

# **INSTRUCTIONS:**

## **NOTICE OF ACCESS INSPECTION AND 120-DAY GRACE PERIOD**

*Pursuant to California Civil Code Section 55.53, as amended by Senate Bill 269 (Chapter 13, Statutes of 2016), Certified Access Specialists (CASps) inspecting a facility that meets the following criteria on or after May 10, 2016, shall complete this form and follow the posting and submittal requirements outlined below.*

### **BUSINESS/FACILITY CRITERIA**

As of the date of the inspection, the business at this facility employed 50 or fewer employees on average over the past three years, or for the years it has been in existence if less than three years, as evidenced by wage report forms filed with the Employment Development Department.

It is recommended that the CASp obtain written confirmation from the business or property owner that the business meets the criteria. Please do not complete, post, or submit this form for inspections of businesses that do not meet the business/facility criteria.

### **POSTING/SUBMITTAL REQUIREMENTS**

The CASp must post this notice on the day of the inspection, in a conspicuous location within five feet of all public entrances to buildings inspected. The CASp shall instruct the business to keep the notice in place for 120 days, or until any construction-related accessibility violations in the area inspected by the CASp are corrected, whichever occurs first.

Additionally, the CASp must submit a copy of this notice to the Division of the State Architect (DSA) within 10 days of the CASp inspection.

Upon completing the form, print copies to post the required notices, as outlined above. After printing, use the "Submit" button on the form to automatically prepare an email to DSA. Send the automatically-generated email to the email address displayed. If you are unable to submit electronically, a hard copy of the completed notice may be submitted to Attn: CASp Program Manager, Division of the State Architect, 1102 Q Street, Suite 5100, Sacramento, CA 95811.

### **CASP INSPECTION REPORT TIMELINE**

If the business meets the business/facility criteria described above, the CASp must provide the written CASp inspection report to the business or property owner within 30 days of the inspection.