



# 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 is 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 cities of Altadena, Sierra Madre or 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 (hereinafter referred to as the County Office), 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 will **email** a copy of the signed/stamped Application Form and the Permit Detailed Report received from the County Office to the contact person below.

Contact Person: Business Services Department, ATTN: Roanne Go  
Pasadena Unified School District (PUSD)  
[go.roanne@pusd.us](mailto:go.roanne@pusd.us)  
(626) 396-3600 Ext. 88143

6. Once the application form has been received and reviewed, PUSD will send an email to the Developer indicating the total Developer Fees payable to PUSD.

7. At this time, and until further notice, Developer fees can only be paid via **MAIL** consistent with PUSD's efforts to mitigate the risks associated with the ongoing COVID-19 pandemic.
8. The check should be made payable to **Pasadena Unified School District**.  
PUSD can only accept personal check, money order, or cashier's check as the method of payment.
9. **(CASH or CREDIT CARD payment is NOT accepted).**
10. **Mail the check to:** Pasadena Unified School District  
Business Services Department (Room 112)  
Attention: Roanne Go  
351 S. Hudson Ave.  
Pasadena, CA 91109
11. Once the payment is received, PUSD will email the approved form, the receipt, and the copy of the check to the Developer.