



PASADENA UNIFIED SCHOOL DISTRICT (PUSD) Developer Fee Instructions

Current Developer Fee Rates: **Residential: \$2.24 per square foot** for new building or addition to existing building.
 Commercial: \$0.36 per square foot for new building or addition to existing building.

If the property is located in the City of Pasadena:

1. Developer Fees are collected by the City of Pasadena on behalf of the School District.
2. To effect payment, go to or contact the City of Pasadena Permit Center.
3. The address and telephone number are as follows:

City of Pasadena Permit Center
175 N. Garfield Ave.
Pasadena, CA 91109-7215
(626) 744-4200

If the property is located in the City of Sierra Madre:

1. Developer Fees are collected by the School District directly.
2. To effect payment, go to or contact the City of Sierra Madre Building & Safety Department first.
3. The address and telephone number are as follows:

Building & Safety Department
232 W. Sierra Madre Blvd.
Sierra Madre, CA 91024
(626) 355-7138

If the property is located in the cities of Altadena & San Gabriel:

1. Developer Fees are collected by the School District directly.
2. To effect payment, please follow the steps outlined below.
3. Go to or contact the County of Los Angeles Department of Public Works.

Building and Safety Division
125 South Baldwin Avenue
Arcadia, CA 91007
(626) 574-0941

4. The County Office will provide the Developer with the **PUSD Developer Fee Application Form** along with the Permit Detailed Report. The form will indicate the total square footage of the property that is subject to Developer Fees.
5. The Developer can **email** a copy of the signed/stamped application form to the contact person below to determine the total school fees.

Contact Person: Business Services Department
Roanne Go
go.roanne@pusd.us
(626) 396-3600 Ext. 88143

6. PUSD can only accept personal check, money order, or cashier's check as the method of payment. The check should be made payable to **Pasadena Unified School District**.
7. **CASH or CREDIT CARD payment is NOT accepted.**
8. Developer fees can be paid via **MAIL** or **IN-PERSON**.
9. Mailing the Check:
 - Please make sure to sign the form and mail the Developer Fee form along with the Permit Detailed Report (both provided by the county) and your check.
 - Mailing Address below:

Pasadena Unified School District
Business Services Department (Room 112)
Attn: Roanne Go
351 S. Hudson Avenue
Pasadena, CA 91109

10. In-Person Payment:

- No appointment necessary.
- Office Hours: Monday-Friday between 9am-12pm or 1:30pm-4:30pm.
- Please make sure to bring the form (along with Permit Detailed Report) and the check.
- Location: Same as the mailing address above.