

Small Business Support Services for Accessible Business Entrance Program

The Office of Small Business (OSB) offers support services for small businesses who need help complying with the Accessible Business Entrance Program (ABE). OSB works with the ABE interagency group on implementation and outreach, led by Department of Building Inspection (DBI), in partnership with the Planning Department, Public Works and Mayors' Office on Disability.

We assess each business' situation on a case-by-case basis to determine the proper steps forward and connect with other departments involved.

Small Business Support Services

- Individualized case management to navigate compliance.
- Clarity on compliance procedures, timelines and forms.
- Explain property owner vs. business tenant responsibilities.
- Financial and legal resources (e.g. ADA tax credits, lease review services).
- Identify a Certified Access Specialist or design professional to survey entrance and fill out forms.
- Navigate overlay of ABE with Federal and State accessibility laws.

Background

The Accessible Business Entrance Program (Ordinance 51-16) requires property owners of buildings that have public-serving businesses to make primary entrances accessible to people with disabilities. Buildings fall into one of four categories: 1 - Fully compliant; 2 - Minor barriers; 3 - One step to entryway; 4 - Two or more steps to entryway. By the building's compliance deadline, property owners must submit one of the following forms to DBI: compliance checklist form, waiver form, pre-screening form or extension form. For full program requirements, visit: www.sfdbi.org/businessentrance, call (415) 558-6128 or visit 1660 Mission Street, 1st Floor – Window #8.

The ordinance assigns compliance to the property owner. However, some property owners will choose to allocate responsibility to small business tenants based on accessibility and code compliance terms in their commercial lease agreements. Similarly, some small business tenants may assume responsibility without fully knowing property owner obligations and some businesses own their building. In all of these cases, OSB is available for help.

Workshops

OSB and interagency partners are available to present program information at workshops and events for businesses, property owners and design professionals. Contact OSB for details.

CONTACT:

Rhea Aguinaldo, Office of Small Business

Phone: (415) 554-6408

Email: rhea.aguinaldo@sfgov.org

www.sfosb.org/accessible-business-entrance-program