
Fiscal Services Department

PSUSD DEVELOPER SCHOOL FEES INSTRUCTIONS

For your convenience, PSUSD is now processing developer fees electronically. Please follow these steps to obtain a Certificate of Building Fee Compliance:

- 1) Please email your request for a fee quote to developerfee@psusd.us
 - a. Provide the following documents in pdf format:
 - i. City letter: Tentative Building Permit or
 - ii. County letter: Notice of School Impact Mitigation Requirement letter or
 - iii. County letter: Development Verification Form
- 2) Upon receipt of quote, notify the District of intent to pay with a check:
 - a. Email Patty Campos at developerfee@psusd.us with a copy of your check
 - b. Mail your check to:

Palm Springs Unified School District
Attn: Developer Fees
150 District Center Dr.
Palm Springs, CA 92262

- 3) Certificates of Building Fee Compliance will be prepared and sent to the requestor once payment is received.
 - a. Please sign and return a copy of the certificate to developerfee@psusd.us

If you have any questions regarding this process, please contact:

Patty Campos (760) 883-2710 Option #2 (Fiscal Services) Ext: 4806076.

Thank you,



Lesley Murray
Accounting Supervisor
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