

## **STEP 1:**

### **GET A CERTIFIED ACCESS SPECIALIST (CASp) INSPECTION**

#### **A Certified Access Specialist (CASp):**

- Is a professional who has passed an examination and has been certified by the State of California to have specialized knowledge of state and federal construction-related accessibility standards.
- Can inspect a business site for compliance issues, provide inspection report, and issue Disability Access Inspection Certificate.
  - “Meets Applicable Standards” (No corrections)

**OR**

- “Inspected by a CASp” (corrections need to be made)
- A CASp inspection provides legal benefits that may reduce a business’ financial liability in a lawsuit filed in State court.
- Average cost for a small business CASp inspection is less than \$2,000. Expense is eligible for IRS credits/ deductions and some loan types.

## **CRITICAL MIND SHIFT:**

**ACCESSIBILITY IS NOT AN  
ADDED EXPENSE,  
IT IS A COST OF DOING BUSINESS.**

### **RESOURCES:**

Division of the State Architect  
CASp Program:  
[www.dgs.ca.gov/casp](http://www.dgs.ca.gov/casp)

Certified Access Specialist Institute:  
[www.casinstitute.org](http://www.casinstitute.org)

California Commission on  
Disability Access:  
[www.cdda.ca.gov](http://www.cdda.ca.gov)

IRS Credits & Deductions:  
[www.irs.gov/businesses](http://www.irs.gov/businesses)

CalCap ADA Financing:  
[www.treasurer.ca.gov/cpcf/calcap/ada](http://www.treasurer.ca.gov/cpcf/calcap/ada)

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**This document is solely informative.  
This should not be treated as legal advice.**

*Developed by the City of Fresno to facilitate  
construction-related accessibility compliance,  
in accordance with CA GOVT § 4467.*

# **Five Steps for Business Accessibility**

**Make your business or organization  
more accessible and inclusive for all**



## **STEP 2:**

### **INCLUDE ACCESSIBILITY IN THE BUSINESS PLAN**

- Use the CASp inspection report to establish a reasonable compliance schedule – write schedule into the business plan.
- Determine how much will be spent on compliance each year and incorporate that budget into the business plan; include savings plan for larger accessibility improvements.
- Work on access improvements from the outside in. Top access violations relate to parking lots, pathways, and entryways.
- Plan to use IRS credits/deductions for access improvements. It may be helpful to phase large projects into two-years so that the credits and deductions can be maximized.

## **MAKE YOUR BUSINESS**

**Accessible**



## **STEP 3:**

### **CHECK LEASE AGREEMENTS**

- Landlord is not required to have conducted a CASp inspection, however they must state on lease/ rental agreement whether or not the property has been inspected by a CASp.
- If CASp has been performed, report must be provided to tenant prior to execution of agreement for the leased space and for the common areas.
- Property owner may not prohibit a CASp inspection of the premises.
- Lease agreement should state clearly the property owner's and tenant's responsibility for correcting accessibility violations and cost of making repairs.
- Conduct a public records search to determine if the leased property is a subject of current or past access-related litigation.



## **STEP 4:**

### **CREATE AN ACCESSIBILITY MAINTENANCE PROGRAM AND FILE**

- Create a maintenance schedule for checking accessibility – examples include clear pathways, door pressure, and other quick fixes.
- Train staff on disability etiquette, customer service, service animals, and accessibility.
- Document all efforts with dates, photos, and receipts. This is the legal defense and IRS credits/deductions backup information.

## **STEP 5:**

### **UTILIZE TAX BENEFITS AND FINANCIAL RESOURCES**

- Track all accessibility costs for tax credits and deductions annually.
- Use the Disabled Access Credit and Architectural Barrier Removal Tax Deduction.
- CalCAP/ADA Financing Program available for accessibility improvement.