



PROCESS FOR SUBMITTING BUILDING PLANS TO THE HURON COUNTY ACCESSIBILITY ADVISORY COMMITTEE FOR REVIEW

Duty of the Huron County Accessibility Advisory Committee

The Huron County Accessibility Advisory Committee (HCAAC) is responsible for advising Councils within 30 days on the accessibility for persons with disabilities to a public municipal building prior to purchasing, construction, renovation or lease.

Process to Review Plans

1. Complete an application form, available on the County of Huron website that will be submitted with building plans for review. A contact person is required to be identified on the application. All correspondence will be with the identified contact person.
2. The application form and building plans must be submitted a minimum of one month in advance of purchase, construction, renovation or lease of a building.
3. A minimum of 4 complete copies of the building plan with the application form must be submitted to the County of Huron's Clerk's Department, attention Tracy Nash at (519) 524-8394 ext. 3255 or email at tnash@huroncounty.ca.
4. The HCAAC Building Review Sub-Committee will be contacted to arrange a time, date and location of the meeting to review the building plans. The Building Review Sub-Committee consists of 3 members of the HCAAC committee, and the Planner and/or Chief Building Official resource to the HCAAC committee.
5. A person or agent directly involved in the project that the HCAAC Building Review Sub-Committee is being asked to provide input on. This person must be available to attend the building review meeting to present the plans to the HCAAC Building Review Sub-Committee and be able to answer technical questions regarding the project.
6. Recommendations, concerns, and comments raised by the HCAAC Building Review Sub-Committee at the meeting will be provided in writing to the contact person.
7. Prior to completing the project, the Sub-Committee would be available to review any changes to plans that impact the accessibility of a building. The sub-committee is also willing to tour the project prior to the official opening.
8. The Sub-Committee appreciates being invited to the official openings to lend their support to the project and to demonstrate that the project has accommodated for the needs of people who have disabilities.
9. HCAAC will be advised on all projects reviewed by the Building Review Sub-Committee at the next regularly scheduled HCAAC meeting.
10. All projects reviewed by the HCAAC Building Review Sub-Committee will be filed for future reference and tracking purposes.

Please contact Tracy Nash if you have any questions or input about this process.