

ADMINISTRATIVE BULLETIN

NO. AB-056 :
DATE : March 8, 2005 (Updated 01/01/14 for code references.)
SUBJECT : Disabled Access
TITLE : **Disabled Access Compliance Status Documentation**

PURPOSE : The purpose of this Bulletin is to establish a procedure under which permit applicants can achieve and document full or partial building accessibility. It is the intent of the Department of Building Inspection to document buildings or portions of buildings that are in compliance with current accessibility requirements, thus reducing the need for permit applicants to submit reference drawings and other duplicative documents in areas deemed in compliance.
Such documentation of accessibility is to be reviewed and updated upon adoption of each new edition of the California Building Code or relevant amendment to that code.

REFERENCE : 2013 San Francisco Building Code
- Chapter 11B, Accessibility to Public Buildings, Public Accommodations, Commercial Buildings and Publicly Funded Housing
- Section 106A.3.3, Information on plans and specifications
- Section 106A.4.3, Validity of permit

DISCUSSION : Project sponsors must meet certain disability access requirements as part of the permit, construction and building alteration process. The submittal of documentation to demonstrate disabled access compliance for each area of construction work or other building alteration has posed a burden on permit applicants and the Department of Building Inspection. To help reduce this burden while maintaining code compliance, the Department will accept a separate permit application documenting the status of disabled access compliance under current building codes. This will obviate the need for repeated submittal and review of multiple sets of identical documents for a single building. Such separate permit for disabled access compliance may then be referenced on subsequent permit applications, assuring required disabled access compliance under each such permit.

In order to demonstrate compliance with disabled access requirements, project sponsors must submit documentation accompanying permit applications. Such documentation may include drawings or, where a building or a portion of a building has been determined under previous permit to be in compliance with disabled access requirements, may include a Letter of Disabled Access Compliance Status referencing completed permits and related drawings on file with the Building Department.

PROCEDURES

The following procedures apply for the submittal and approval of permits which result in the issuance of a Letter of Disabled Access Compliance Status.

If a building owner wishes to document full or partial access compliance, a permit application may be submitted indicating, as the description of work, Disabled Access Compliance Status. Such permit application for Disabled Access Compliance Status should include a permit cost valuation of \$1.00. All review of submittal documents done by the Department of Building Inspection prior to permit issuance will be billed on an hourly basis in accordance with San Francisco Building Code (SFBC) Table 1A-B, Item 2, Back Check Fee. Any construction work that is determined to be necessary under this permit application shall be properly valued and appropriate permit fees shall be charged for such valuation.

The Disabled Access Compliance Status permit application may be submitted concurrently with or prior to the submittal of other permit applications for construction or tenant improvement work. All permits shall be linked by clear statements on the permit applications for both the disabled access compliance work and any other construction work. The statement on the permit application for the disabled access compliance work should read, "To comply with Disabled Access required under Permit Application # _____." The statement on the permit applications for the tenant improvement work or other construction work should, similarly, note "Disabled Access work related to this construction is being done under Permit Application # _____." Disability access within areas of tenant improvement shall be shown on the tenant improvement plans.

Permits may be routed separately for plan review and may be approved separately.

Plan Review Procedures

a) All permits must be accompanied by three sets of submittal documents that indicate required compliance with those portions of the building that the project sponsor wishes to certify. Such portions may include parking, entry, path of travel, public areas such as lobbies, elevators, rest rooms, and other disabled access features. Individual tenant spaces are not included as part of this compliance status documentation. Submittal documents shall include a "key" map or other clear diagram of the areas to be reviewed for compliance. All submittal documents must be signed by a licensed architect or engineer.

b) Other permits for tenant improvement work during the period when the Disabled Access Compliance Status Documentation permit application is under review must reference the Permit Application number for the Disabled Access Compliance Status Documentation permit.

c) A permit issued for Disabled Access Compliance Status Documentation may be referenced by subsequent permits to demonstrate that disabled access compliance is being addressed or that such work has been completed and deemed satisfactory in meeting code requirements.

Field Inspection Procedures

Field inspection of disabled access features shall be done by an inspector with special expertise in this field as designated by the Director or otherwise in accordance with policies and regulations developed by the Department.

Permit Time Limits

- a) Plan review time limits shall be as detailed in SFBC Section 106A.3.7, Application Expiration.
- b) Following issuance of a permit for Disabled Access Compliance Status, if work is to be done, such work must be started and completed within the times allowed, based on the permit valuation. See SFBC Section 106A.4.4, Permit Expiration.
- c) Permit extensions shall apply per SFBC Section 106A.4.4, Permit Expiration.

Permit Sign-Off

- a) Temporary occupancy may be allowed in accordance with the policies of the Department of Building Inspection.
- b) A final sign-off on the permit for Disabled Access Compliance Status Documentation will be made by the District Building Inspector or by other staff assigned by the Director following completion of all work.

Issuance of Letter of Disabled Access Compliance Status

Upon completion and final sign-off of any Permit Application for Disabled Access Compliance Status Documentation, the Department will issue a Letter of Disabled Access Compliance Status indicating the scope of approved disabled access compliance and any special conditions or exceptions that may apply, including such items as Unreasonable Hardships or Access Appeal Commission decisions. The Letter of Disabled Access Compliance Status must be copied onto any plans that are submitted for subsequent work on the building which intend to refer to this compliance permit. The Department has the authority to revoke any such letter at any time for any reason if disabled access is not being provided in full accord with the requirements of the law or in compliance with the conditions of the letter.

A copy of the Letter of Disabled Access Compliance Status and the related approved permit documents shall be maintained by the Department of Building Inspection in an accessible, paper form to allow easy reference by staff and other interested parties. Such documents shall also be microfilmed or otherwise recorded as part of the permanent records of the property.

Revisions/Reissuance of an Issued Letter of Disabled Access Compliance Status

The Department will require that any issued Letter of Disabled Access Compliance Status conform to changes to disabled access regulations as they occur. This will require a review and update of each Letter of Disabled Access Compliance Status upon adoption of each new edition of the California Building Code or relevant amendment to that code. Compliance with such new code requirements will only be required if:

- Such code requirements apply retroactively
- Subsequent construction work or other building alteration triggers such additional disabled access requirements

A project sponsor may apply for a permit to alter the scope of the Disabled Access Letter of Compliance. An additional permit and plans will be required to verify conformance with code requirements for disabled access when a Letter of Disabled Access Compliance Status is revised or reissued.

When Access Appeals Commission decisions relate to portions of the building covered by this Letter of Disabled Access Compliance Status, such appeals decisions will be referenced in the letter and all Access Appeals Commission conditions must be met as a condition of the letter. When the Access Appeals Commission has defined a time period as part of an appeal decision, such time period will be noted by date of expiration on the Letter of Disabled Access Compliance Status. Issues related to that AAC decision must be reconsidered following the expiration of such time period.

Attachment: Sample Letter of Disabled Access Compliance Status

Originally Signed By:

Jim Hutchinson, March 8, 2005 Acting Director
Department of Building Inspection

Approved by the Building Inspection Commission on March 7, 2005

ATTACHMENT

DEPARTMENT OF BUILDING INSPECTION
City & County of San Francisco
1660 Mission Street, San Francisco, California 94103-2414

Letter of Disabled Access Compliance Status

Building Address:

Block/Lot:

Compliance Permit Application Number(s):

Code Applied:

List of specific features that have been determined to be in compliance:

List of specific features that are ***not*** included as being in compliance under this letter:**Special Conditions or Restrictions**

AAC Decision(s)
Unreasonable Hardship Request(s) granted
Cost thresholds
Planning Department or other Department special conditions
Other Special Conditions:

Reconsideration and re-issuance required on [date]:

Plan Reviewer Signature:

Inspector Signature:

Date of Letter of Disabled Access Compliance Status: