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.

Note: No fees will be applied if the total square footage is 500 square feet or less.

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. The first step is to go to or contact the City of Sierra Madre Building & Safety Department.
3. The address and telephone number are as follows:

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

4. The city will provide the **PUSD Developer Fee Application Form** along with the Permit Detailed Report or Agency Referral. The form will indicate the total square footage of the property that is subject to Developer Fees.
5. Please follow Step 5 through 8 below.

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

1. Developer Fees are collected by the School District directly.
2. The first step is to go to or contact the County of Los Angeles Department of Public Works.

3. The address and telephone number of the two county offices are as follows:

   Altadena One-Stop Permit Center
   464 W. Woodbury Road
   Altadena, CA 91001
   (626) 424-6743

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

4. The county office will provide the **PUSD Developer Fee Application Form** along with the Permit Detailed Report or Agency Referral. 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 district to determine the total school fees.

   Contact Information: Business Services Department
   developerfees@pusd.us
   (626) 396-3600 Ext. 88142 or 88117

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**.

   Mailing the Check:

   - Please make sure to sign the form and mail the Developer Fee form along with the Permit Detailed Report or Agency Referral (both provided by the county) and your check.
   - Mailing Address below:

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

   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 or Agency Referral) and the check.
   - Location: Same as the mailing address above.