

# Cosumnes Permit Portal

## How to for Customers

# New Construction Permit Application

Presented by Cosumnes Fire Department

May 2024

Revised July 2025

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- Log In
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# Clariti User Portal



Home

Search...



## Welcome to Cosumnes Community Services District

Please enter your username and password to log in.

If you have not previously registered for an account, please register.

Username

Password

Log in

[Forgot your password?](#)

Register for an Account

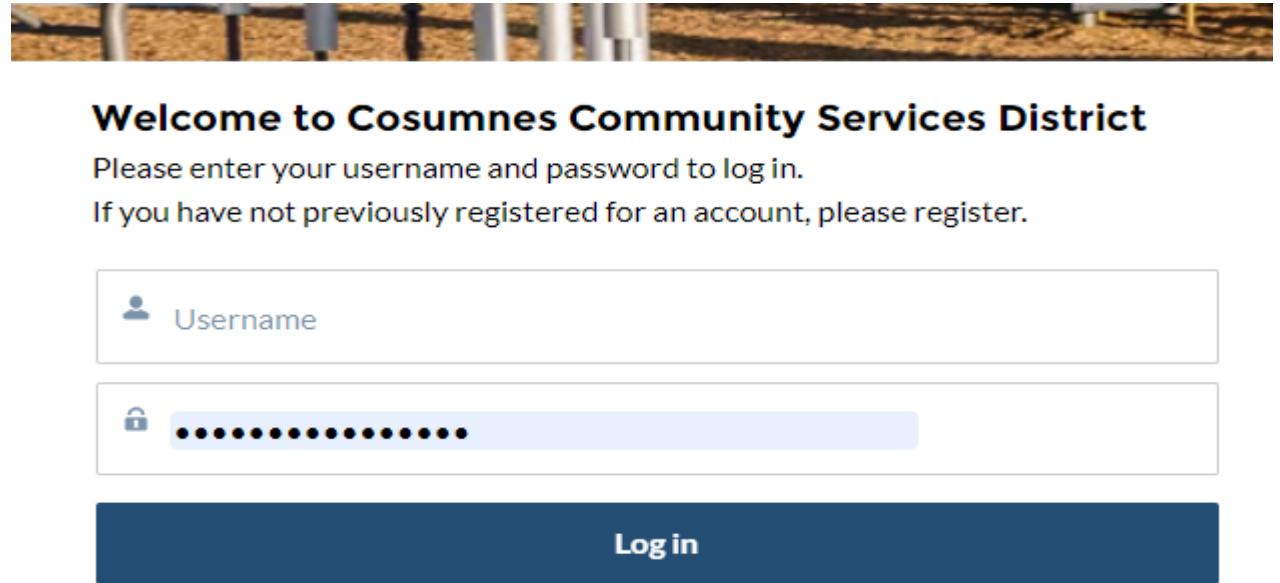


Individual Account

Register as an individual account to access Cosumnes

# Setting up an account

Follow the online directions.



The image shows the login page for the Cosumnes Community Services District. At the top, there is a decorative banner with a grid of small, colorful images. Below the banner, the text "Welcome to Cosumnes Community Services District" is displayed in bold. A sub-instruction "Please enter your username and password to log in." follows. Another instruction, "If you have not previously registered for an account, please register.", is also present. The page features two input fields: one for "Username" with a user icon and one for "Password" with a lock icon. Below these fields is a large blue "Log in" button. At the bottom of the form, there is a link "Forgot your password?".

Welcome to Cosumnes Community Services District

Please enter your username and password to log in.

If you have not previously registered for an account, please register.

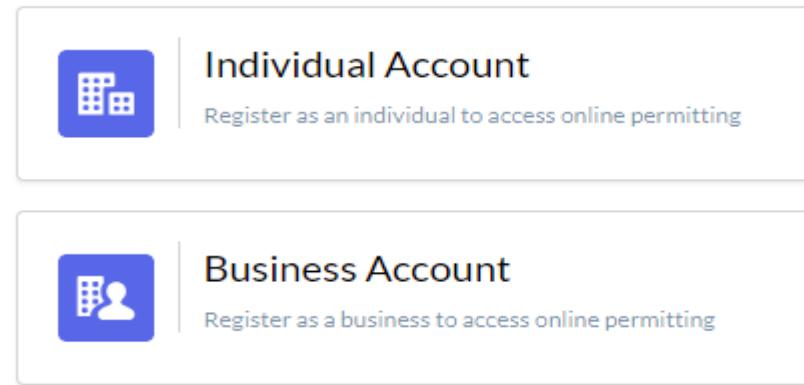
Username

Password

Log in

Forgot your password?

## Register for an Account



The image shows the "Register for an Account" section of the website. It features two main options: "Individual Account" and "Business Account". Each option is represented by a blue square icon with a white symbol: a building for the individual account and a person for the business account. To the right of each icon, the account type is labeled in bold, and a descriptive subtitle is provided in a smaller font.

Individual Account

Register as an individual to access online permitting

Business Account

Register as a business to access online permitting

# Individual vs Business Account

## **Choose an Individual if:**

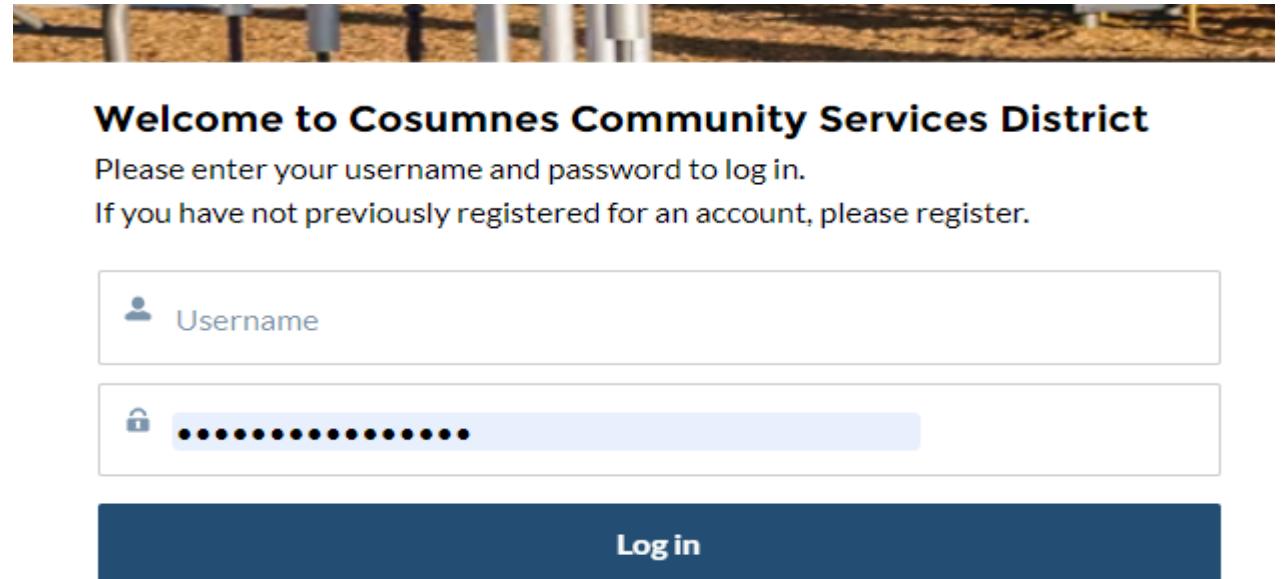
- You are a sole proprietor.
- You are the owner/builder.
- You are setting up an account to request a burn permit.
- You are paying individual citation fees.

## **Choose a Business Account if:**

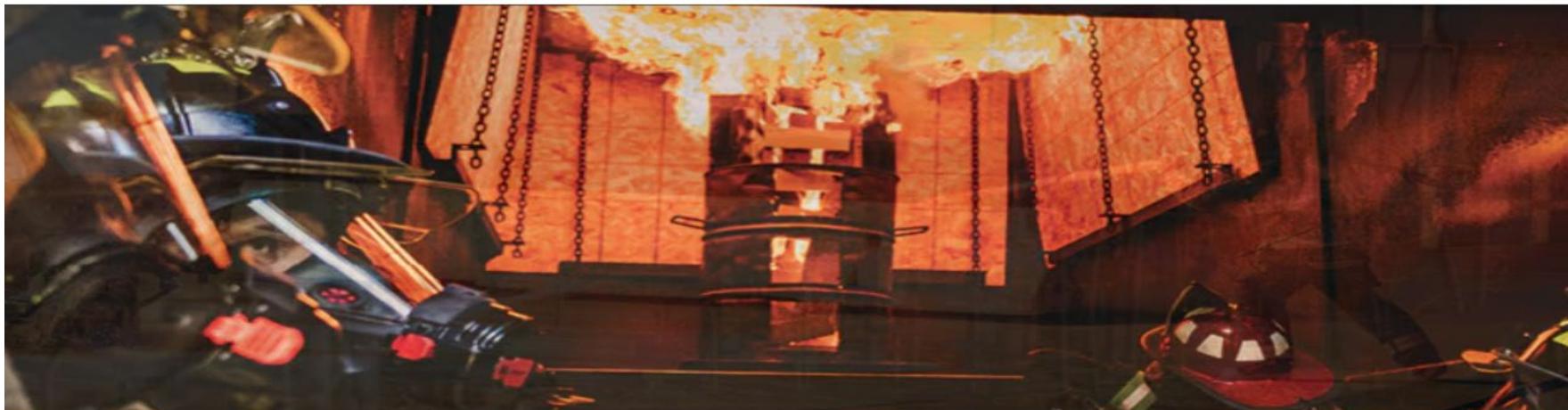
- You work for an organization that will have multiple people submitting applications for plan checks, KNOX, etc. ....
- You want to link all employees (contacts) within the same organization to one parent account.
- Employees can view all permit applications

# Logging in

- Input your new Username (your email).
- Input your password.
- If you forgot your password, follow the link to reset.



The image shows the login page for the Cosumnes Community Services District. At the top, there is a decorative banner with a repeating pattern of orange and black shapes. Below the banner, the text "Welcome to Cosumnes Community Services District" is displayed in bold. A sub-instruction "Please enter your username and password to log in." is shown in a smaller font. Below that, a note for new users: "If you have not previously registered for an account, please register." The login form consists of two input fields: "Username" and "Password". The "Username" field has a person icon and the placeholder text "Username". The "Password" field has a lock icon and is filled with a series of blue dots. A large blue "Log in" button is centered below the fields. At the bottom of the form, there is a link "Forgot your password?".

[Home](#)[My Permits](#)[My Inspections](#)[Requests](#)[More](#) permit

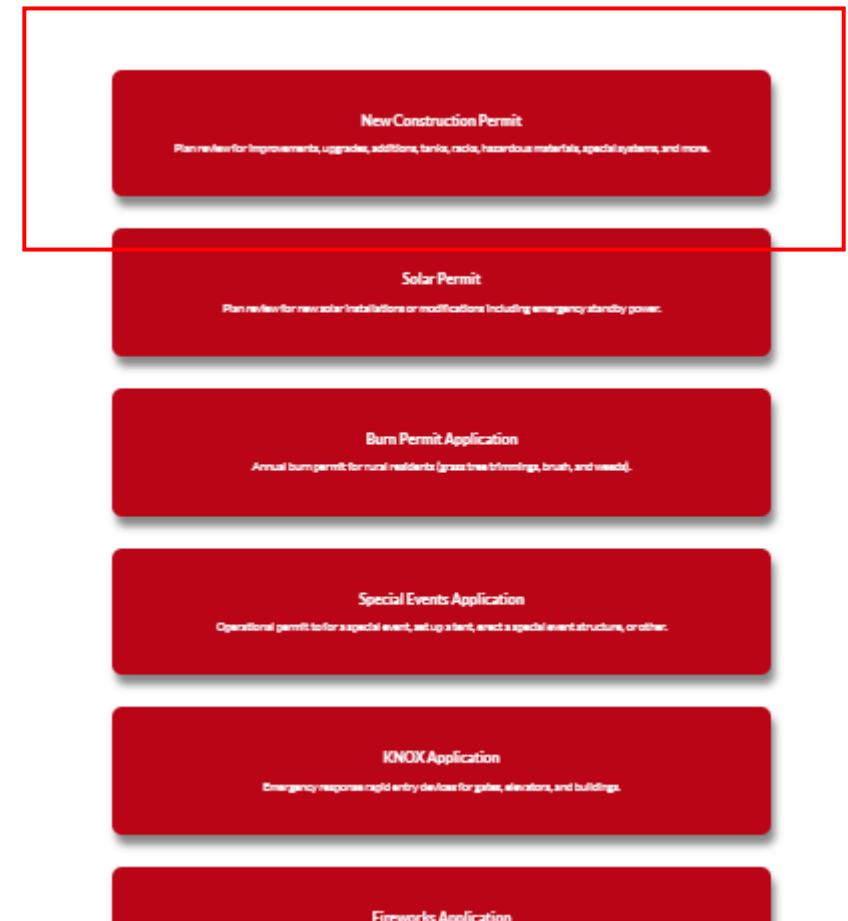
## Welcome to the Cosumnes Community Services District Portal.

This portal provides real-time access to Fire Department plan reviews and permits, as well as Landscape Architecture & Planning plan reviews. Log in to follow the progress of your project, apply for a burn permit, pay fees, order inspections, and more. Please select the applicable button below to either submit a Fire Department application or, separately, a Landscape Architecture & Planning application. For questions concerning the submittal process, plan reviews, permits, inspections, fees, and more, please visit our website at [www.CosumnesCSD.gov](http://www.CosumnesCSD.gov). For technical difficulties, please call the Fire Department at 916-405-7100 or Landscape Architecture & Planning at 916-405-5600. We look forward to serving your project needs!

[Fire Department](#)[Landscape Architecture and Planning](#)[Make Payments](#)[Information](#)

# Fire Department Button (from the Home Page)

- New Construction Permit – Plan review for improvements, upgrades, additions, tanks, racks, hazardous materials, special systems, etc.
- Solar Permit – Plan review for new solar installations or modifications, including emergency standby power.
- Burn Permit – Annual burn permit for rural residents (grass, tree trimmings, brush and weeds).
- Special Events Application – Operational permit for a special event, setting up a tent, erecting a special event structure, or other.
- KNOX application – Emergency response rapid entry devices for gates, elevators, and buildings.
- Fireworks Application – Fireworks booth sales, public display special events, and/or pyrotechnic special events.
- COO/Inspection/Flow Test – request a date/time for inspection.
- Alternate Means and Methods Request
- Meeting Request
- Pay Fees
- General Information



# Submit for a New Construction Permit

## New Construction Permit

Plan review for improvements, upgrades, additions, tanks, racks, hazardous materials, special systems, and more.

## New Application

Application      Acknowledgement      Payment

### Application Type

Project Type: Commercial - New

Type: Fire Alarm Systems

Work Type: Fire Alarm Systems 1-25 Devices (Additional fee for more than 25 devices)

Subtype: --None--

**Select from each dropdown menu.**

### Project Details

Project: Commercial - New Fire Alarm Systems TEST

Note: If project is not available in project lookup then enter project name below

\* Location Address:  Search Addresses... **Add address here, if the address has not yet been established use the "Location Description field" below.**

Note: If exact address not available then enter location description

\* Location Description:

Suite #:

Parcel Number Search:  Search Parcel Numbers... **If there is a parent permit with the Fire Department, add it here. If this information is not available, the Fire Department can add it later**

Parcel Number:

Parent Permit:  Search Permits...

### Applicant Details

Applicant Name: Pam Dawson

\* Applicant Type: Contractor

Other Interested Party:  **Add information about an "interested party," such as the subcontractor or foreman. The person you list here will also see permit information.**

Search Accounts... **Search Accounts...**

Type of Other Interested party: --None--

Unable to find Other Interested Party?  No

Additional details

# Section: Additional Details

## ▼ Additional details

\* Fire Code Edition

California Building and Fire Cod

Choose the code plans are designed to.

Property Use or Business Type

--None--

Choose subject property use type or business type.

Building Permit Number from City/County

Include City/County Building Permit Number

Number of Fire Alarm Devices



The program works dynamically, revealing needed fields as you complete the application. Please complete all "\*" fields and as many of the others that are applicable.

# Submission Requests

## Submission Requests

Upload your required documentation to the submission request(s) below for 2024-0018594. Ensure that each document is no larger than 1GB in size. You may upload multiple documents to each submission request.

### New Construction plans

 [Upload Files](#) Or drop files

### Manufacturers Specification Sheets

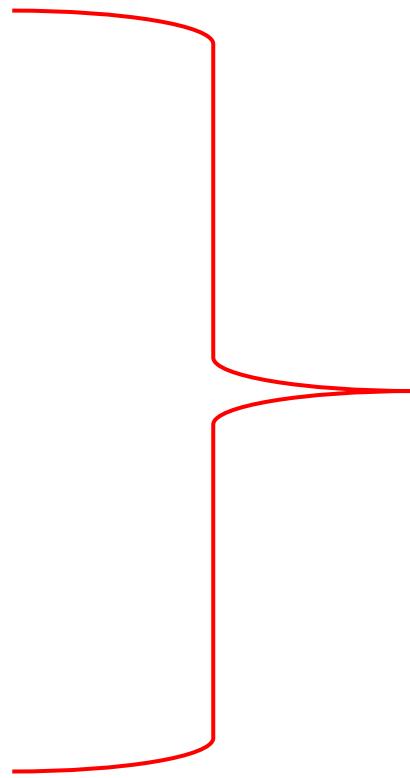
 [Upload Files](#) Or drop files

### State Fire Marshal Listing Sheets

 [Upload Files](#) Or drop files

### Other

 [Upload Files](#) Or drop files



The portal will provide a list of "submissions" required for the permit you have selected.

Upload each set of documents under the correct heading. Items listed are required (except "Other").

# Acknowledgement

Read and acknowledge that all information you have given is correct and that fees will be based on the information submitted in the application.

New Application



## Acknowledgement

I, [REDACTED] hereby acknowledge that the information given is correct. I acknowledge that fees will be assessed based on the information submitted in this application.

Fees may be paid online with a credit card (Visa, Mastercard, or Discover), a 3% service charge will apply. After fees are paid, the application will automatically be submitted. The customer will be returned to the "Amount Owing/Pay Now" screen and may navigate to other parts of the portal

Fees may also be paid by cash or check delivered to Cosumnes Fire Department, 10573 E. Stockton Blvd., Elk Grove, CA 95624.

Applications will be reviewed once all fees are paid.

Acknowledgement

[Save and Resume Later](#)

[Back](#)

[Next](#)

**NOTE:** If a different type of permit is needed, fees will be adjusted.

All fees must be paid before the application will enter the QC Review (Quality Control Review aka Plan Intake).

If the actual fees turn out to be less a refund will be issued.

# Pay Fees – Fee Details

The portal will automatically calculate fees. Fees are based on the current year's [Book of Fees](#) (posted on [www.CosumnesCSD.gov](http://www.CosumnesCSD.gov) website).

New Application

Fee Details

Showing 2 of 2 items

Type	Amount
Permit Fee	\$1,906.00
Service Charges	\$57.18

All Permit fees will include a Service Charge of 3%. This fee is for all credit/debit card transactions and will be waived on payments made by check or cash.

Continue to Pay Now, to pay by credit/debit card.

Pay Now

All fees must be paid before the application is accepted and placed in the queue for plan review. If you have questions regarding your fees, contact us at 916-405-7100 during regular business hours

## Request an Inspection

### 4 Steps to Plan Review



To request an inspection, go to [www.cosumnescsd.gov/303](http://www.cosumnescsd.gov/303) and click on the “Order Inspection” button. Then, complete and submit the Inspection Request Form.

An inspector will contact you to schedule your inspection.

# Inspection Schedule Notice

An Inspection Schedule Notice may be delivered to the permit inspection file when Cosumnes Fire Department schedules the inspection in the online permit software.



## COSUMNES COMMUNITY SERVICES DISTRICT FIRE DEPARTMENT

8820 Elk Grove Blvd. Elk Grove, CA 95624

(916) 405-7100

[CosumnesCSD.gov/Fire](http://CosumnesCSD.gov/Fire)

## INSPECTION SCHEDULE NOTICE

An inspection has been scheduled for:

# Inspection Report

After the inspection, you will receive an “Inspection Report”

The report will include any violations, notes, and comments about your inspection.



## COSUMNES COMMUNITY SERVICES DISTRICT FIRE DEPARTMENT

8820 Elk Grove Blvd. Elk Grove, CA 95624

(916) 405-7100

[CosumnesCSD.gov/Fire](http://CosumnesCSD.gov/Fire)

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## INSPECTION REPORT

### FACILITY INFORMATION

# General Information for the Cosumnes Fire Department

- Links to the Cosumnes Fire Department Fire Prevention pages.
  - [Access standards and handouts](#)
  - [Book of Fees](#)
  - [Burn Permit map](#)
  - [Information on the Vegetation Management Program](#)
  - [Information on maintaining Commercial Fire Systems](#)

## General Information

[Links to Cosumnes Fire Department website.](#)

# Thank you!

If you have any questions, please contact the Cosumnes Fire Department at 916-405-7100.