



IMPACT FEE PROGRAM OFFICE

P.O. Box 513307, Los Angeles, CA 90051

PHONE (213) 241-6266 | EMAIL impactfee@lausd.net | FAX (213) 241-6874

Impact Fee Payment Information

1. Request the "Certification of Payment of Impact Fees" form from the building and safety office where the building permit is being issued. Complete Part I of the form and sign.
2. Verify that Part II of the "Certification of Payment of Impact Fees" form has been completed by the building and safety office. Payment will not be processed unless the building and safety office has stamped and certified the square footage by completing Part II of the form.
3. To calculate the impact fees due, multiply the fee rate by the square footage indicated in Part II of the form (completed by the building and safety office).

Example based on 1,000 square foot construction

Construction Type	Square Foot		Rate per Square Foot	Amount Due
Residential	1,000	x	\$ 5.17	\$ 5,170.00
Commercial / Industrial	1,000	x	\$ 0.84	\$ 840.00
Self-Storage	1,000	x	\$ 0.28	\$ 280.00
Parking Structure	1,000	x	\$ 0.39	\$ 390.00

Required Forms and Payment Methods

- a. Certification of Payment of Impact Fees
- b. Acknowledgment of 90-Day Refund/Protest Policy for Impact Fees
- c. Credit/Debit Card Authorization and Policy Acknowledgment*
- d. Payment Methods:
 - a. **Check:** We accept personal or business checks, cashier's checks, and money orders. All checks should be made payable to *Los Angeles Unified School District* or *LAUSD*.
 - b. **Credit/Debit Card:** We accept credit and debit card payments for amounts up to \$40,000. Please note that a non-refundable processing fee of 3% will be applied to the total payment amount.

In-Person Payment	Mailed Payment	Online Payment
An appointment is required. Please contact our office to schedule one between 8:00 AM and 3:00 PM. LAUSD Impact Fee Program Office 333 S. Beaudry Ave., 27th Floor Los Angeles, CA 90017	Please send the completed certification form, refund policy form, card authorization form*, or check via USPS to: LAUSD Impact Fee Program Office P.O. Box 513307 Los Angeles, CA 90051	Payments can be made through the Impact Fee Program Office online portal using a credit or debit card. To do so, create an online account at impactfees.lausd.net and email the completed certification form to impactfee@lausd.net

4. Return to the building and safety office with proof of payment of the impact fee to obtain permit clearance.
5. If you decide to change your construction and modify the square footage after you have made a payment:
 - Obtain a new Certification of Payment form to reflect any additional square footage if there is an increase and submit payment, or
 - Contact our office to apply for a refund if there is a decrease in square footage or the project has been canceled.

* For payments made offline using a credit/debit card.