



## Mandatory Disability Access Improvement Program Request for Extension of Time Form

**Note to the Owner or Tenant:** Ordinance No. 51-16, effective May 22, 2016, requires all non-exempt/non-waiver "Public Accommodations" either to have all primary entries and paths of travel into the building accessible or receive a determination of Equivalent Facilitation, Technical Infeasibility or Unreasonable Hardship from the Department of Building Inspection within a specified time period.

The purpose of this form is to request for extension of time (6 months) to comply with Ordinance No. 51-16, Ordinance No. 102-18 and Ordinance No. 60-20 per Table 1107D.

TABLE 1107D COMPLIANCE SCHEDULE				
Category	Category Description	Submit Compliance Category Checklist Form	File application for required building permit(s)	Obtain required building Permit(s)
Category One Buildings	In compliance	9/1/2020	N/A	N/A
Category Two Buildings	No steps but barriers	9/1/2020	12/1/2020	9/1/2021
Category Three Buildings	One step with barriers	9/1/2020	12/1/2020	9/1/2021
Category Four Buildings	1+ step with other barriers	9/1/2020	12/1/2020	9/1/2021

Submit the completed Request for Extension of Time Form either:

- As a pdf attachment to [dbi.businessentrance@sfgov.org](mailto:dbi.businessentrance@sfgov.org), with "Extension Form Submittal" in subject line; or,
- As a hardcopy in person or by U.S. mail to Disability Access Compliance Unit, Department of Building Inspection, 49 South Van Ness Ave, 5<sup>th</sup> Floor, San Francisco, CA 94103.

### SECTION 1 – ADMINISTRATIVE INFORMATION

BLOCK / LOT NUMBER \_\_\_\_\_

BUILDING ADDRESS(ES) \_\_\_\_\_

#### OWNER/AGENT INFORMATION

Owner/Agent Name(s) \_\_\_\_\_

Owner/Agent Mailing Address \_\_\_\_\_

Owner/Agent Telephone \_\_\_\_\_

Owner/Agent Email \_\_\_\_\_

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## SECTION 2 – REQUEST FOR EXTENSION OF TIME

☐ Request for Extension of Time (6 months) to submit the Pre-screening Form, Waiver Form, or Compliance Category Checklist Form.

Reason(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

☐ Request for Extension of Time (6 months) to file application for required building permit(s).

Reason(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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## SECTION 3 – VERIFICATION AND SIGNATURE

Under penalty of perjury, I certify that the information provided in Sections 1 and 2 of this form is correct to the best of my knowledge.

☐ Owner / Property Manager

☐ Agent      ☐ Agent Authorization Form (see Attachment C) is attached

\_\_\_\_\_  
Signature                      Date

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## FOR DBI USE ONLY

DBI has received the materials submitted and filed under “Accessible Business Entrance Program” per Ordinance No. 51-16, Ordinance No. 102-18 and Ordinance No. 60-20.

\_\_\_\_\_  
Date received by DBI: