

IMPORTANT SECOND NOTICE ACCESSIBLE BUSINESS ENTRANCE



Dear Property Owner/Agent

We are sending this notice to inform you of the 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 existing State and Federal accessibility laws and help people with disabilities gain greater access to goods and services offered by businesses and organizations. 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.

Our records indicate that your property may fall under this new program. To comply, property owners are required to submit a compliance checklist or a pre-screening form. After submittal of the checklist, buildings in categories 2-4 will have 90 days to submit any required permits and must obtain an issued permit within one year.

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 these **FIVE STEPS** to comply with the requirements of the Program:

Step 1: Visit sfdbi.org/businessentrance to obtain Program materials and review Information Sheet DA-17 to determine whether your building is exempt, or required to turn in a Category Checklist Compliance Form along with a payment of \$96.72.

Step 2: If your building is exempt, turn in a Pre-Screening form to DBI. If building is not exempt, engage a California licensed design professional, or Certified Access Specialist (CASp), to complete a Category Checklist Compliance Form for buildings under categories 1-4 by the deadline stated on compliance schedule above.

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 2021.

The property owner or agent may receive a determination of equivalent facilitation, technical infeasibility, or unreasonable hardship from the City. 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.

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

ATTENTION BUILDING & BUSINESS OWNERS:

Ensure your property's compliance with
the Accessible Business Entrance Program's
May 23rd, 2018 deadline!

CHANGES TO ORDINANCE AS OF APRIL 24, 2018

There is currently an amended version of the 2016 ordinance that was heard by the Board of Supervisors on Tuesday, April 24, which seeks to extend all compliance deadlines by six-months resulting in the first deadline to be pushed back from May 23, 2018 to January 1, 2019; eliminating the administrative fee of \$97; and requiring property owners to provide a 30-day notice to building tenants prior to any work commencing. These amendments will provide additional time for property owners to make accessibility improvements in their primary entrance areas.

Dear Property Owner/Agent

In 2016, San Francisco passed a law to help business and property owners better comply with existing state and federal disability access laws. If your property has a business that serves the public in providing goods and services, this new law may apply to you. Read inside for more information and to ensure compliance with the May 23rd, 2018 deadline.

Are you a Small Business Owner?

The City's Office of Small Business is a resource for you. They maintain a list of Certified Access Specialists (CASps) 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.

CONTACT US

Website: www.sfdbi.org/businessentrance

Call: (415) 558-6128

Email: dbi.businessentrance@sfgov.org

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

To obtain a copy of this mailer in Chinese, Spanish or Tagalog, call (415) 558-6128.

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