

City and County of San Francisco  
Department of Building Inspection



London N. Breed, Mayor  
Tom C. Hui, S.E., C.B.O., Director

X FAMILY TRUST  
X FAMILY TRUST  
BROADWAY STREET  
ALAMEDA CA, 94501

## COVER PAGE

From: Department of Building Inspection

*Re: Notice to Comply with Accessible Business Entrance Program Compliance  
Deadline of December 1, 2019*

RE:

**855 FOLSOM ST #904  
2 RICHARDSON AV  
1561 TARAVAL ST  
2418 26TH AV  
1125 VICENTE ST  
1266 20TH AV  
1268 20TH AV  
393 07TH AV  
395 07TH AV**

ABE: Notice of Compliance Deadline  
Page 1

**Technical Services Division**  
1660 Mission Street– San Francisco CA 94103  
Office (415) 558-6205 – FAX (415) 558-6401  
[www.sfdbi.org](http://www.sfdbi.org)

**City and County of San Francisco  
Department of Building Inspection**



**London N. Breed, Mayor  
Tom C. Hui, S.E., C.B.O., Director**

ABE: Notice of Compliance Deadline  
Page 2

**Technical Services Division  
1660 Mission Street– San Francisco CA 94103  
Office (415) 558-6205 – FAX (415) 558-6401  
[www.sfdbi.org](http://www.sfdbi.org)**



## ABE: NOTICE OF UPCOMING COMPLIANCE DEADLINE

September 5, 2019

To: x FAMILY TRUST

From: Department of Building Inspection

*Re: Notice to Comply with Accessible Business Entrance Program  
Compliance Deadline of December 1, 2019*

Dear Property Owner,

Our records indicate that your property is subject to the Accessible Business Entrance (ABE) Program because you have commercial space(s) in building(s) that provides public accommodation or services to the public. As the property owner of the building(s), you 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 the required Pre-Screening, Waiver or Category Checklist Compliance form by December 1, 2019, you will be subject to code enforcement action and will be out of compliance with the ordinance's requirements.**

### COMPLYING WITH THE PROGRAM

#### **Pre-Screening Form:**

*If you fall under one of the exemptions below, please complete and submit a Pre-Screening Form to DBI to comply with this Program. You do not need to take additional steps once DBI approves your Pre-Screening Form submittal.*

There are four exemptions under this Program:

1. The building was originally constructed with a permit application dated on or after 2002.
2. The building or business is owned and operated by a recognized religious organization.



3. The building or business is a “bona fide” private club.
4. All of the businesses contained in the structure are not “public accommodations” thus the structure is not “a place of public accommodation”.

**Waiver Form:**

*If you fall under one of the waiver categories below, please complete and submit a Waiver Form to DBI to comply with this Program. You do not need to take additional steps once DBI approves your Waiver Form submittal.*

There are three types of permit work that qualify for a waiver under this Program:

1. Permit was issued and work was completed that demonstrates all primary entries and accessible entrance routes comply with the 1998 California Building Code or a later SF Building Code.
2. The building is within the scope of Chapter 4D of the Existing Building Code, which mandates earthquake retrofit of certain existing Wood-Frame Buildings, and the owner elected to comply with the requirements prior to the Program’s compliance deadlines.
3. The building or portion thereof was altered, or is proposed to be altered, under a permit application filed on or after the effective date of this Program and the owner elected to comply with the requirements prior to the Program’s compliance deadlines.

**Category Checklist Compliance (CCC) Form:**

If your property(ies) does not qualify for the Pre-Screening or Waiver forms, you will need to hire a California licensed design professional or Certified Access Specialist (CAsp) to inspect your entrance and complete a Category Checklist Compliance (CCC) Form. The CCC Form is required for buildings that fall under categories 1 to 4. To comply with the Program requirements:

1. Submit your completed CCC Form to DBI by December 1, 2019. *If your building falls under Category 1, you do not need to take Steps 2 and 3 once DBI approves your CCC Form submittal. Category 2 to 4 property owners should proceed with completing Steps 2 and 3 below.*
2. File application(s) for required building permit(s) by the building category(ies) deadline.
3. Obtain required building permit(s) and complete the work by the building category(ies) deadline.

*Please review the compliance table to ensure compliance with the deadlines.*

**Verify Property Address**

Prior to submitting your CCC Form, visit <http://propertymap.sfplanning.org> to verify your address exists in the City’s Records. If the address does not appear in the City’s



Records, a new address needs to be created. View [Information Sheet G-03 Assigning Street Address](#) for more information on the steps to take to create a new address by going to <https://sfdbi.org/information-sheets>. You will need to complete this process before you can submit your CCC Form to ensure your property address appears in the City's Record. Not doing so may delay the processing of your CCC Form and additional paperwork required for compliance.

### ***Requesting an Extension***

The ABE ordinance allows for extensions due to reasonable delay. You may request for an extension of 6-months from DBI. Further extensions can be granted by the Access Appeals Commission. Extensions cannot go beyond six years from the effective date of the ordinance.

### ***Contacting Other City Agencies for Assistance***

- For properties that require work on the public sidewalk, contact Public Works at (415) 554-5810 or visit [www.sfpublicworks.org](http://www.sfpublicworks.org).
- For properties that require storefront facade changes, contact Planning/Historic Preservation at (415) 575-8765 or visit [www.sfplanning.org](http://www.sfplanning.org).
- If you are a small business owner, the Office of Small Business is a resource for you; call (415) 554-6134 or visit <https://sfosb.org/accessible-business-entrance-program>.

### ***About the ABE Ordinance***

Established through Ordinance No. 51-16 and passed by the San Francisco Board of Supervisors in 2016, this ordinance requires businesses to comply with existing State and Federal accessibility laws and help people with disabilities gain greater access to goods and services offered by businesses. The ordinance requires that existing buildings with a place of "public accommodation" have all primary entrances from the public way be accessible for people with disabilities. Under State and Federal law, a place of "public accommodation" is generally a business where the public will enter a building to obtain goods and services, such as banks, day care centers, hotels, offices, restaurants, retail stores, etc.

### ***Code Enforcement Process***

Code enforcement action by DBI on the non-compliant property owner and the related storefronts can include issuance of a Notice of Violation; requirement to attend Director's Hearing; Order of Abatement and thus a legal and financial encumbrance against the property(ies); property added to the Board of Supervisors' annual lien property listing; and possible referral to City Attorney for litigation along with Code Enforcement costs/assessments the property owner must pay. Visit [www.sfdbi.org/code-enforcement-section](http://www.sfdbi.org/code-enforcement-section) for more information.

ABE: Notice of Compliance Deadline

Page 5



***Submitting Your Form***

You may submit your required form to:

DBI – Accessible Business Entrance  
1660 Mission St., 1st Floor (Window #8)  
San Francisco, CA 94103  
Email: [dbi.businessentrance@sfgov.org](mailto:dbi.businessentrance@sfgov.org)

Have questions? Call: (415) 558-6128.

***Website Resources***

To read more about the Program, the compliance table and to access resource information or the required forms (Pre-Screening, Waiver, Category Checklist Compliance (CCC) and the Extension forms), visit [www.sfdbi.org/businessentrance](http://www.sfdbi.org/businessentrance).