



COSUMNES COMMUNITY SERVICES DISTRICT FIRE DEPARTMENT

8820 Elk Grove Blvd. Elk Grove, CA 95624

(916) 405-7100 

CosumnesCSD.gov/Fire 

FIRE PREVENTION CONSTRUCTION HANDOUTS

PROJECT SUBMITTAL INFORMATION SHEET

Handout Number: FPCH-2002

Original Effective Date: 5/14/2020

Revision Date: 9/21/2023

Code Section: N/A

SUBMITTAL REQUIREMENTS

2002.1 A submittal consists of a completed plan check application, fee payment, and electronic plan files. To submit plans electronically, please email the plan, application, and supporting documents (as separate .pdf files) to ePlan@CosumnesCSD.gov. Plans that are too large to email shall be provided with a link in which to download the submittal package. Separate emails, applications, fees, and plan submittals are required for each plan type (e.g., civil plans, architectural plans, fire sprinkler plans, fire alarm plans, etc.). **Incomplete submittals will not be processed. Plan submittals consisting of multiple plan types will not be separated by our staff.**

TIME

2002.2 Plans are reviewed in the order received. The typical turnaround time for a first submittal is 15 business days. The typical turnaround time for resubmittal is 10 business days. The typical turnaround time for residential solar is 5 business days.

FIRE DEPARTMENT PERMIT AND BUILDING DEPARTMENT PERMIT RELEASE LETTER

2002.3 A permit release letter for a building permit will be sent electronically along with the approved/stamped plan and fire department permit. This letter and the permit are carried over by the applicant (or sent by the applicant using another approved method) to the City or County building department as proof of fire department approval.



EXPEDITED/OVER-THE-COUNTER PLAN REVIEW SERVICES

2002.4 Cosumnes Fire Department currently does not have an expedited plan review service program.

FEES PAYMENTS

2002.5 Plan check and inspection fees are paid at the time of plan submittal. Upon review of each plan submittal, an invoice will be emailed to the customer.

Payment for the service can be made via mailed check, check drop off, or phone by calling 916-405-7100. Be sure to reference the plan check number, project name, and project address for each check payment. Please make checks payable to Cosumnes Fire Department.

Please refer to our Book of Fees for fee code information: <https://www.cosumnescsd.gov/DocumentCenter/View/21976>.

PERMIT NUMBERS AND/OR PLAN CHECK NUMBERS

2002.6 A permit number and/or plan check number is assigned to track each plan submittal. Please refer to the permit number and/or plan check number, project name, and project address when calling our office to discuss a project.

PLAN PICK-UP

2002.7 After completing the plan review, the contact person listed on the application will be notified via email. Plan review letters, permits, permit release letters, and approved plans will not be released until all payments for service have been collected.

RE-SUBMITTALS

2002.8 Plans that are not approved must be revised and re-submitted. Revised plans shall be submitted electronically (refer to Submittal Requirements 2002.1 section above) along with a detailed response letter and application. The first re-submitted plan review is done at no charge; however, an hourly rate will be charged for each subsequent re-submittal.



REVISIONS

2002.9 Plans that have been approved and require revisions shall be re-submitted following the Submittal Requirements 2002.1 section above. Revised plan submittals shall include a written detailed description of the changes to be reviewed. Changes shall be shown with clouds and deltas. Revisions are reviewed at an hourly rate.

INSPECTIONS

2002.10 To request an inspection, please use our online form at: <https://www.cosumnescsd.gov/FormCenter/Fire-Department-5/Request-for-Hydro-or-Final-Insepction-136>

All inspection requests require 48-hour notice. Upon review of the electronically submitted inspection request form, a fire inspector will call the customer directly to schedule an appointment to conduct the requested inspection.

Approved, stamped plans and permits shall be readily available on the job site during inspections and provided in printed format for the on-site fire inspector.

OFFICE LOCATION AND HOURS

LOCATION	DAYS/HOURS OF OPERATION
10573 E. Stockton Blvd. Elk Grove, CA 95624 Office Phone: 916-405-7100	Monday – Thursday 8 am – 5 pm Friday 8 am – 12 pm (noon)