




Memorandum

Date:	May 22, 2019
To:	Municipal Building Officials
From:	Joseph V. Cassidy, P.E., State Building Inspector 
Subject:	Small Business ADA Information

The purpose of this package is to provide our small business customers with additional information that will assist them in operating their businesses in compliance with the federal Americans with Disabilities Act (ADA). In recent conversations with the U.S. Attorney's Office for the District of Connecticut about how to reduce the number of avoidable ADA complaints filed with them each year, we came up with several initiatives that could help achieve this goal. The first of those initiatives is this information package.

Our responsibility as building officials is to enforce the State Building Code, which includes requirements for building elements that are similar to ADA. A small business owner, however, has responsibilities beyond our code requirements to fully comply with ADA. The problem is, when we approve a set of plans for a permit many owners think they have done all they need to do to comply with ADA. This is almost never the case. A significant number of the complaints handled by the U.S. Attorney's Office are for ADA violations unrelated to compliance with the building code and its accessibility requirements.

The attached document *ADA Update: A Primer for Small Business* is a very good overview of the basics a small business owner needs to know to operate their business in compliance with ADA. I ask that you have this available at your counter and provide it to your small business customers when they submit their renovation projects to you. You may also refer these customers to the U.S. Department of Justice's ADA home page at www.ada.gov for additional information and technical assistance. As the building official you are not responsible for enforcing anything beyond the State Building Code, but my hope is that if owners are aware of their responsibilities, they (and by extension you) will avoid becoming entangled in complaints and enforcement actions that are avoidable simply by knowing what they need to do.

Thank you, as always, for your cooperation and your assistance.