yes (If Yes, STOP HERE - Accessibility is not required. Proprietor should sign and submit this worksheet.)
 - No (If No, go to Question 4.)

4. Will this transient lodging facility provide on- or off-site management and reservations service?
 - Yes (If Yes, go to Question 5.)
 - No (If No, STOP HERE - Accessibility is not required. Proprietor should sign and submit this worksheet.)

5. Will this transient lodging facility have guest rooms available on a call-in or walk-up basis?
 - Yes (If Yes, go to Question 6.)
 - No (If No, STOP HERE - Accessibility is not required. Proprietor should sign and submit this worksheet.)

¹ "Transient Lodging" is defined as a building or facility containing one or more guest room(s) for sleeping that provides accommodations that are primarily short-term in nature (generally 30 days or less). Transient lodging does not include residential dwelling units intended to be used as a residence, inpatient medical care facilities, licensed long-term care facilities, detention or correctional facilities, or private buildings or facilities that contain no more than five rooms for rent or hire and that are actually occupied by the proprietor as the residence of such proprietor.

² "Facility" is defined as all or any portion of buildings, structures, site improvements, elements, and pedestrian routes or vehicular ways located on a site.

6. Will this transient lodging facility have availability of housekeeping or linen service?
 Yes (If Yes, go to Question 7.)
 No (If No, STOP HERE - Accessibility is not required. Proprietor should sign and submit this worksheet.)
7. Will this transient lodging facility accept reservations for a guest room type without a prior lease or security deposit?
[Note: Providing a credit card number or authorization for holding a reservation is not considered a prior lease or security deposit.]
 Yes (If Yes, go to Question 8.)
 No (If No, STOP HERE - Accessibility is not required. Proprietor should sign and submit this worksheet.)
8. Will the reservations for this transient lodging facility guarantee a specific guest room or particular guest unit prior to check-in?
 Yes (If Yes, STOP HERE - Accessibility is not required. Proprietor should sign and submit this worksheet.)
 No (If No, go to Question 9.)
9. Is this proposed transient lodging facility a new building or buildings or a change of use of an existing building?
 Yes (If Yes, Full accessibility is required.)
 No (If No, go to Question 10.)
10. Is this a proposed alteration of a previously approved transient lodging facility? *[i.e. Previous approval by the City Planning and Building Departments.]*
 Yes (If Yes, accessibility is required for each altered element or space and the path of travel as prescribed by CBC Sections 11B-202.3 and 202.4 .)
 No (If No, STOP HERE - Accessibility is not required. Proprietor should sign and submit this worksheet.)

By my signature below, I certify to each of the following: I am the proprietor or an authorized agent to act on the proprietor's behalf. The information I have provided is true and correct. I agree to save, indemnify, and hold harmless the City of Sonoma and its employees against liabilities, judgments, costs and expenses which may accrue against the City or its employees in consequence of the granting of a building permit based in part on the information provided herein and will pay all expenses, including attorney's fees in connection therewith.

 Signature of Proprietor or Authorized Agent

 Print Name

 Date

 Telephone Number

 E-mail address

Person signing above is the: *(Please check one)*

- Proprietor Authorized Agent for Proprietor