

Los Angeles Unified School District  
 Developer Fee Payment Procedure  
 (213) 241-0715

1. Complete Part I of the "Certification of Payment of Developer Fees" (DFPO Form 87-010). Please be sure that the certification is signed and dated.
2. Be sure that Part II of the "Certification of Payment of Developer Fees" form has been completed by the Department of Building and Safety. Your payment cannot be processed if the Building Department has not certified the square footage by completing Part II of the form.
3. To calculate the school fees that are due, multiply the rate by the square footage indicated in Part II of the form (to be completed by the Department of Building and Safety). The chart below is a sample of the fees based on a 1,000 sf:

Type of Construction	Project Sq. Ft.	Rate Per Sq. Ft.	Amount Due
Residential	1,000	x \$4.08	= \$4,080.00
Commercial / Industrial	1,000	x \$0.66	= \$660.00
Self-Storage	1,000	x \$0.32	= \$320.00
Parking	1,000	x \$0.44	= \$440.00

To pay your developer fees **in person**, bring the completed certification form (between the hours of 7:30 AM to 4:00 PM) to:

Developer Fee Program Office  
 333 S. Beaudry Ave., 26TH Floor  
 Los Angeles, CA 90017

To pay your developer fees **by mail**,

- \* Make check or money order payable to the *Los Angeles Unified School District*. Do **NOT** send cash.
- \* Be sure that the amount of the check is for the exact amount due.
- \* Complete the 90-Day Refund Policy Form
- \* Note that payments cannot be processed if the amount is incorrect, or if the certification is incomplete, inaccurate or not included.
- \* Send the certification form and refund policy form, along with your payment to:

Los Angeles Unified School District  
 Developer Fee Program Office  
 P. O. Box 513307  
 Los Angeles, CA 90051

4. You must return the Certification of Payment Form and the Los Angeles Unified District payment receipt to the Department of Building and Safety office to obtain your building permit.
5. If you decide to change your project, modifying the square footage after you have made your payment:
  - \* Obtain a new Certification of Payment Form to reflect additional square footage if there is an **increase** and submit your payment, or,
  - \* Contact our office to apply for a credit if there is a **decrease** in square footage or the project has been cancelled.

**Los Angeles Unified School District  
Certification of Payment of Developer Fees**

**Part I (To Be Completed By Owner / Applicant)**

Owner / Developer \_\_\_\_\_ DBA (Optional) \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Residential  Commercial / Industrial  Self-Storage  Parking

**Construction / Project Information:**

Construction Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

The undersigned certifies under penalty of perjury that:

1. The above information is correct and true to the best of my knowledge and that I will file an amended certification of payment and pay the additional fee if I request an increase in the square footage after the building permit has been issued or if the initial determination of assessable square footage is found to be incorrect.
2. I am the developer/ owner of the above described project(s) or am authorized to sign on their behalf.

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_ Telephone No. \_\_\_\_\_

**Part II (To Be Completed By Building and Safety Department)**

I state to the best of my knowledge and understanding of applicable laws, in regards to the application for building permit submitted herewith, that the square footage of the proposed project located at:

Construction Address \_\_\_\_\_ AND Assessor's Parcel Number(s) \_\_\_\_\_

Square Footage of Residential Assessable Area \_\_\_\_\_  SFD  Duplex  Apt  Condo  Twnhs  
No. of Units \_\_\_\_\_

Square Footage of Commercial / Industrial Covered & Enclosed Space \_\_\_\_\_

Square Footage of Self-Storage Structure \_\_\_\_\_

Square Footage of Parking Structure \_\_\_\_\_

**Official  
Stamp  
Here**

Agent for Building & Safety Department: \_\_\_\_\_  
Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Part III (To Be Completed By LAUSD)**

This is to certify that the applicant listed in Part I has paid developer fees based on the information presented above; this information may be subject to review for accuracy. The payment of these fees are a prerequisite to the issuance of a building permit.

Agent for the District \_\_\_\_\_  
Signature \_\_\_\_\_ Receipt No. \_\_\_\_\_ Date \_\_\_\_\_

**To be valid, this certification must be accompanied by a validated LAUSD receipt showing the square footage of the amount paid.**