

**WHAT IS THE BENEFIT OF HAVING
A CASE HEARD BY THE ACCESS APPEALS
COMMISSION?**

The AAC is empowered to approve or disapprove DBI's interpretations of the disability access and adaptability requirements of the code and the actions taken by DBI to enforce these requirements and abate violations. Appellants may ask the Commission to consider various issues such as: alternative forms of equivalency facilitation for disabled access; approval or ratification of UHR's for buildings that can only provide limited or no specific disabled access features; and modification of Orders of Abatement pertaining to disabled access violations. Discussion with plan checkers and the Secretary of the AAC may identify additional issues that the AAC may consider.

*This brochure is available
in large type, braille and audiotape.*



Department of Building Inspection
1660 Mission Street
San Francisco, CA 94103-2414



Want a DBI Pro to brief your community / organization on permits and inspection issues? Please contact us at 415-558-6089 or DBI-CommunityOutreach@sfgov.org and we will make it happen.

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What You Should Know About

The Access Appeals Commission



Department of Building Inspection
1660 Mission Street
San Francisco, CA 94103

General Information 415-558-6088
Code Questions 415-558-6084
Fax 415-558-6401
www.sfgov.org/dbi

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WHAT IS THE ACCESS APPEALS COMMISSION?

The Access Appeals Commission (AAC) hears written appeals of actions by the Department of Building Inspection (DBI) regarding the enforcement of disabled access and adaptability provisions of the California Building Code (CBC) and San Francisco Building Code (SFBC) under the authority of the Health and Safety Code of the State of California, Sections 19955-7, and SFBC section 105.3. **(Additional references: AAC Information Guide, Rules of the AAC, www.sfgov.org/agencies/access_appeals_commission)**

WHO ARE THE COMMISSIONERS?

There are five AAC commissioners appointed by the Building Inspection Commission: two must be persons with disabilities, two are experienced in construction, and one is a public member.

WHAT DOES THE COMMISSION HEAR?

The Commission conducts hearings regarding any action by DBI in the enforcement and interpretation of disability access and adaptability provisions of the code, such as: denial of Unreasonable Hardship Requests (UHR), requests for ratification of UHR's under CBC Section 101.17.11.5, and appeals of Orders of Abatements issued by the Director of DBI for violations pertaining to disability access.

WHO MAY FILE AN APPEAL?

An appeal may be brought by property owners, their agents, Architects, Engineers, commercial tenants or others.

HOW LONG AFTER AN APPEAL IS FILED IS THE MATTER HEARD?

Appeals must be filed nineteen (19) days in advance of a meeting date, by 12 noon. Regular meetings of the AAC are scheduled for the 2nd and 4th Wednesday of every month at 1 PM in City Hall. A schedule of **AAC Meeting and Submittal Dates** is included with the **AAC Information Guide**.

HOW CAN I FILE AN APPEAL?

Appeals must be filed at the AAC office on the 3rd floor of DBI at 1660 Mission Street. Appeal procedures, filing details and forms are available in the **AAC Information Guide**. Questions regarding the filing of an appeal can be answered by contacting the Secretary to the AAC at 558-6014 or on the 3rd floor of DBI at 1660 Mission St. **Unreasonable Hardship Request** forms are available through the Plan Review Services Division on the 2nd floor of 1660 Mission St. or you may download them off our website at <http://www.sfgov.org/dbi>. Note: UHR's require the review of Plan Check staff prior to filing of UHR-related appeals.

WHEN AND WHERE DOES THE ACCESS APPEALS COMMISSION MEET?

The AAC schedules regular meetings on the 2nd and 4th Wednesday of every month, (except holidays) in City Hall at 1 PM. Meeting notices and agendas are posted in City Hall, the Public Library and are available through the internet at www.sfgov.org/agencies/access_appeals_commission. Meeting are canceled if there are no items to consider.

HOW MUCH DOES AN APPEAL COST?

The filing fee for an appeal is \$350.00. The fee can be waived for appellants who declare themselves indigent.

WHAT HAPPENS AFTER AN APPEAL IS FILED?

Upon filing of an appeal, the Secretary to the AAC agendas the appeal, issues a Notice of Regular Meeting and prepares a Summary of the Appeal for the Commission. At the appeal hearing, the Summary is presented and the appellant and/or their representatives address the Commission. Members of the public can address the Commission on appeal items and on items of interest to the public that are within the subject matter jurisdiction of the Commission. Presentation of testimony and public comment is governed by the **Rules of the AAC**. Written Notices of Decisions are issued within a few days of a ruling by the AAC.