

Legacy Business Registry is authorized by Section 2A.242 of the San Francisco Administrative Code. The registration process includes the nomination by the Mayor or a member of the Board of Supervisors, a written application, an advisory recommendation from the Historical Preservation Commission, and approval of the Small Business Commission.

## **ABOUT THE LEGACY BUSINESS REGISTRY**

The purpose of the Legacy Business Registry is to recognize that longstanding, community-serving businesses are valuable cultural assets to the City. In addition, the City intends that the Registry be an opportunity for providing educational and promotional assistance to Legacy Businesses to encourage their continued viability and success. Businesses on the Legacy Businesses Registry are eligible to participate in the Legacy Business Preservation Fund.

**NOMINATOR:** Is the Mayor of San Francisco or a member of the San Francisco Board of Supervisors.

There is no limit on the number of nominations that may be made by the Mayor or a Member of the Board of Supervisors. There is an annual limit of 300 nominations for the Registry per fiscal year (July 1 through June 30).

- The nomination date is the date the Office of Small Business/Small Business Commission receives the nomination in writing from a member of the Board of Supervisors or the Mayor.
- Nominations received after the close of business on June 30 shall be considered received in the following fiscal year.

**HOW TO NOMINATE:** The Nominator submits on nominator letterhead the Name of the Business, a paragraph that notes the businesses eligibility criteria, the business address, and contact information. Submit letter to [LegacyBusiness@sfgov.org](mailto:LegacyBusiness@sfgov.org).

## **BUSINESS ELIGIBILITY CRITERIA**

A Legacy Business is a business that has been nominated by the Mayor or a member of the Board of Supervisors, and that the Small Business Commission, after a noticed hearing, has determined it is a legacy based on the following criteria:

1. The business has operated in San Francisco for 30 or more years, with no break in San Francisco operations exceeding two years. If the business has operated in San Francisco for more than 20 years but less than 30 years it may still satisfy this criteria if the Small Business Commission finds that the business has significantly contributed to the history or identity of a particular neighborhood or community and, if not included in the Registry, the business would face a significant risk of displacement.
2. The business has contributed to the neighborhood's history and/or the identity of a particular neighborhood or community.
3. The business is committed to maintaining the physical features or traditions that define the business, including craft, culinary, or art forms.

**THE LEGACY BUSINESS PROGRAM MANAGER WILL:**

1. Contact and provide the Nominee with the Legacy Business Application Instructions and Application Form.
2. Provide monthly updates to the Mayor, Board of Supervisors and Small Business Commission to confirm the status of each nominee's application and hearing dates and number of registered Legacy Business to date.