Retail Accessibility Planning Checklist

Questions to bring to your design team before drawings are finalized

Frameworks to confirm early

1. **Ask which framework applies to which part of the project**
   Building code review and ongoing AODA obligations are separate conversations with different timing.
2. **Ask whether a specialist consultant is needed**
   Some scopes benefit from a dedicated accessibility consultant beyond general design and permit review.

Layout and fixtures

1. **Confirm entrance and path of travel details early**
   Level thresholds and clear circulation are easier to plan than to retrofit.
2. **Review aisle widths against the fixture plan**
   Check fixture placement against main circulation routes before fixtures are ordered.
3. **Ask about counter and fitting room design options**
   Custom millwork gives flexibility to build accessibility features in from the start.

Washrooms and wayfinding

1. **Ask for current washroom layout guidance**
   Barrier-free washroom details are reviewed closely during the permit process.
2. **Plan signage for clarity and contrast**
   Consistent, high-contrast signage supports navigation for a wide range of customers.

Bring these questions to your first design meeting, not your last inspection.

www.acadiadc.ca/contact/

This guide is general information, not professional advice. Requirements, products, and site conditions vary by property and change over time. Confirm the details that apply to your project with a qualified professional before you decide. Acadia Design Consultants is not responsible for decisions made solely on the basis of this guide.