

ACCESSIBLE BUSINESS ENTRANCE PROGRAM



Dear Property Owner/Agent

We are sending this notice to inform you of the new Accessible Business Entrance (ABE) program (Ordinance No. 51-16) that the San Francisco Board of Supervisors passed in 2016. This ordinance will help businesses better comply with state and federal accessibility laws and help people with disabilities gain greater access to goods and services offered by businesses and organizations. The new ordinance requires that existing buildings with a place of “public accommodation” have all primary entrances be accessible for people with disabilities. As part of the program, the property owner or agent may receive a determination of equivalent facilitation, technical infeasibility, or unreasonable hardship from the City.

Our records indicate that your property may fall under this new program. Compliance categories and timelines are listed below.

Accessible Business Entrance Compliance Categories & Timeline				
Compliance 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	May 23, 2018	N/A	N/A
2	No Steps but barriers	May 23, 2018	August 23, 2018	August 23, 2019
3	One Step with other barriers	May 23, 2019	August 23, 2019	August 23, 2020
4	1+ Steps with other barriers	November 23, 2019	February 23, 2020	February 23, 2021

Follow the **FIVE STEPS** to comply with the Accessible Business Entrance Program:

- Step 1:** Visit sfdbi.org/businessentrance and determine if your building is exempt and complete checklist.
- Step 2:** If your building is not exempt, contact a California licensed design professional or CAsP and submit a compliance checklist by the appropriate deadline.
- Step 3:** File application for required permits by your property’s compliance deadline.
- Step 4:** Obtain required permits by your property’s compliance deadline.
- Step 5:** Complete permitted work and schedule inspections to receive a Certificate of Final Completion by 2023.

For more information, the compliance checklist form and the Disability Access Information Sheet DA-17, visit sfdbi.org/businessentrance.

For properties that require work on the public right-of-way, contact Public Works’ Bureau of Street Use and Mapping at (415) 554-5810.

For properties that require Planning review, contact Planning/Historic Preservation at (415) 575-8765.

*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.

Visit sfdbi.org/businessentrance for more information.



Accessible Business Entrance Program
Department of Building Inspection
1660 Mission Street, 1st Floor (Window #8)
San Francisco, CA 94103

Visit
sfdbi.org/businessentrance
for more information

ARE YOU A SMALL BUSINESS?

The City's Office of Small Business is a resource for you. They maintain a list of Certified Access Specialists familiar with San Francisco building codes and requirements and can assist small businesses with their accessibility requirements. Call (415) 554-6134 or visit their website at sfosb.org for assistance.

The Department of Building Inspection, Public Works, the Planning Department and the Office of Small Business are implementing this program.

CONTACT US!

Department of Building Inspection's Accessible Business Entrance Program

Website: www.sfdbi.org/businessentrance

Call: (415) 558-6128

Email: dbi.businessentrance@sfgov.org

Visit: 1660 Mission Street, 1st Floor (Window #8)