



COMMERCIAL PROPERTY OWNERS: YOUR ACTION IS REQUIRED

Per the Accessible Business Entrance (ABE) Program, property owners with commercial space(s) in building(s) that provides public accommodation or services to the public are required to have all primary entrances from the public way accessible to people with disabilities.

To comply, you are required to submit one of the following: [Pre-Screening, Waiver or Category Checklist Compliance form by December 1, 2019.](#)

This is the last compliance date to submit one of the three required documents and avoid code enforcement action. If you fail to submit one of the forms as required, you will be subject to code enforcement action and will be out of compliance with the Program's requirements.

NOTE: DBI staff is continuing to process forms it has received since September. Due to the large volume of inquiries and submittals we've received, there is a delay in processing forms and responding to inquiries. If you have sent in one of the three forms by email or mail since September, please disregard this notice. You will receive confirmation from DBI once your form has been processed.

If you own a building that is residential; have a live/work unit; or commercial condo not located on the ground floor of the building, please submit a Pre-Screening form to dbi.businessentrance@sfgov.org to exempt your address from the Program.

Turn in your required form by mail or email, to:

DBI - Accessible Business Entrance
1660 Mission Street, First Floor, Window #8
San Francisco, CA 94103
Email: dbi.businessentrance@sfgov.org

Questions? Call: (415) 558-6128

Forms and other information can be found at
www.sfdbi.org/businessentrance.



Accessible Business Entrance Program
 Department of Building Inspection
 1660 Mission Street, 1st Floor
 San Francisco, CA 94103

IMPORTANT!

COMMERCIAL PROPERTY OWNERS:
 TURN IN 1 OF 3 REQUIRED FORMS TO DBI TO COMPLY BY DECEMBER 1, 2019 DEADLINE!

Dear Property Owner/Agent

As a property owner of commercial storefront(s), you are required to comply with the Accessible Business Entrance (ABE) Program. Through the ABE, commercial property owners are required to have all primary entrances from the public way accessible to people with disabilities.

To comply, you are required to submit one of the following: Pre-Screening, Waiver or Category Checklist Compliance form by December 1, 2019.

Category	Category Description	Submit compliance checklist and specify compliance option	File application for required building permit(s)	Obtain required building permit(s)
1	In Compliance	1/1/19	N/A	N/A
2	No Steps but barriers	1/1/19	4/1/19	4/1/20
3	One Step with other barriers	6/1/19	9/1/19	9/1/20
4	1+ Steps with other barriers	12/1/19	3/1/20	3/1/21

Please complete the required form by December 1, 2019 to comply with the program. This is the last compliance date to submit one of the three required documents and avoid code enforcement action.

For more information, please visit sfdbi.org/businessentrance.