



City of Imperial Beach, California

COMMUNITY DEVELOPMENT DEPARTMENT - BUILDING DIVISION

825 Imperial Beach Blvd., Imperial Beach, CA 91932 Tel: (619) 628-1357/0882 Fax: (619) 424-4093

HOW TO PAY FOR SCHOOL IMPACT FEES

1. What triggers School Impact Fees?
 - a. Residential additions > 499 Sq. Ft. and ADU's > 499 Sq. Ft. (includes garage conversion to ADUs > 499 Sq. Ft.).
 - b. New construction homes (Single-Family Homes, Duplex, Tri-plex, Commercial Buildings etc.).
2. Applicants **may** receive a "credit" from School Districts if an existing building (Single-Family Home, Duplex, Tri-plex, Commercial Building etc.) is demolished in conjunction with the construction of a new building/project. **If a building was demolished in conjunction with your project, please be sure to attach the demo permit card with the School Fee Certification Form when you reach out to the School Districts.**
3. Building Division staff will draft the [School Fee Certification Form](#) after all disciplines (Building, Zoning, Fire, and Public Works) have approved the project.
4. Before Building Staff can invoice any building permit fees, the [School Fee Certification Form](#) must be completed.
5. Contact the School Districts below to schedule an appointment for payment and signing. Each School District must sign their designated sections on the form and the property owner must sign as well.

Sweetwater School District:

Sweetwater Union High School District
Finance Department
1130 Fifth Avenue
Chula Vista, CA 91911
Office: 619.585.6081
Email: developer.fees@sweetwaterschools.org

South Bay School District:

Please email the School Certification Form signed and completed to Zulema Pina zpina@sbusd.org.
The office can be reached at (619) 628-1600.

6. Once the document is complete, please email Building Division Staff the document in PDF format or drop off the original document at City Hall during Counter Hours:

Counter Hours:
7:30 AM – 9:00 AM
3:30 PM – 5:00 PM
Monday – Thursday

Building Staff: Permit Technician (619) 213-1626