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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Clariti User Portal

COSUMNES COMMUNITY SERVICES DISTRICT

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?

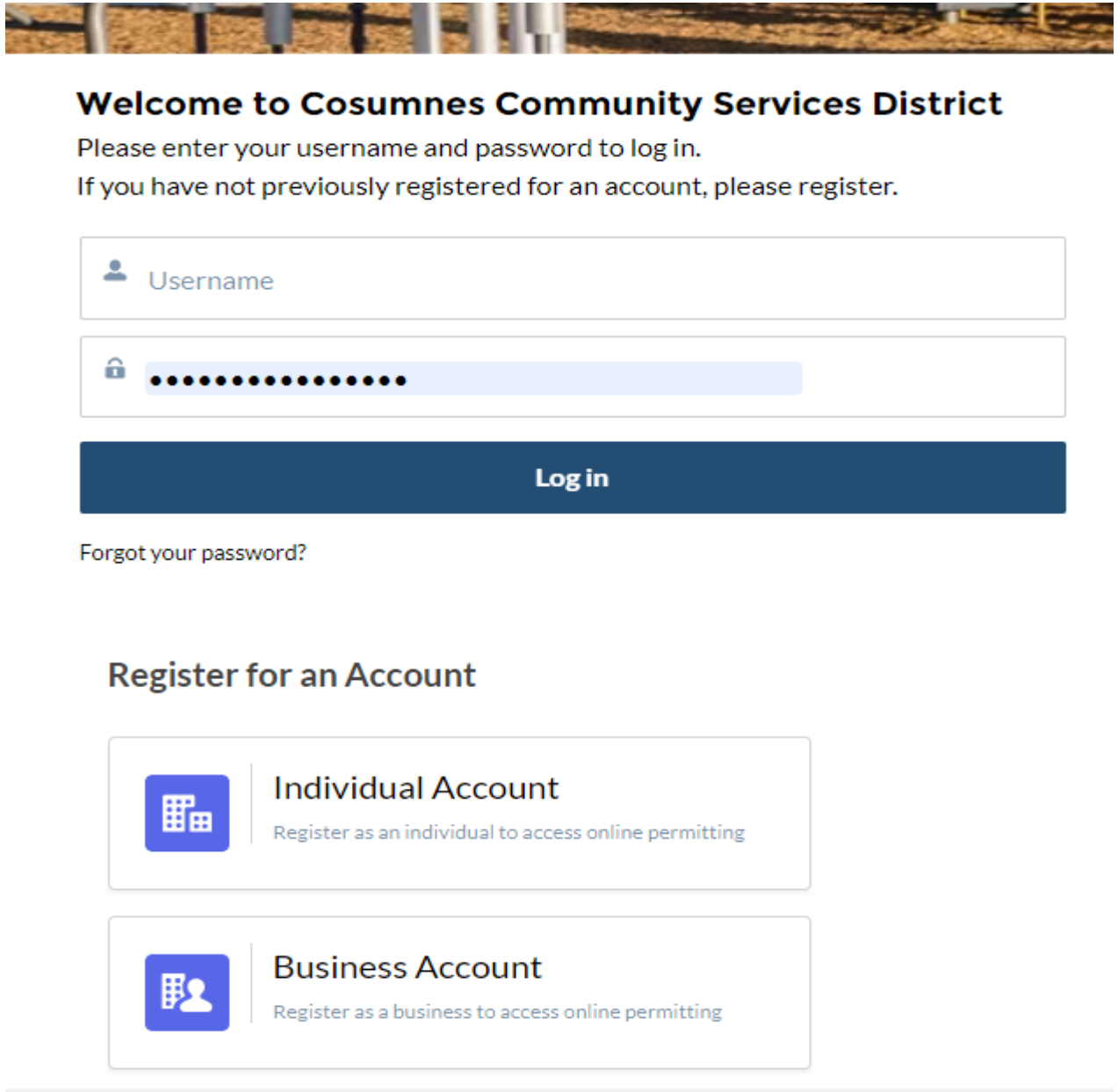
Register for an Account

Individual Account

Register as an individual account to access Cosumnes

Setting up an account

Follow the online directions.



Individual vs Business Account

Choose an Individual if:

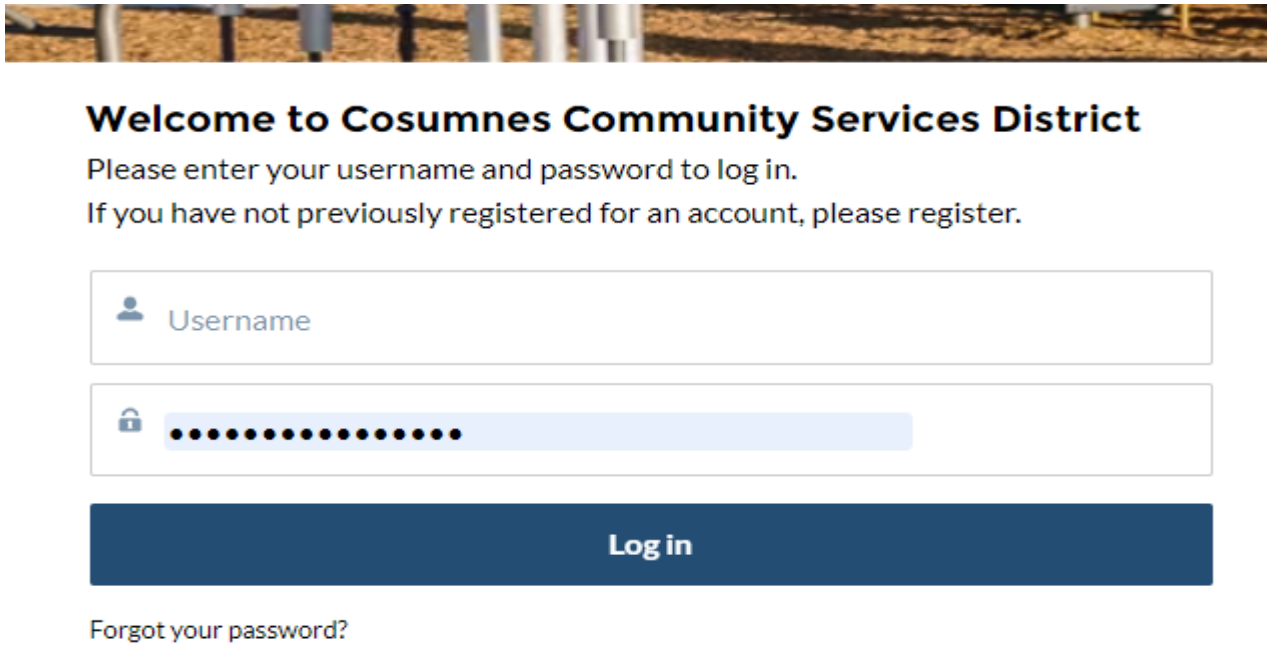
- You are a sole proprietor.
- You are the owner/builder.
- You are setting up an account to request a burn permit.
- You are paying individual citation fees.

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

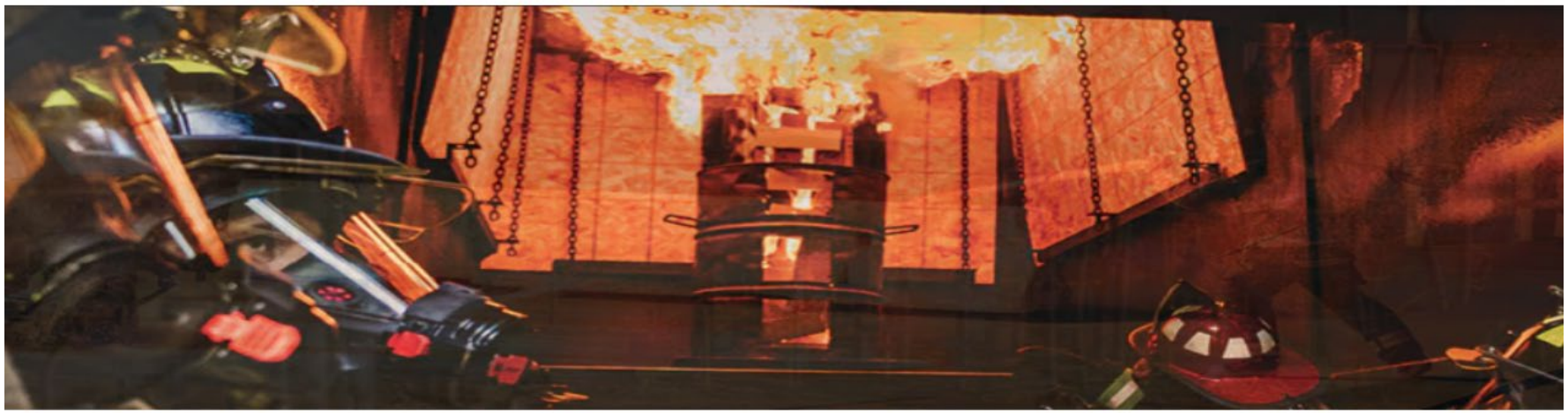
- Input your new Username (your email).
- Input your password.
- If you forgot your password, follow the link to reset.



COSUMNES COMMUNITY SERVICES DISTRICT

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. 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

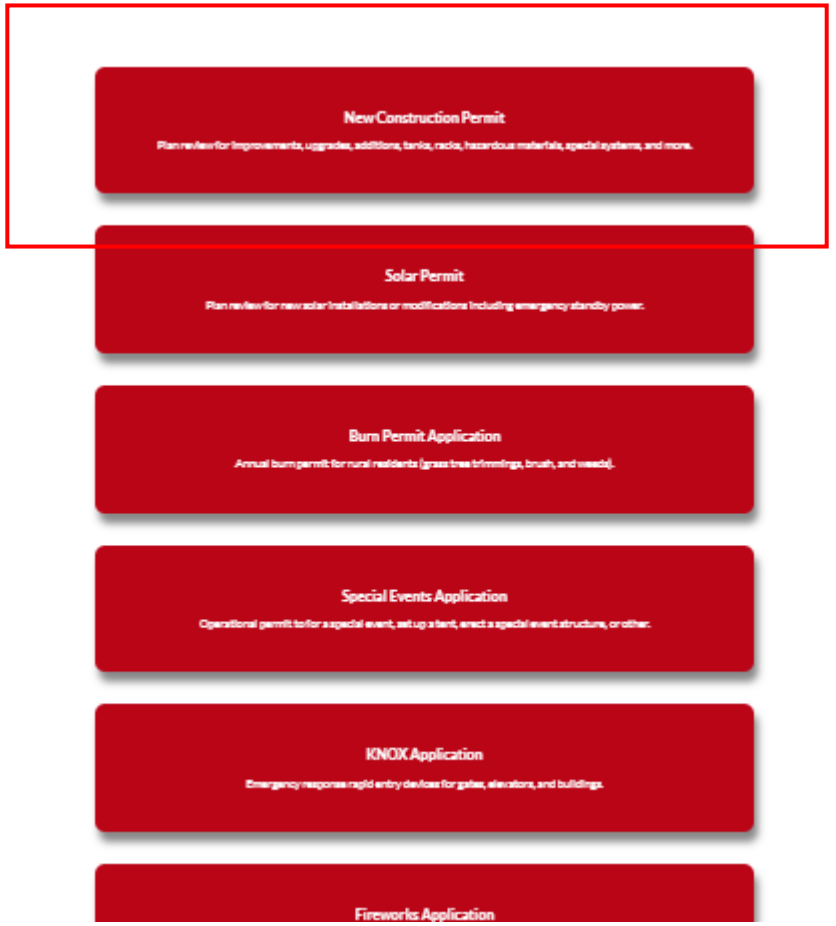
Landscape Architecture and Planning

Make Payments

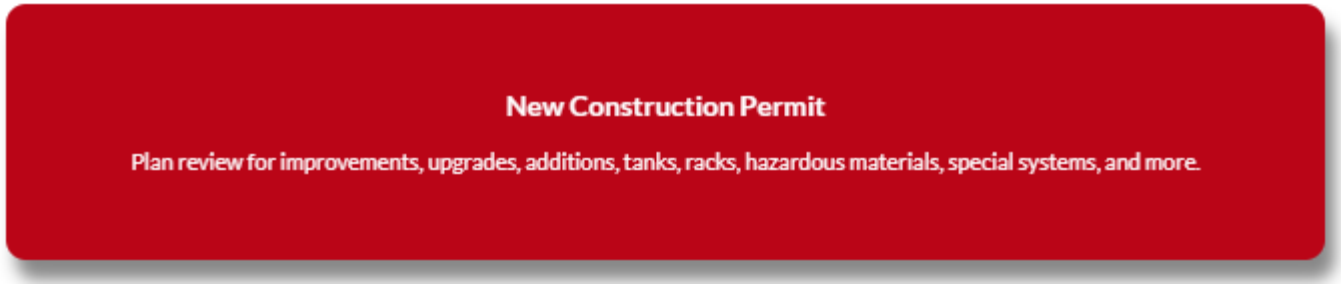
Information

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 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.

Applicant Details

Applicant Name
Pam Dawson

*Applicant Type: Contractor

Other Interested Party: Search Accounts...

Type of Other Interested party: --None--

Unable to find Other Interested Party?: No

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

Additional details

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...

Complete this field.

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...

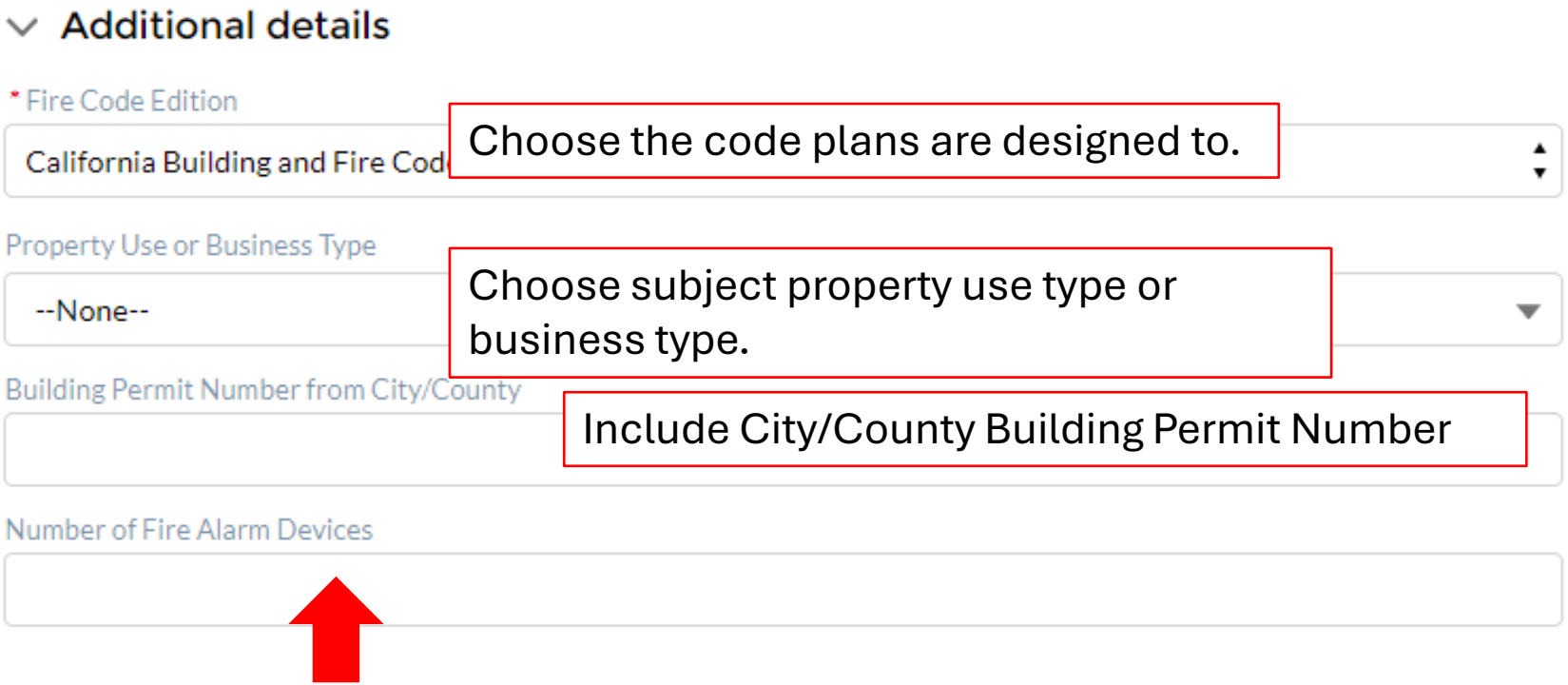
Note: Input Known parcel number and search. If parcel number does not come up, complete "Parcel Number"

Parcel Number

Parent Permit: Search Permits...

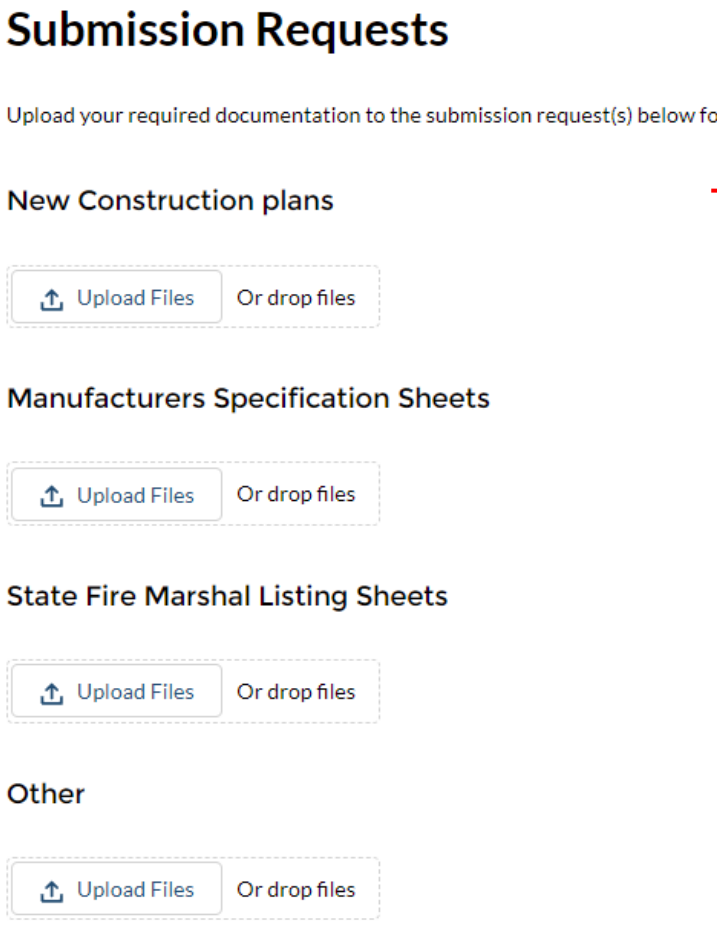
If there is a parent permit with the Fire Department, add it here. If this information is not available, the Fire Department can add it later

Section: Additional Details



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

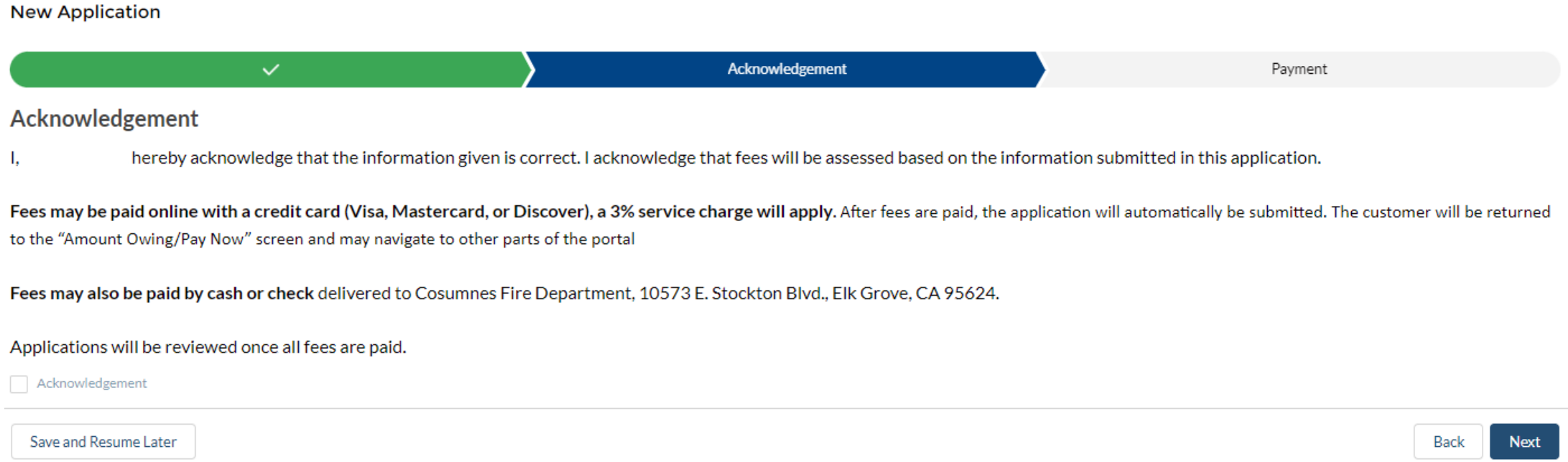


The portal will provide a list of "submissions" required for the permit you have selected.

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

Acknowledgement

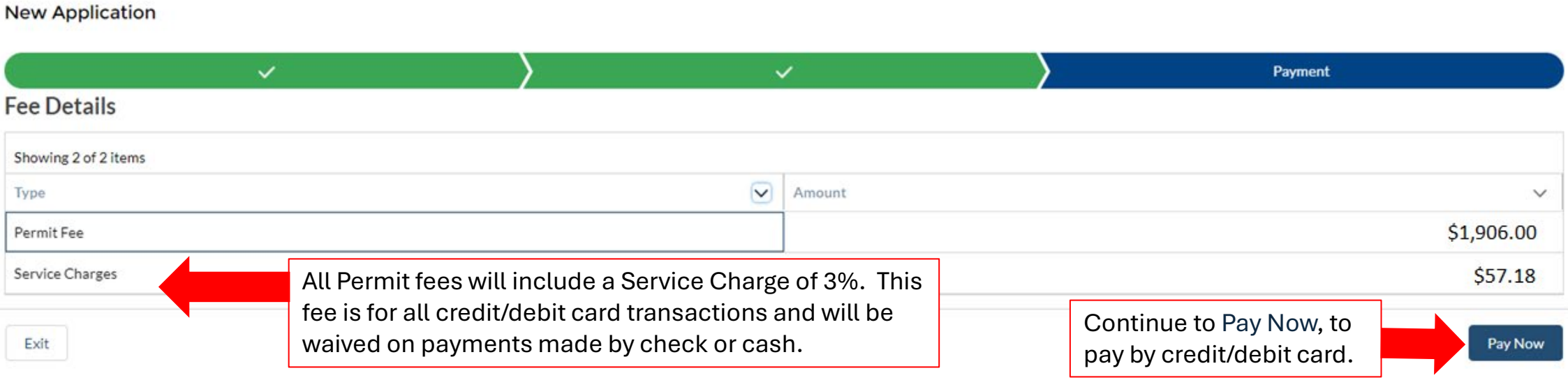
Read and acknowledge that all information you have given is correct and that fees will be based on the information submitted in the application.



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 website).



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.

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

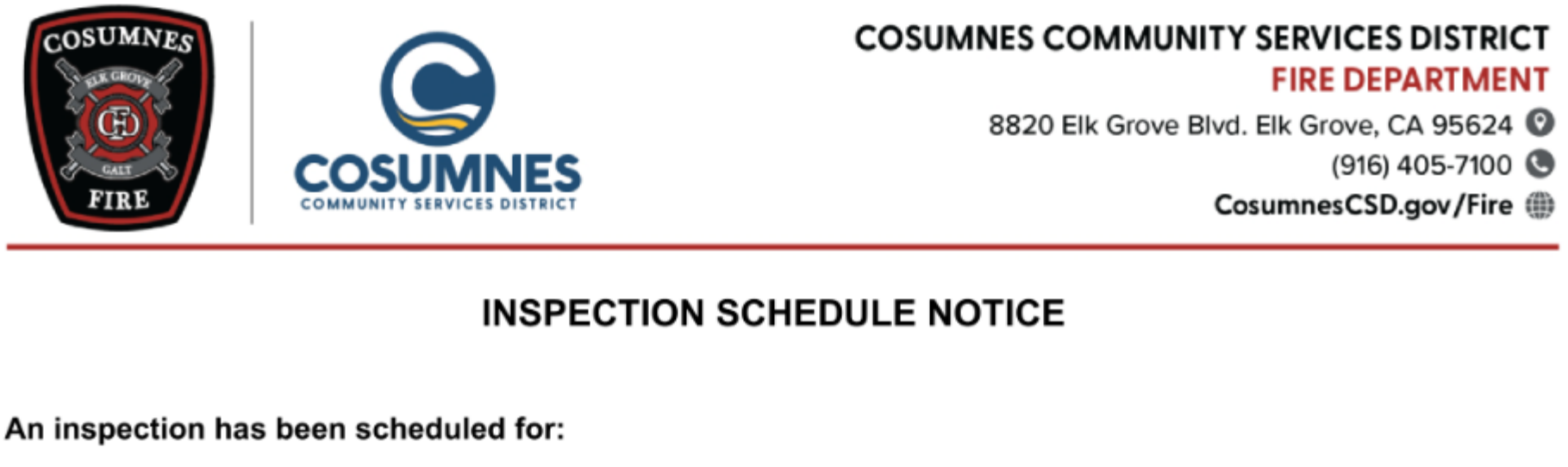
Request an Inspection

To request an inspection, go to 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

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.

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CosumnesCSD.gov/Fire

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

Thank you!

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