



**COSUMNES COMMUNITY SERVICES DISTRICT
FIRE DEPARTMENT**

8820 Elk Grove Blvd. Elk Grove, CA 95624 
(916) 405-7100 
CosumnesCSD.gov/Fire 

SUBDIVISION PERMIT RELEASE LETTER, FIRE PERMIT, AND INSPECTION CHECKLIST

HOW TO OBTAIN A PERMIT RELEASE LETTER FOR A SUBDIVISION

1. Log into the Cosumnes Fire Department (“Fire Department”) [Portal](#).
 - a. If you have not yet registered for an account, please register. It is recommended to register for a Business Account.
 - b. How to instructions can be found on our website.
<https://www.cosumnescsd.gov/303/Plan-Review-and-Inspections>
2. How to apply:
 - a. From the Permit Portal homepage:
 - i. Select Fire Department (blue button).
 - ii. Select New Construction Plan Review (red button).
 - b. Application Type. Choose the following to enter the correct new construction plan review workflow:
 - i. Project Type: Residential – New
 - ii. Type: Fire Suppression Systems
 - iii. Work Type: Production Homes (please select this for model homes as well)
 - iv. Subtype: --None—
 - c. Applicant Details.
 - i. Fill in applicant details as thoroughly as possible.
 - d. Additional Details. Enter other applicable information as required to complete the application form.
 - i. Fire Code Edition: 2022
 - ii. Scope of Work: Please enter related information. For example: Fire permits and Permit Release Letter for subdivision lot release for lot 1.
 - iii. Property Use or Business Type field: Please select “Subdivision - New.” Additional fields will become visible. Be sure to complete all applicable fields - subdivision legal name, phase, marketing name, product name, etc.
 - e. Project Details.
 - i. Project Name: A project name should identify the subdivision name, phase, unit/village number, and the marketing name. For example: Liberty Ranch Phase 1, Unit 3 The Meadows at The Springs. Use the same project name for each lot being requested in the same project.
 - ii. Address: Enter the address as assigned by City or County for the requested Lot.
 - iii. Parent Permit RSP01: If known, and if already approved through the new online portal, include the permit number of the related master sprinkler plan.



NOTE: If the master sprinkler plans were approved in the previous system, the master sprinkler plans may be referenced in any details area, scope of work, or documents provided. Include the permit number and the project name in which the fire sprinkler plans were submitted.

3. **Multiple Addresses Page:** There can be only one (1) address per application. If prompted to add multiple addresses, please click NEXT. Adding multiple addresses to an application will result in delays.
4. **Submission Page.** Upload a site plan, phasing plan, specific plan, improvement plan and/or other plan type that clearly shows the development big picture, and the lot number and address of this request.
5. **Acknowledgement Page.** Confirm acknowledgement to proceed.
6. **Payment Confirmation.**
 - a. Provide payment through the online permit portal (Visa, Mastercard, or Discover)
 - b. The 3% Service Charge may be waived if payment is made by check or cash.
 - i. Checks/cash can be mailed/delivered to Cosumnes Fire Department, 10573 E. Stockton Blvd., Elk Grove, CA 95624.
 - c. Fees are subject to adjustment to reflect the administration fee for the Permit Release Letter and any additional inspections for “phasing/batching” of permit releases that are outside of the initial request.
7. **Verify.**
 - a. Plan review fees (if not already paid at time of plan review).
 - b. Subdivision site inspection fee (if not already paid at time of plan review).
 - c. Subdivision site re-inspection fee, if applicable.
 - d. Per lot inspection fees.
8. **Inspection.**
 - a. [Request a subdivision inspection](#) to verify streets, street signs, fire hydrants, fire lanes, and fire access.
 - b. A fire inspector will call and/or email to schedule an inspection appointment. Allow at least 48 hours for inspection requests to be scheduled. All fees must be paid prior to scheduling an inspection.
9. **Issuance.**
 - a. A permit release letter and fire permit by lot will be generated upon successful completion of an application request, site inspection, submitted addresses, and fee payment. Allow at least 10 business days to generate fire permits and permit release letters. Once issued, fire permits and permit release letters will be available in the customer permit portal.



SUBDIVISION INSPECTION CHECKLIST

This checklist incorporates all items that must be completed prior to scheduling a fire inspection for production housing permit releases

1. The Fire Department must have an electronic copy of the signed set of approved civil drawings on file. All signatures must be on the title sheet signature block and completed.
2. The Fire Department must have an electronic subdivision map showing the address numbers of all lots.
3. The Fire Department must have on file a list, in Excel format, of all lot numbers, addresses, square footage, and model home numbers listed in separate columns.
4. Fire hydrants must be installed and in service. Subdivisions shall have a minimum of two approved points of connection to a public water main. Both connections must be complete at the time of inspection. Verify that all valves are fully open prior to inspection.
5. All streets must be paved. Two (2) points of approved Fire Department access are required for subdivisions of 40 or more lots.
6. Street signs shall be installed at all intersections. Street sign spelling shall be pre-verified. Weather resistant temporary signs to the satisfaction of the Fire Department are acceptable provided they are legible and viewable from both approach directions.
7. All required fire lanes shall be marked in accordance with the California Fire Code and the [Cosumnes Fire Department Fire Lane Marking Standard](#).
8. Fire Department approved barricades to limit access to construction areas may utilize chains and brake away locks in conjunction with portable barricades or temporary construction fencing that provide a minimum 20-foot-wide vehicle opening and that meet City of Elk Grove, City of Galt, or County of Sacramento Public Works Standards. Concrete K-Rails, water barricades, or other barricades that restrict access or that cannot be moved by a single person during emergency response are not permitted.
9. All fees must be paid.
10. Inspections cancelled less than 24 hours before the scheduled time and/or reinspections due to failure to prepare may result in additional reinspection fees. The current list of fees can be found in the [Book of Fees](#).