



## INFORMATION SHEET

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**NO. DA- 20**

**DATE** : October 31, 2018

**CATEGORY** : Disabled Access

**SUBJECT** : Applying For Building Permit Using Category Compliance Checklist Compliance Form for the Accessible Business Entrance Program

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**PURPOSE** : The purpose of this Information Sheet is to clarify the requirements for applying for a building permit in response to the Accessible Business Entrance Program Ordinance 51-16

**REFERENCES** : 2016 San Francisco Building Code (SFBC) Chapter 11D  
San Francisco Ordinance No. 51-16: Mandatory Disability Access Improvements Amended by Ordinance No. 102-18: Mandatory Disability Access Improvements for Places of Public Accommodation –Extension of Time Deadlines – Deletion of Administrative Fee  
Title III of the Americans with Disabilities Act (42 USC Sections 12181-12189)  
2016 California Building Code (CBC) Chapters 1, 2,11B  
Information Sheet DA-02 Disabled Access Upgrade Compliance Checklist Package  
Information Sheet DA-17 Accessible Business Entrance Program

**DISCUSSION** :

When a building permit is required to comply with the Accessible Business Entrance (ABE) program all of the work performed will be barrier removal. When applying for a permit to comply with ABE Ordinance 51-16, an alterations permit application shall be filed with the scope of work stating “to comply with the Accessible Business Entrance program.” The completed Category Checklist Compliance Form (CCCF) shall be part of the plan, creating a reference for non-compliant elements to the entry, facilitating plan review and approval, and removing the need for the Disabled Access Checklist Form.

If a Technical Infeasibility or Unreasonable Hardship is requested as part of compliance, the application and plans shall be stamped with “Technical Infeasibility or Unreasonable Hardship

per Ordinance 51-16". CPB staff shall include, "Documentation of request for Technical Infeasibility or Unreasonable Hardship per Ordinance 51-16", in the Permit Tracking System's scope of work description. Forms for applying for a Technical Infeasibility or Unreasonable Hardship can be found under Information Sheet DA-02.

The application will be routed in regular fashion. Permits altering the buildings' exterior façade will require Planning Departments' approval and any work in the public way would require Bureau of Streets and Mapping (BSM) approval. Note applicants should meet with the Planning Department or BSM in order to review their requirements prior to formal submittal to ensure timely processing and approval.

All permits approved using an Unreasonable Hardship are required to be ratified by the Access Appeals Commission (AAC) prior to being issued. Once the AAC issues a Notice of Decision, that notice and any changes required by the AAC shall be integrated into the plans prior to issuing the permit. If the AAC requires changes to the plan as part of its decision, re-approval from all relevant Departments is required prior to issuance. To file an appeal with the AAC go to [sfdbi.org/access-appeals-commission](http://sfdbi.org/access-appeals-commission) or call (415) 558-6014.

*Tom C. Hui*

*10/31/18*

Tom C. Hui, S.E., C.B.O.

*on*

Date

Director

Department of Building Inspection

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