



## 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 and Ordinance No. 102-18 per Table 1107D.

<b>TABLE 1107D COMPLIANCE SCHEDULE</b>				
<b>Category</b>	<b>Category Description</b>	<b>Submit Compliance Category Checklist Form</b>	<b>File application for required building permit(s)</b>	<b>Obtain required building Permit(s)</b>
Category One Buildings	In compliance	1/1/2019	N/A	N/A
Category Two Buildings	No steps but barriers	1/1/2019	4/1/2019	4/1/2020
Category Three Buildings	One step with barriers	6/1/2019	9/1/2019	9/1/2020
Category Four Buildings	1+ step with other barriers	12/1/2019	3/1/2020	3/1/2021

**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, 1660 Mission Street, 1<sup>st</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 \_\_\_\_\_

---

## 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): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

---

## 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

---

### FOR DBI USE ONLY

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

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