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## **Architectural Services for Commercial Building Owners/Management**

### **San Francisco Department of Building Inspection - Accessible Business Entry Program (SFDBI-ABE)**

San Francisco requires the owners of commercial entries to file a survey with SFDBI-ABE program regarding accessibility compliance (as per 1998 CBC) for public accommodation space main entries.

The ABE program grew out of a series of entry accessibility lawsuits filed against the City in the 1990's. The goal of this program is:

- Make entries as compliant as reasonably possible
- Provide administrative approvals where compliance is technically infeasible or an unreasonable hardship for the owner

### **Architectural Services**

We are California licensed architects who specialize in the SFDBI-ABE program. We have worked with the staff since its rollout, successfully filing over one hundred commercial addresses.

References to download at [bernardinstudios.com](http://bernardinstudios.com)

- SFDBI DA-17 ABE Information Sheet (City document)
- Architectural Services 10-26-24 (This document)
- SAMPLE 1 (Green)\_ABE CCCF Part I
- SAMPLE 1 (Green)\_ABE Full Part II Permit
- SAMPLE 2 (A Street)\_ABE Part I
- SAMPLE 2 (A Street)\_ABE Full Part II Permit

Scope of Work and Fee outline for our Architectural Services.

Part I: Survey main entry access from both the interior and exterior and complete the SFDBI-ABE Category Compliance Checklist Form (CCCF) located in SFDBI - 17. Projects will fall into six areas, waived, exempted and categories 1-4, as outlined below

1. If the address is determined to meet the exceptions as per SFDBI DA-17, a Waiver or Exception Form is filed, and work is complete.
2. If the address is determined to be Category One, in full compliance, work is complete following the filing of the CCCF.
3. If the address is determined to be Category Two, Three or Four, file the CCCF, followed by a building permit application, Part II of the program, for remediation of conditions for full compliance and equivalency OR proposals to maximize access and request infeasibility or hardship.

Part II: Obtain a building permit with the following options:

1. Bringing the entry to full compliance.
2. Creating a non-compliant but equivalent condition via the installing power door openers as per SFDBI DA-04 & DA-05
3. Permits for work to maximize accessibility and request SFDBI approval for Technical Infeasibility
4. Permits for work to maximize accessibility and request SFDBI approval for Unreasonable Hardship and Access Appeals Commission (AAC) ratification.

Owner/Management to provide:

1. An Agent of Authorization Template, signed by Owner/Management for submission for every unique address.
2. Tenant Data including contact information for documentation and access scheduling for surveying
3. Owner/Management Data including contact information
4. Any data on previous SFDBI-ABE submissions including the Part I ABE number
5. Physical numbers on every lease space main entry that match SF Department of Planning Property Information Map (PIM). If the building number does not match the PIM, separate documents will need to be filed. See Fees and Schedule

Exclusions

1. Additional work required by SFDBI beyond the scope of the Samples 1 & 2 (Attachment A – bernardinstudios.com) to this agreement.
2. Additional work if the Part II request for Technical Infeasibility/Unreasonable Hardship is not approved.
3. All Part II permit filing fees. (No fee for Part I)
4. Consulting professionals.
5. Encroachment permits and other possible sidewalk requirements within the purview of Department of Public Works – Bureau of Street Use and Mapping (DPW-BSM)

Permit/Scope Disclaimers

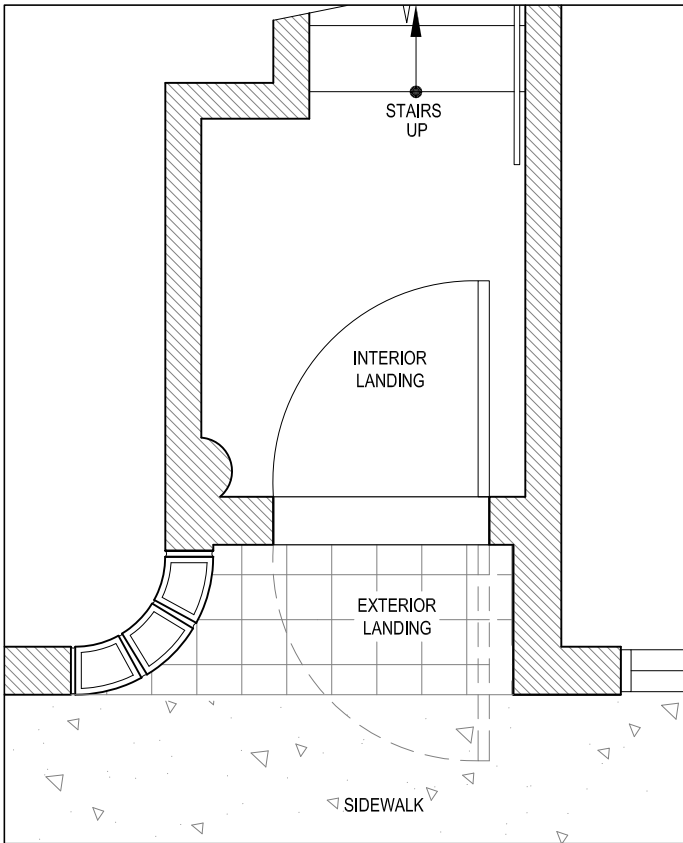
1. Existing security gates must be open and free from obstructions during business hours.
2. Casework, furnishings, doormats and other movable objects obstructing the path of travel are the responsibility of the Tenant.
3. The Subject Property may contain doors that open over the property line and may or may not be a legal non-conforming issue. Encroachment permits, if required, shall be under separate cover.
4. Sidewalk remediation, work over the subject property line, is outside the Scope of this Project.
5. Owner should have all addresses clearly numbered at the primary entry as required for ABE CCCF survey photos.

**Fees**

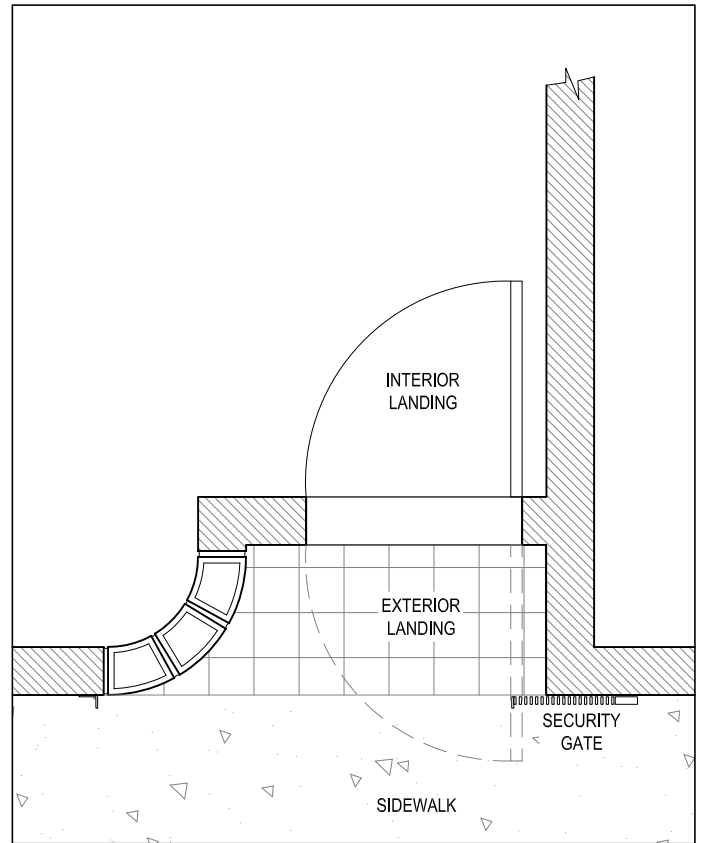
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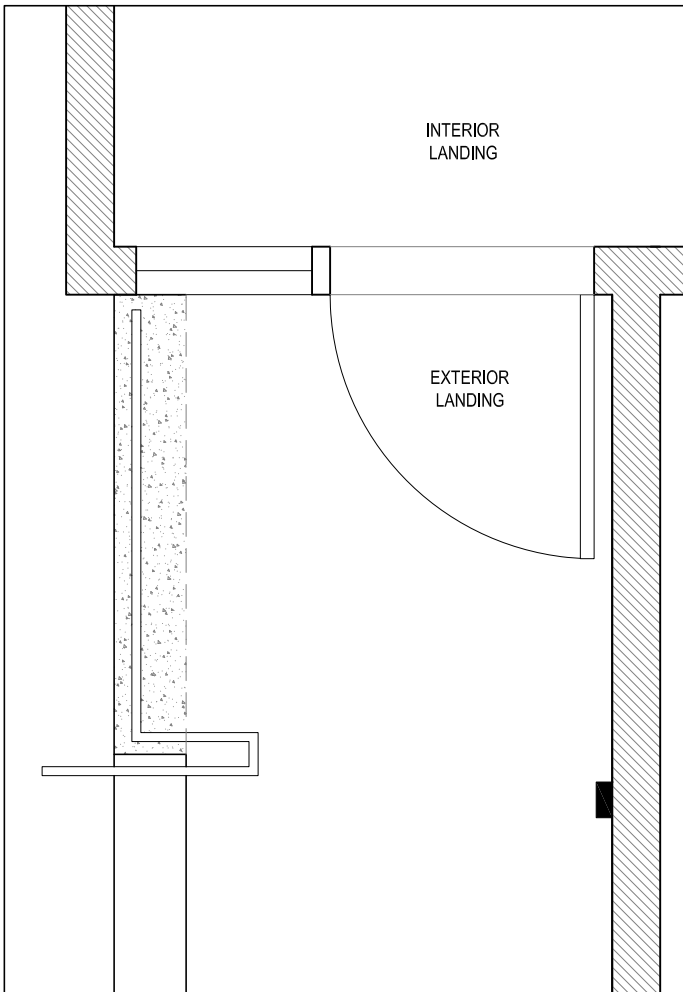
| Part I  | ABE CCCF Filing - Per Commercial Address (Not Lot)   | Fee \$     | Plus \$    |
|---------|--|------------|------------|
|         | Single Entry From Sidewalk (Fig. 1A, 1B )  | 600        |            |
|         | Multiple Entries within Address (Fig. 2A, 2B)  | 600 First  | 400 After  |
|         | Courtyard, Parking, Ramps, Path of Travel (Fig. 3A)  | 800        |            |
|         | Exemption  | 250        |            |
|         | Waiver   | 350        |            |
|         | PIM (City Data Base) Address Correction Filing   | 200        |            |
| Part II | Remediation or Infeasibility-Hardship  |            |            |
|         | Single Entry From Sidewalk (Fig. 1A, 1B )  | 2000       |            |
|         | Multiple Entries within Address (Fig. 2A, 2B)  | 2000 First | 1000 After |
|         | Courtyard, Parking, Ramps, Path of Travel (Fig. 3A) (Non-Compliant)  | 2000       |            |
|         | Courtyard, Parking, Ramps, Path of Travel (Fig. 3A) (Compliant but entries are not - Path Of Travel documentation) | 500        |            |
|         | ACC Filing with Unreasonable Hardship  | 250        |            |



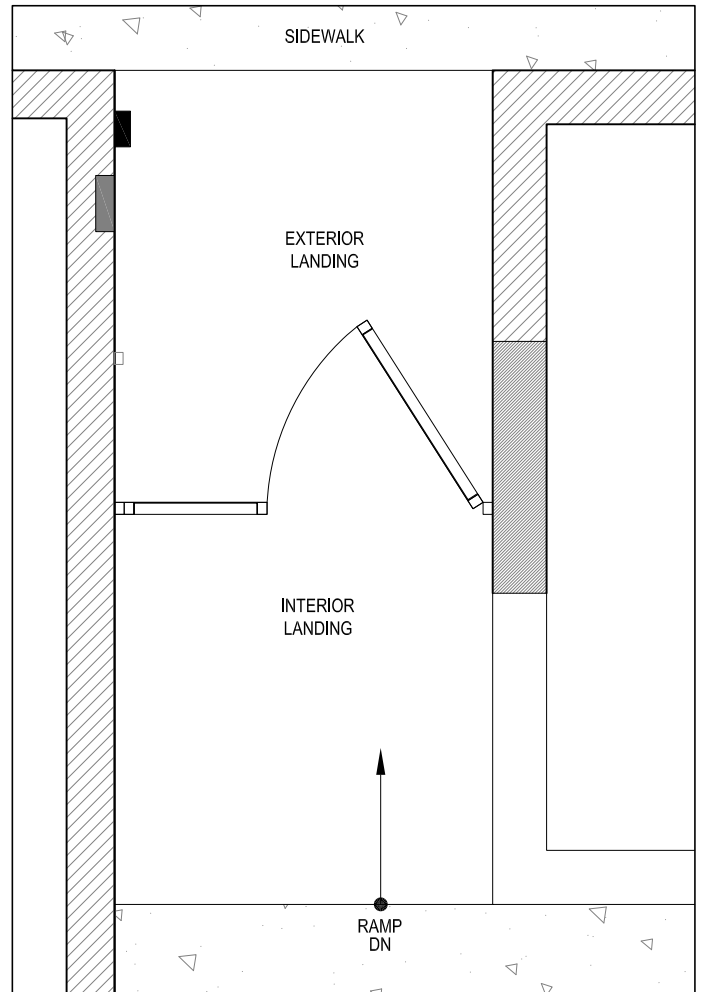
1B: STREET ENTRY TO SECOND FLOOR OFFICE



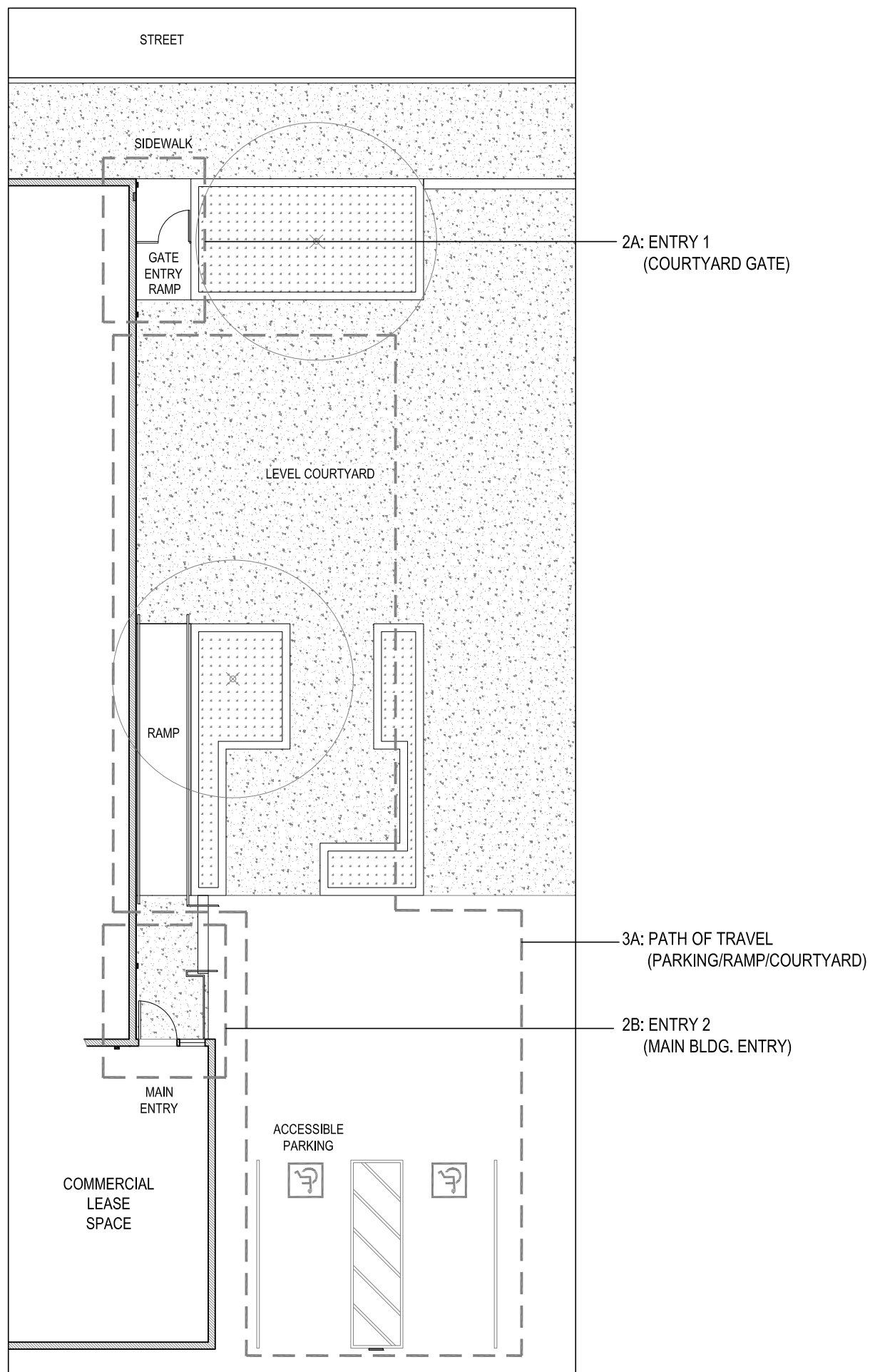
1A: TYPICAL STREET ENTRY TO SINGLE LEASE SPACE



2B: COURTYARD/PARKING ENTRY TO COMMERCIAL SPACE(S)



2A: STREET ENTRY TO COURTYARD



### 3A: ENTRIES IN SERIES: PATH OF TRAVEL THROUGH HARDSCAPE/RAMPS/PARKING