

## → ADA Sign Summary

The following rules apply to signs that identify a room, space or area. Informational and directional signs do not require Braille or raised characters, however may follow many of the other requirements. Please read this entire guide for a complete overview.



- 1 — Signs that identify a room, space or area shall have raised characters and Braille. (216.2) (703.1)
- 2 — Signs shall have a non-glare finish with contrasting colors. (703.6.2)
- 3 — Pictograms shall be in their own 6" high field. Add an ISA symbol if accessible. (703.6.1)
- 4 — Characters shall be Sans Serif and all Uppercase. (703.2.3) (703.2.2)
- 5 — Characters must be between 5/8" and 2" with a minimum of 1/8" spacing. (703.2.5) (703.2.7)
- 6 — Font shall be ADA compliant. Not overly bold, condensed, italic, etc. (703.2.4) (703.2.6)
- 7 — A 3/8" minimum margin is required around all raised elements, including Braille. (703.2.7)
- 8 — A 1" high space is needed for one line of Braille. (703.3.2)
- 9 — Braille shall be all together and 3/8" to 1/2" below last line of text. (703.3.2)
- 10 — Line Spacing shall be 35 - 70% of character height. (703.3.8)
- 11 — ADA signs are required for both public access and all employee areas. (102.5A)

## → ADA Sign Types

The chart below illustrates the requirements for each of the four ADA sign types.

### Identification

Signs that identify a room, space or area.



### Informational

Signs that provide information about a room, space or area.



### Directional

Signs that provide direction to a room, space or area.



### Overhead Signs

Wall, ceiling and projection type signs, mounted overhead.



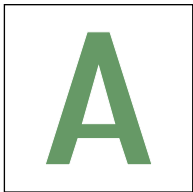
<b>Sign Finish</b>	Non-Glare	Non-Glare	Non-Glare	Non-Glare
<b>Sign Colors</b>	Good Contrast	Good Contrast	Good Contrast	Good Contrast
<b>Braille Required</b>	Yes	No	No	No
<b>Raised Characters</b>	Yes	Not Required	Not Required	Not Required
<b>Pictogram Requirements</b>	Yes - See pg 7	No Special Req.	No Special Req.	No Special Req.
<b>Character Font</b>	Sans Serif	Sans or Simple Serif	Sans or Simple Serif	Sans or Simple Serif
<b>Characters Height</b>	5/8" - 2"	5/8" Minimum *	5/8" Minimum *	2" Minimum *
<b>Characters Case</b>	All Uppercase	Upper and/or Lower	Upper and/or Lower	Upper and/or Lower
<b>Characters Spacing</b>	1/8" - 4x Stroke	10 - 35% of Stroke	10 - 35% of Stroke	10 - 35% of Stroke
<b>Characters Stroke</b>	15% Max of Stroke	10 - 30% Stroke	10 - 30% Stroke	10 - 30% Stroke
<b>Mounting Requirements</b>	See Page 11	None	None	Min. Clearance 80"

\* See chart on page 9

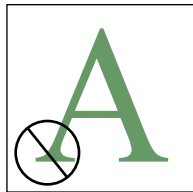
## → Characters / Fonts

Fonts for room and area identification are required to be sans serif and shall not be italic, oblique, script or decorative. Characters should be raised a minimum of 1/32" and between 5/8" and 2" in height.

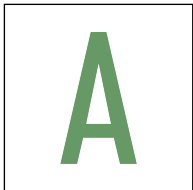
Sans Serif



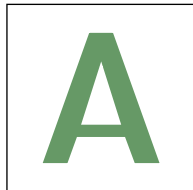
Serif



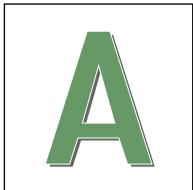
Min. Width 55%



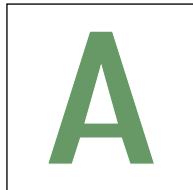
Max. Width 110%



Raised 1/32"



Uppercase



### ADA Compliant

**FUTURA MEDIUM 123**

**FRUTIGER BOLD 123**

**LUCIDA DEMIBOLD 123**

**TREBUCHET BOLD 123**

**HELVETICA 123**

### Not Compliant

**TIMES ROMAN**

**GARAMOND**

*TIMES ROMAN*

Times Roman

Maximum letter stroke for a tactile signs is 15% of character height → ← .15" as measured by the top of a beveled character.



5/8"



3/4"



7/8"



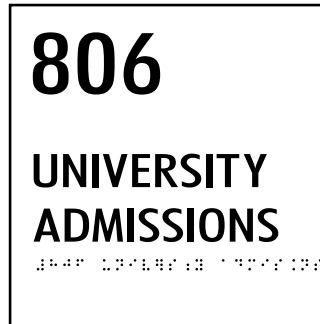
1"

## → Braille Requirements

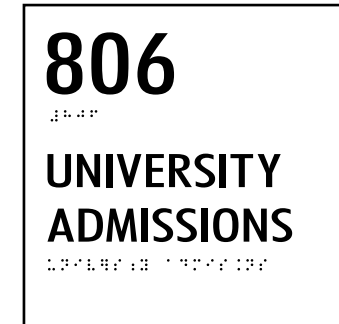
There are many rules that govern proper Braille use:

- Braille shall be dome shaped - not flat or pointed.
- Braille shall be precisely sized and spaced.
- Braille shall be  $\frac{3}{8}$ " to  $\frac{1}{2}$ " below last line of text.
- Braille shall be contracted Grade II.
- Braille shall be in lower case except for proper names and acronyms or as a letter in a room number (B320).

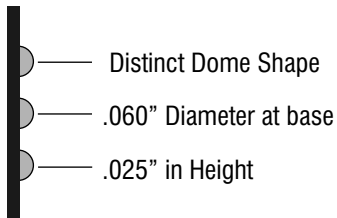
### ADA Compliant



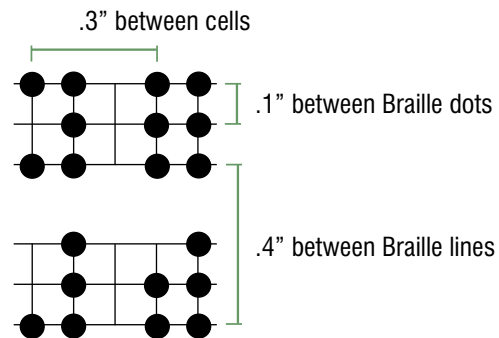
### NOT Compliant



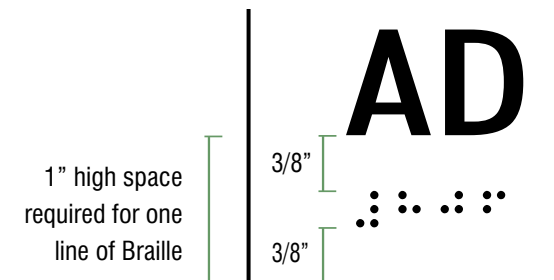
### Braille Size



### Braille Spacing

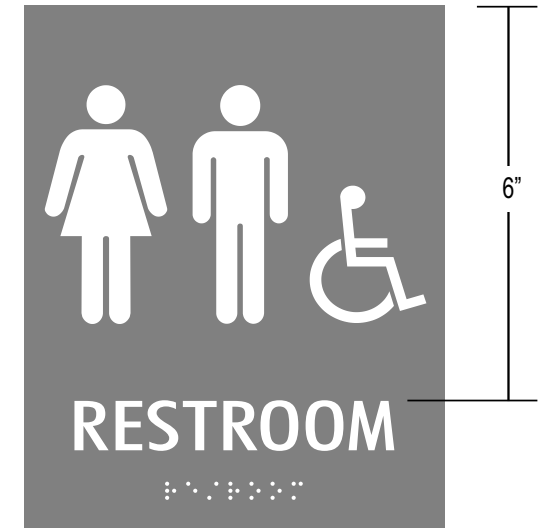
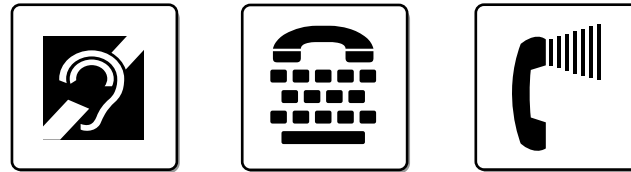
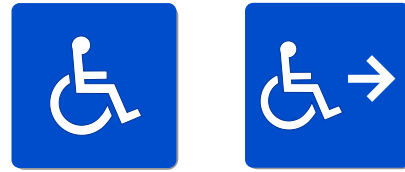


### Spacing on Sign



## → Pictograms

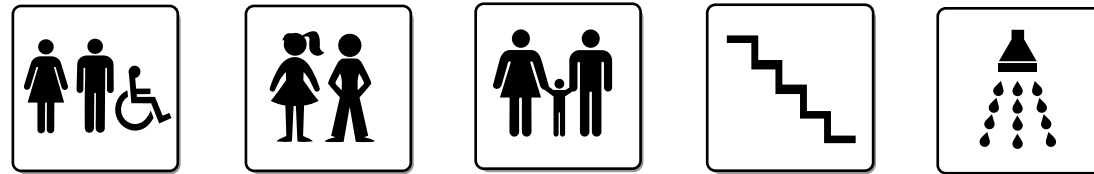
This chart depicts typical pictograms and their proper usage. Pictograms used in identifying a room or space shall be within a 6" high field. There is no specific rule on the height of the pictogram itself.



Required Pictograms.

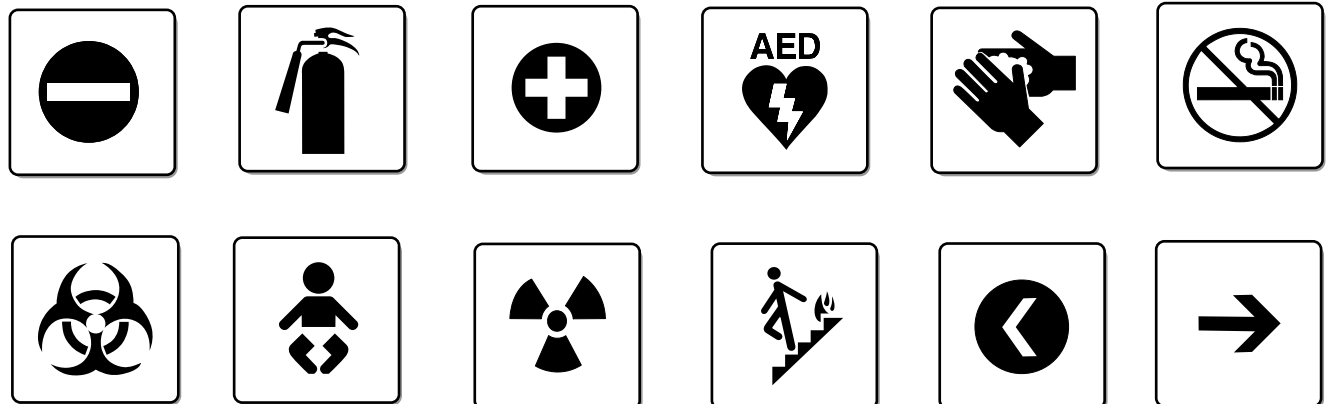
6" high background field required. →

Room Signs Pictograms are not required, but are recommended. If used, a 6" high background field is required. →



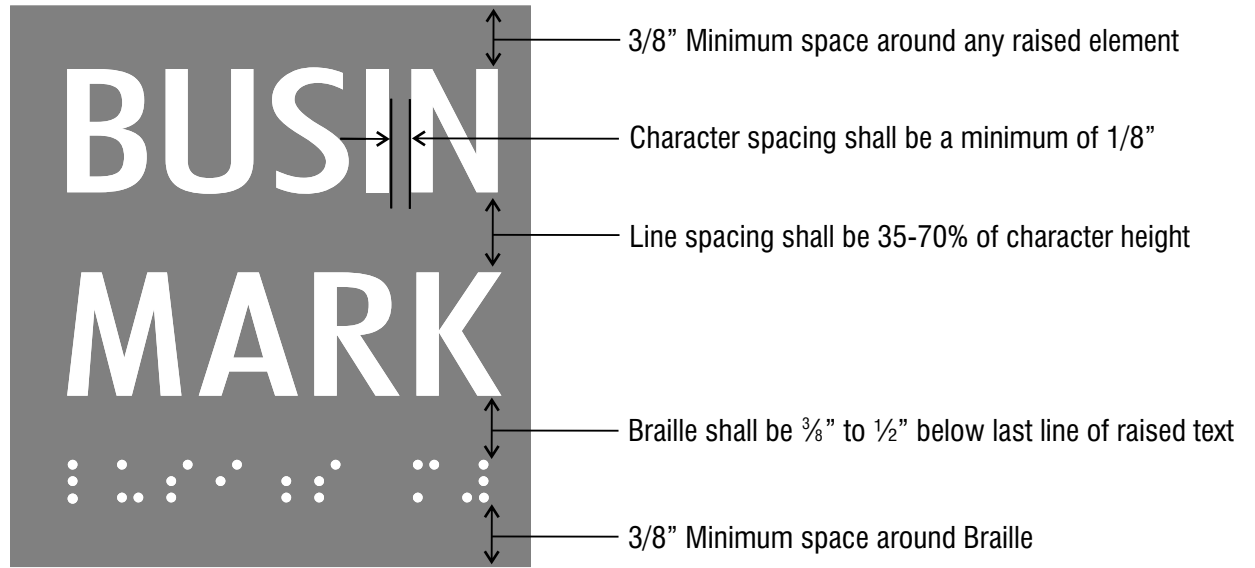
Miscellaneous Pictograms. →

No field height requirement.



## → Spacing Requirements

Sizing and spacing requirements are shown for signs that identify a room or space.

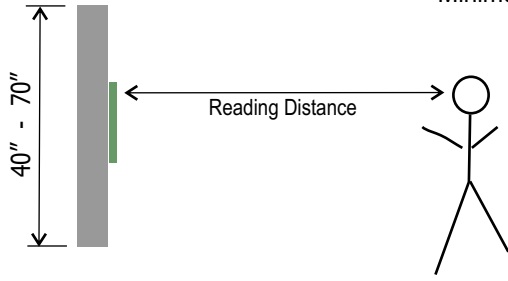


Compliant Issue	Sample Layout	ADA Rule
Not enough character spacing →	<b>SIGNAGE</b>	→ Minimum 1/8" space between characters
Too much character spacing →	<b>S I G N A G E</b>	→ Maximum space of 4 x character stroke
Characters too condensed →	<b>SIGNAGE</b>	→ Minimum 55% of character height
Characters too extended →	<b>SIGNAGE</b>	→ Maximum 110% of character height
Character stroke too thick →	<b>SIGNAGE</b>	→ Maximum stroke is 15% of character height

# → Character Heights

Use this chart to determine the required letter size of your ADA sign. First, determine the mounting height of your sign and the average viewing distance. The minimum character height will be indicated in the corresponding box below.

## Sign Mounted between 40" - 70"

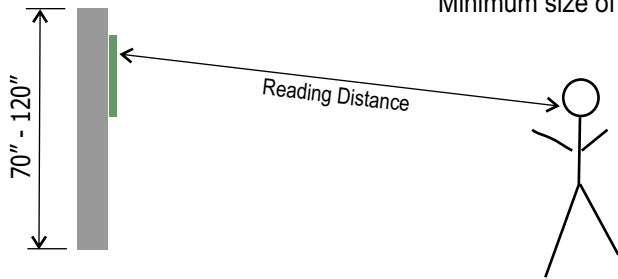


Distance sign is to be read →

Minimum size of lettering →

Under 6 Feet	7 Feet	8 - 9 Feet	10 - 11 Feet	12 - 13 Feet	14 - 15 Feet
5/8"	3/4"	1"	1.25"	1.5"	1.75"
16 - 17 Feet	18 - 19 Feet	20 - 21 Feet	22 - 23 Feet	24 - 25 Feet	26 - 27 Feet
2"	2.25"	2.5"	2.75"	3"	3.25"

## Sign Mounted between 70" - 120"

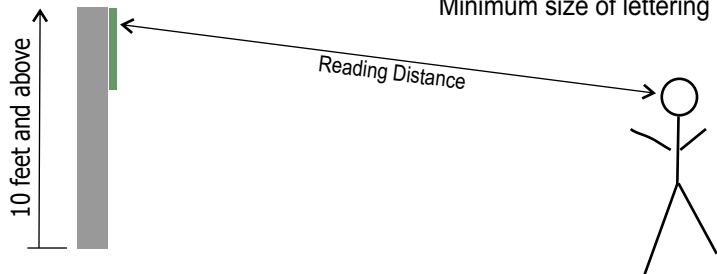


Distance sign is to be read →

Minimum size of lettering →

Under 15 Feet	16 - 17 Feet	18 - 19 Feet	20 - 21 Feet	22 - 23 Feet	24 - 25 Feet
2"	2.25"	2.5"	2.75"	3"	3.25"
26 - 27 Feet	28 - 29 Feet	30 - 31 Feet	32 - 33 Feet	34 - 35 Feet	36 - 37 Feet
3.5"	3.75"	4"	4.25"	5"	5.25"

## Sign Mounted over 120" (10 feet)



Distance sign is to be read →

Minimum size of lettering →

Under 21 Feet	22 - 23 Feet	24 - 25 Feet	26 - 27 Feet	28 - 29 Feet	30 - 31 Feet
3"	3.25"	3.5"	3.75"	4"	4.25"
32 - 33 Feet	34 - 35 Feet	36 - 37 Feet	38 - 39 Feet	40 - 41 Feet	42 - 45 Feet
4.5"	4.75"	5"	5.25"	5.5"	6"

## → Sizing Chart

This chart was developed to help you determine the proper size of your sign based on the various ADA laws. Use the matrix below to determine the necessary length and height of your sign.

Length of Sign		→ 3" 4" 5" 6" 7" 8" 9" 10" 12" 14" 16"										
		3"	4"	5"	6"	7"	8"	9"	10"	12"	14"	16"
Letter Size	5/8"	4	7	9	11	13	15	17	19	23	27	31
	3/4"	3	5	7	9	11	12	13	15	19	21	24
	7/8"	3	4	5	7	8	10	11	12	14	17	20
	1"	3	4	5	6	7	8	10	11	13	14	15
	1.25"	2	2	3	4	5	6	7	8	10	10	11

Maximum number of characters and spaces per line based on letter height and sign length

Height of Sign		→ 3" 4" 4.5" 6" 7" 8" 9" 10" 12"									
		3"	4"	4.5"	6"	7"	8"	9"	10"	12"	
Letter Size	5/8"	2	2	3	4	5	6	7	8	9	
	3/4"	1	2	3	3	4	5	6	6	8	
	7/8"	1	2	2	3	4	4	5	5	7	
	1"	1	2	2	3	3	4	5	5	6	
	1.25"	1	1	1	2	3	3	3	4	5	

Maximum number of lines allowed based on letter height

**Example:** 6 x 9" sign with 3/4" Letters

**MATERIALS AND  
RESOURCES  
BUILDING**

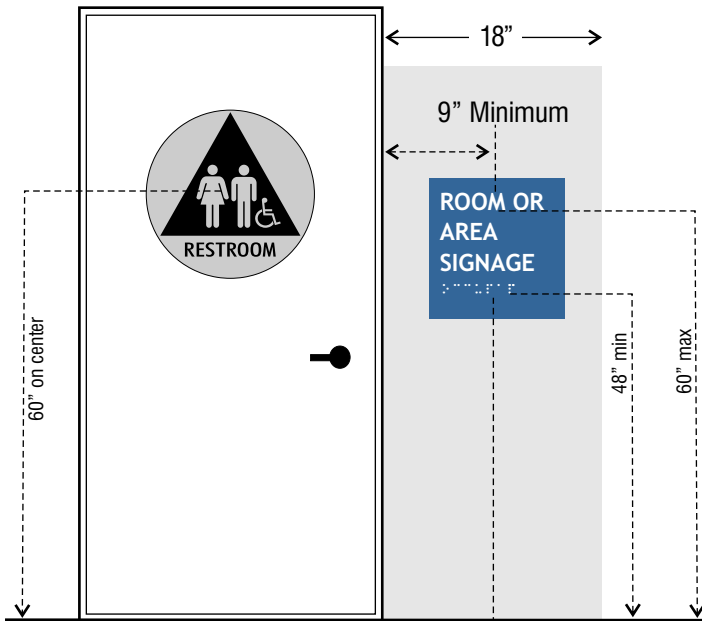
13 Maximum Number of Characters and Spaces per line

3 Maximum Number of Lines per sign



## → Mounting Requirements

Below are general guidelines for mounting room and overhead signs. Be sure to check with your state and/or local codes, as well as your building inspector before installing signs.



Center sign between an 18" minimum area and the "center of the tactile characters."

Maximum mounting height of tactile characters is 60" above floor to baseline of characters.

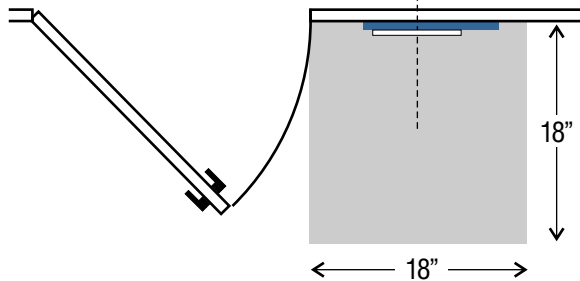
Minimum mounting height of Braille is 48" above floor to baseline of Braille cells.

Room signs to be mounted on the latch side of the door.

On double doors with both leafs active, the sign shall be mounted on the right side.

When there is not enough wall space for mounting the sign use the nearest adjacent wall.

Ceiling or wall projection signs must have a minimum clearance of 80" from bottom of sign to the floor.



Signs containing tactile characters shall be located so that a clear floor space of 18" by 18" minimum, centered to the tactile characters, is provided beyond the arc of any door swing between the closed position and 45 degree open position.

