

Cosumnes Customer Permit Portal How to: Burn Permits

Presented by Cosumnes Fire Department

March 2024

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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

Clariti User Portal



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

.....

Log in

[Forgot your password?](#)

Register for an Account



Individual Account

[Register as an individual to access online permitting](#)



Business Account

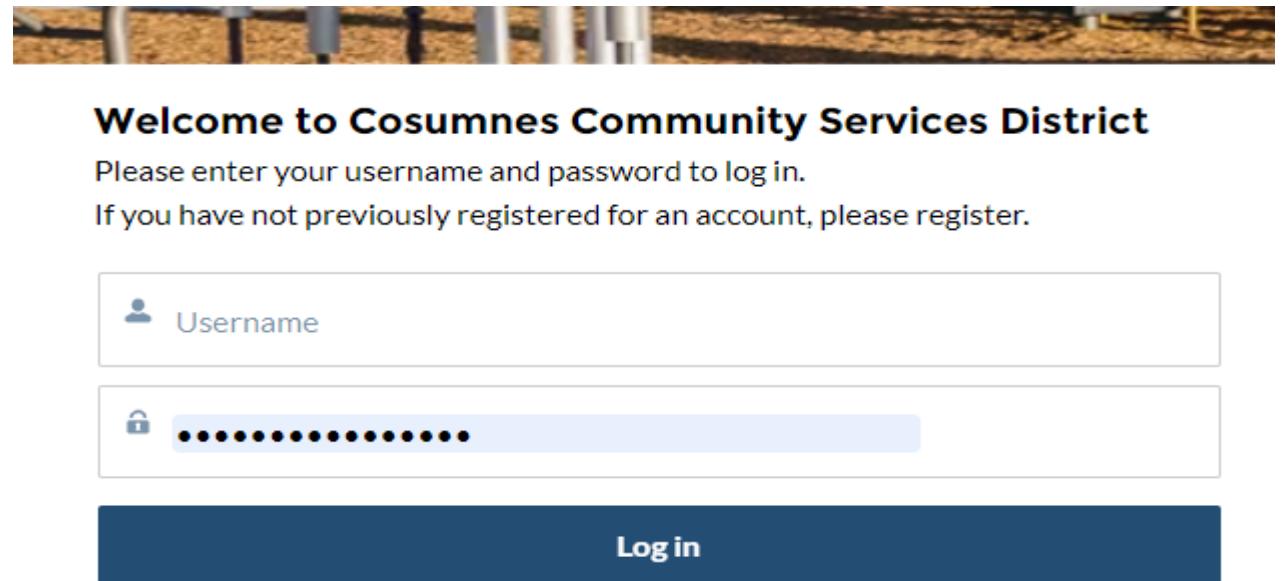
[Register as a business to access online permitting](#)

Individual Account

- Choose an Individual Account.
- Complete the application.
- A confirmation email will be sent to your email. If you do not receive it within 3-5 minutes, check your spam/junk mail.
- Confirm your email – follow the directions in the email to confirm your email address.
- Once confirmed, you may log into your account.

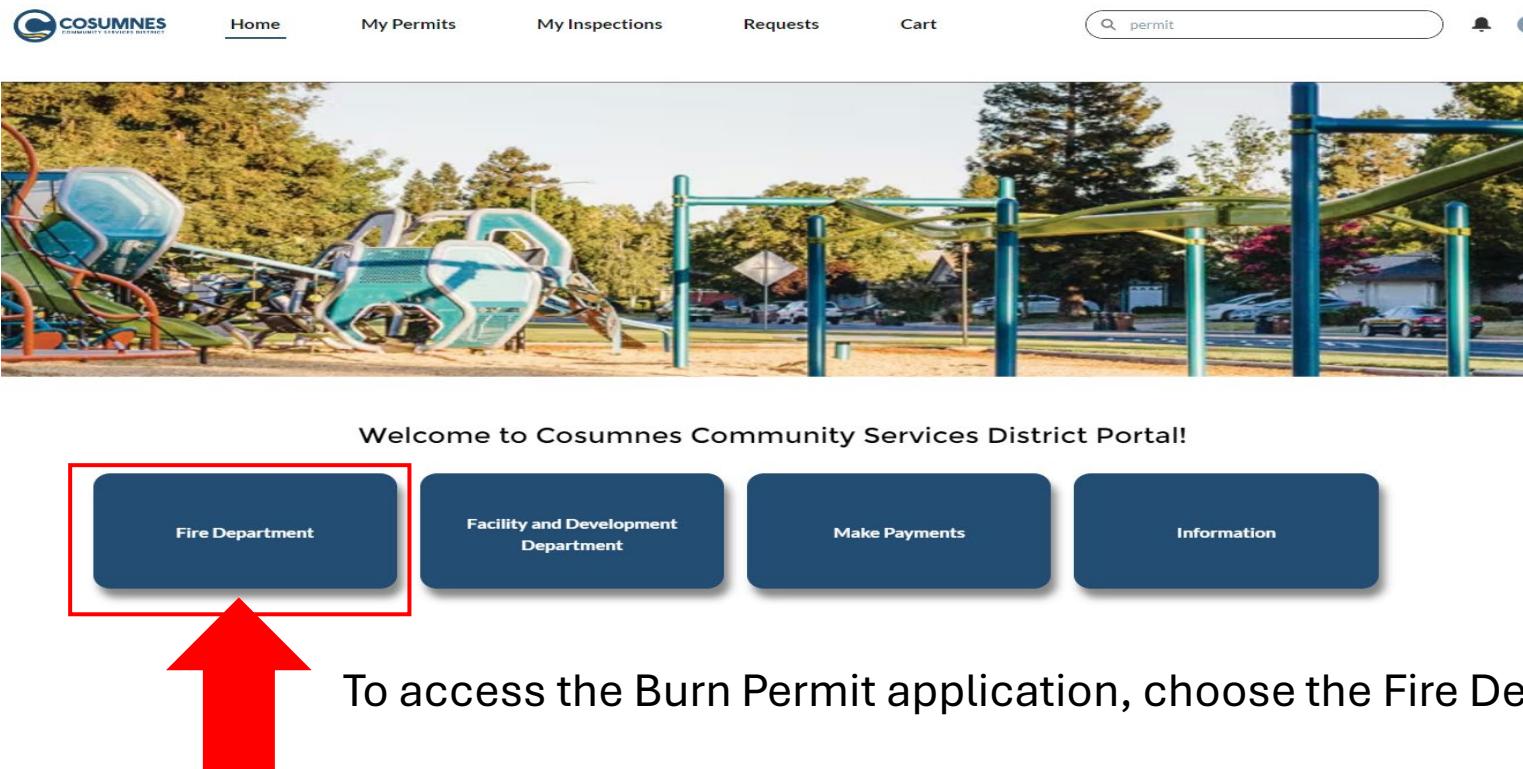
Logging in

- 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 nature scene. Below it, the text "Welcome to Cosumnes Community Services District" is displayed in bold. A message follows: "Please enter your username and password to log in. If you have not previously registered for an account, please register." The form contains two input fields: "Username" with a user icon and "Password" with a lock icon. A large blue "Log in" button is at the bottom, and a "Forgot your password?" link is located below it.

Home Page



Welcome to Cosumnes Community Services District Portal!

Fire Department

Facility and Development Department

Make Payments

Information

To access the Burn Permit application, choose the Fire Department Button

Burn Permit Application



From the Fire Department Menu,
choose the third button down,
“Burn Permit Application”.

New Construction Permit

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

Solar Permit

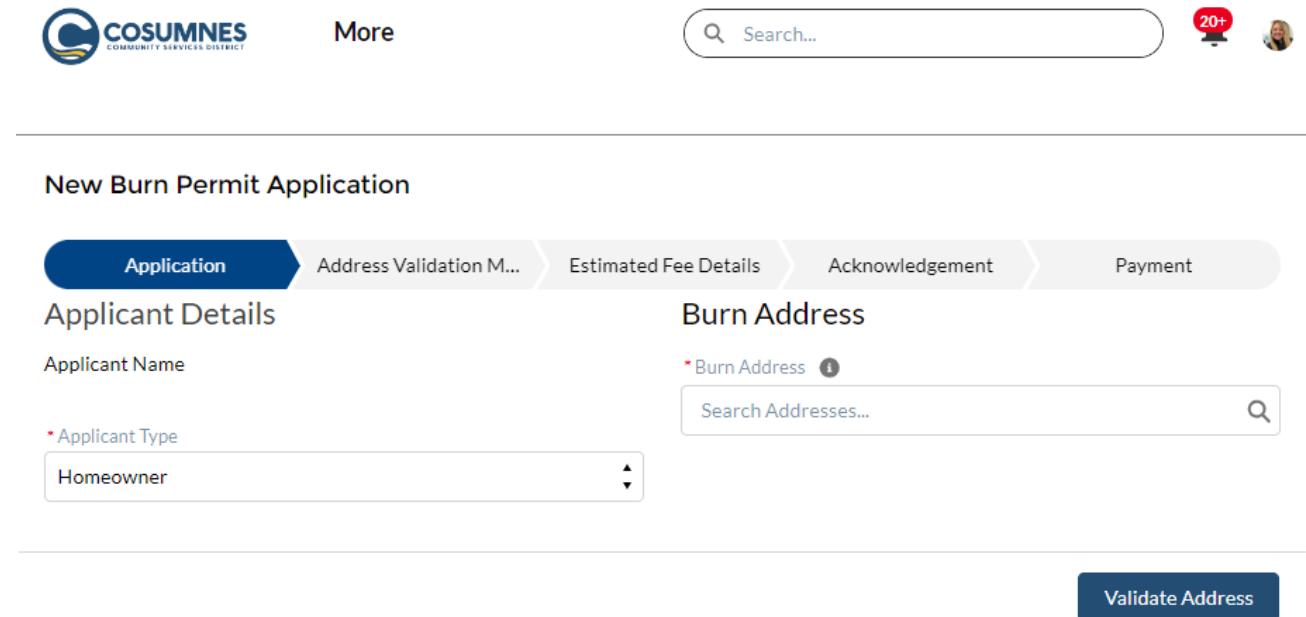
Plan review for new solar installations or modifications including emergency standby power.

Burn Permit Application

Annual burn permit for rural residents (grass, tree trimmings, brush, and weeds).

Complete the Application

- Choose Applicant Type, for example, homeowner.
- Type in the address for the Burn Permit location. Valid addresses will come up.
 - If your address is not coming up, try a variation, such as E vs East.
- Click “Validate Address”.



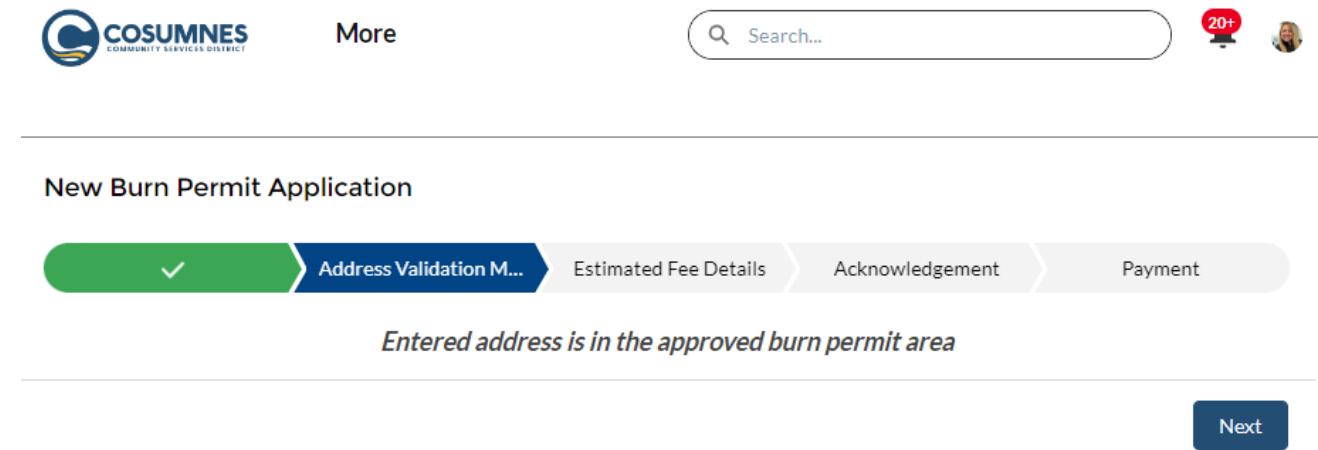
The screenshot shows the Cosumnes Community Services District website interface for a 'New Burn Permit Application'. The top navigation bar includes the Cosumnes logo, a 'More' link, a search bar, and a user icon with a '20+' notification. The main form is titled 'New Burn Permit Application' and is divided into several tabs: 'Application' (which is active and highlighted in blue), 'Address Validation M...', 'Estimated Fee Details', 'Acknowledgement', and 'Payment'. The 'Application' tab's sub-sections are 'Applicant Details' (containing fields for 'Applicant Name' and 'Applicant Type' set to 'Homeowner') and 'Burn Address' (containing a field labeled 'Burn Address' with a placeholder 'Search Addresses...' and a magnifying glass icon). At the bottom right of the form is a blue 'Validate Address' button.

Address Validation

Addresses that are in an approved open or limited area will receive a message that the

“Entered address is in the approved burn permit area”

Press Next.



The screenshot shows a web application for a 'New Burn Permit Application'. At the top, there is a logo for 'COSUMNES COMMUNITY SERVICES DISTRICT' and a search bar with a magnifying glass icon and the placeholder 'Search...'. To the right of the search bar are two small icons: a red notification bubble with '20+' and a user profile picture. Below the header, the application title 'New Burn Permit Application' is displayed. A progress bar at the top indicates the steps: 'Address Validation M...' (highlighted in blue), 'Estimated Fee Details', 'Acknowledgement', and 'Payment'. A message 'Entered address is in the approved burn permit area' is centered below the progress bar. At the bottom right, there is a blue 'Next' button.

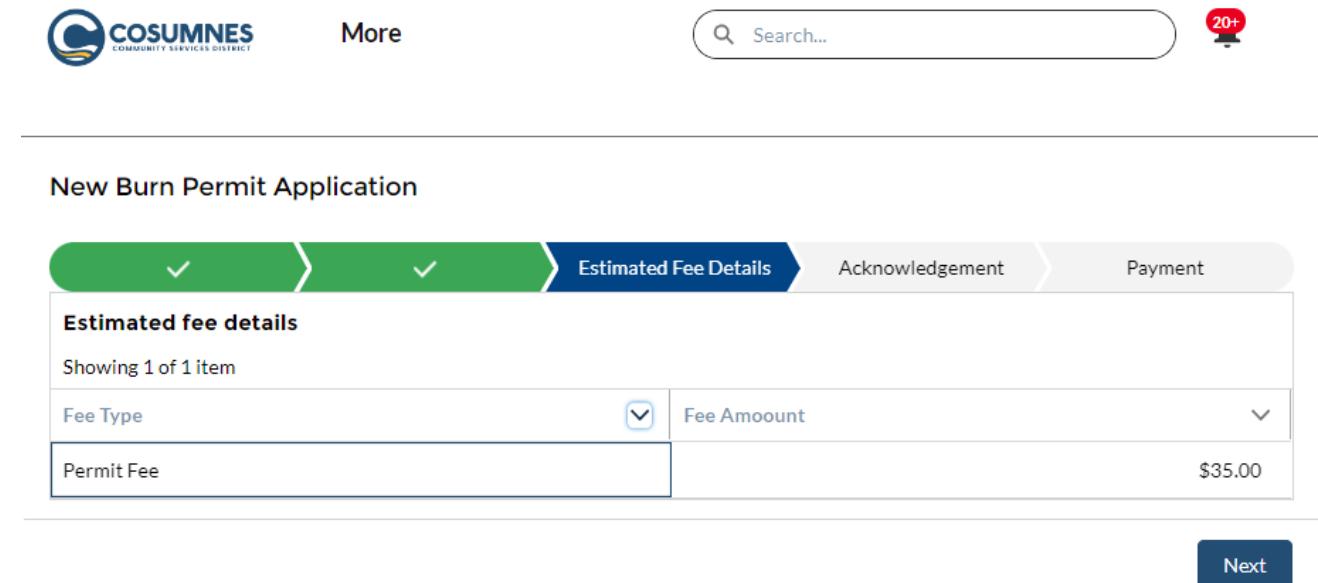
Estimated Fee Detail

If the customer is paying by credit/debit there will be a 3% service charge.

If the customer pays by check or cash, then the service charge will be waived.

Checks and cash should be delivered to:

Cosumnes Fire Department
10573 E. Stockton Blvd.
Elk Grove, CA 95624



The screenshot shows a web application for a 'New Burn Permit Application'. The top navigation bar includes the Cosumnes Community Services District logo, a 'More' link, a search bar, and a red notification badge with '20+'. The main content area is titled 'New Burn Permit Application' and shows a progress bar with four steps: 'Estimated fee details' (selected), 'Acknowledgement', and 'Payment'. The 'Estimated fee details' step displays a table with one item:

Fee Type	Fee Amount
Permit Fee	\$35.00

A 'Next' button is located at the bottom right of the form.

Acknowledgement

Read and acknowledge for Burn Permits by checking the box at the bottom and clicking Next.

Acknowledgement:

FIRE INSPECTION AGREEMENT:

Read the following before submitting the burn permit:

Open Burn Area - Open area burning is available May through October 10AM to 12PM and November through April 10AM to 5PM.

Limited Burn - Burning only allowed November through April 10AM to 5PM

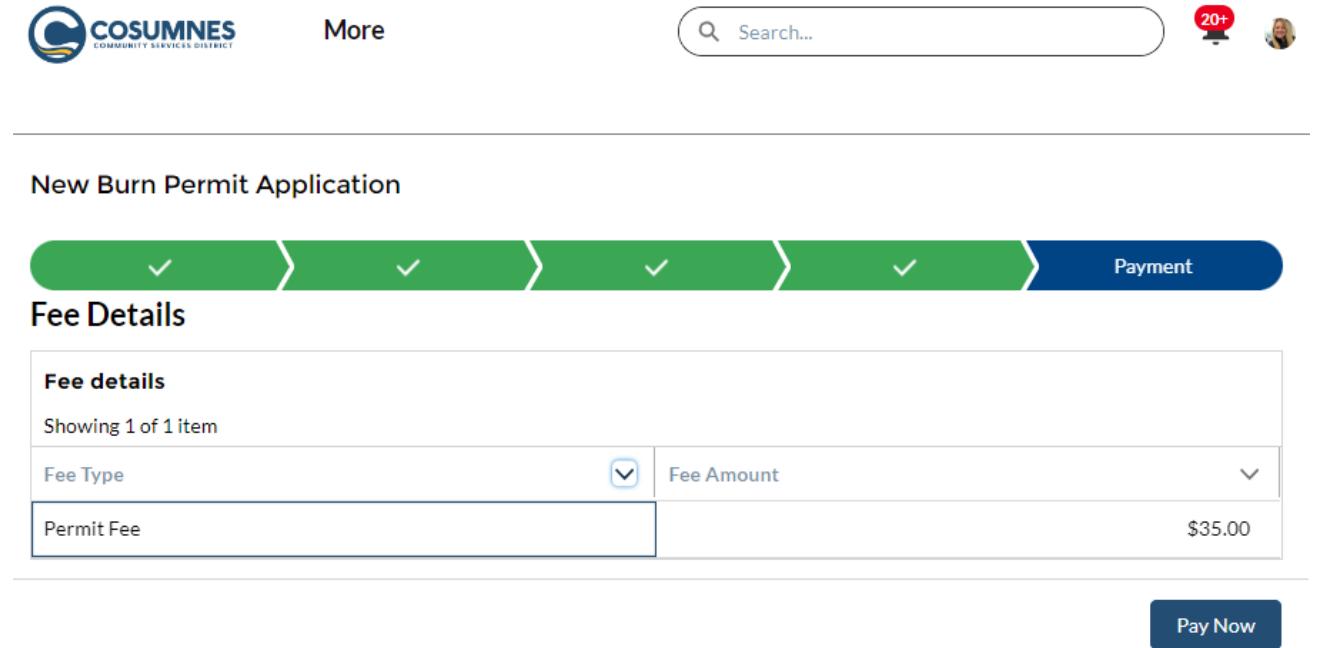
- No more than four (4) piles, no more than 4 feet long x 4 feet wide and 4 feet tall may be burned.
- Only grass, tree trimmings, brush, and weeds for property maintenance may be burned.
- When burning, a garden hose OR 2 - 2A-10BC fire extinguishers must be present.
- Sacramento Metro Air Quality Management District is to be contacted prior to any burning by calling 279-972-2876.
- Piles shall be arranged to facilitate efficient burning and shall be free of household trash, petroleum wastes, demolition debris, tires, tar, wood waste (painted or treated with preservative), or other combustible or flammable solid or liquid waste. The burning of these materials is a violation of air pollution regulations and is subject to heavy penalties.
- Piles shall be free of moisture.
- No burning shall be done on days when wind speed is in excess of 10 miles per hour.
- There shall be no combustible material within 30 feet of the burn site. Piles shall be a minimum of 30 feet apart.
- Permittee shall be present at all times until fire is extinguished.
- Burning must be located at least 50 feet from any structure.
- "This permit may be revoked or suspended for violation of any condition of said permit or when it is necessary for the protection of public health or safety."
- No Burn Barrels
- Burn permits expire on December 31 of the year issued.
- Permittee's holding a burn permit agree to comply with all Conditions of Approval listed on the Burn Permit
- Applicant hereby accepts and agrees to the Conditions of Burn Permit.
- Applicant declares that [REDACTED] owner and/or legal occupant of the property upon which the burning is to be done, or that they have the permission of the owner of the property to burn.
- Permit must be available and presented to Fire Department staff upon request.

I, Pam Dawson, hereby acknowledge that the information given is correct. I acknowledge that fees will be assessed based on the information submitted on applications.

Next

Pay Now

If the customer is paying by credit/debit there will be a 3% service charge.



The screenshot shows a web application for a "New Burn Permit Application". At the top, the Cosumnes Community Services District logo is displayed, along with a "More" link, a search bar, and a user icon with a "20+" notification. The main content area is titled "New Burn Permit Application" and shows a progress bar with five green steps and one blue "Payment" step. Below the progress bar, the section "Fee Details" is shown, featuring a table with one item: "Permit Fee" for \$35.00. A "Pay Now" button is located at the bottom right of the form.

New Burn Permit Application

Fee Details

Fee Type	Fee Amount
Permit Fee	\$35.00

Pay Now

Summary of Charges

- Permit Fee
- 3% Service Fee if paying by credit card.
- Choose Next Payment Details
- Note your permit number



Cart Total: \$36.05

Amount to Pay:
\$36.05

▼ 2024-0018940 \$36.05

Name	Payable Type	Description	Outstanding Amount	To Pay	Remove
0017938	Fee		\$35.00	\$35.00 <input type="button" value="X"/>	<input type="button" value="X"/>
0017939	Fee		\$1.05	\$1.05 <input type="button" value="X"/>	<input type="button" value="X"/>

Billing Details

Choose a payment method.

- Credit/Debit – pay online now, press Next Confirm.
- If paying by cash or check:
 - Note your permit number from the previous screen.
 - Cancel the cart; your application will be under “Paused Applications.”
 - There will be no 3% service charge on cash or check payments.
 - Mail checks or walk-in checks/cash to:

Cosumnes Fire Department
10573 E. Stockton Blvd
Elk Grove, CA 95624
 - Include your permit number with your payment.

The screenshot shows a web-based payment interface. At the top, a blue header bar displays a shopping cart icon and the text "Cart" on the left, and "Total: \$36.05" on the right. Below the header, the page is titled "Billing Details". A section labeled "Account" contains a dropdown menu with a blue square icon. To the right, a "Contact" section has a dropdown menu with a grey square icon. Below these, a "Email copy to:" field is present. A "Payment Methods" section follows, with a "Choose Type" dropdown set to "Credit/Debit" and an "Amount" field showing "\$36.05". At the bottom of the form are three buttons: "Back", "Cancel Cart", and a prominent blue "Next: Confirm" button.

Process Payment

Confirm all information is correct, press Process.

Cart Total: \$36.05

Billing Details

Account	Contact	Email
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Cart Details

2024-0018940		\$36.05		
Name	Payable Type	Description	Outstanding Amount	To Pay
0017938	Fee		\$35.00	\$35.00
0017939	Fee		\$1.05	\$1.05

Payment Methods

Type	Amount
Credit/Debit	\$36.05

[Back](#) [Process](#)

Input Credit Card Info

Your credit card information is processed securely through PaySafe by Clariti.

Complete fields and press Pay.

X

Paysafe:
Clariti

Card Information

Cardholder Name

Card Number

Expiry

CVV



Order Total: \$36.05

PAY

Powered by

Paysafe:

Print Receipt

If payment is successful, print receipt.

Cart

Total: \$36.05

Success!



Payment - P-02292024-286 - VirtualTerminalCard -

Close

Print Receipt

Printed Receipt

You may print your receipt for your records.

Cosumnes Community Services District
8820 Elk Grove Blvd. Elk Grove, CA 95624
support@claritisoftware.com
Phone: (916) 405-7150 | Fax: (916) 405-5600
CosumnesCSD.gov



Your payment was successful!

Account:

Date: 2/29/2024, 12:50 PM

Contact: |

Total Amount: \$36.05

Email ID:

Payment Details

Amount Paid: \$36.05

Receipt #: P-02292024-286

Payment Method: VirtualTerminalCard

Item	Payment Amount
2024-0018940 - Burn Permit - General/ Misc - Permit Fee - GROVE, CA 95624	\$35.00
2024-0018940 - Burn Permit - General/ Misc - Service Charges - GROVE, CA 95624	\$1.05
Total Amount: \$36.05	

Print Burn Permit

- Once paid, your application is delivered to the Fire Department for review.
- When the Fire Department approves your Burn Permit application, you will receive a notification (see the bell in the top right of your dashboard) that the permit has been updated.
- Click on the notification.
- At the Permit Screen, go to the Files tab.
- Click on the Burn Permit, download and print.
- Sign the permit and keep it on hand when burning.
- For more information on Burn Permits, check out www.cosumnescsd.gov/283/Burn-Permits

The image shows a software interface with a 'Notifications' panel and a 'Permit' details screen.

Notifications Panel: A red box highlights the top right corner of the interface, specifically the bell icon. A red arrow points from this area to the bell icon in the 'Notifications' panel. The panel title is 'Notifications' with a 'Mark all as read' link and a close button. It contains one notification: 'BRNP-2024-0018940 Gets Updated' with the subtext 'Your permit stage updated from Application to Review.' and a timestamp 'a few seconds ago'.

Permit Details Screen: Below the notifications, the main content shows a 'Permit' for 'BRNP-2024-0018940'. The details are: QC Review Status: Complete, Type: General/ Misc, Work Type: Burn Permit, Stage: Review, Issue Date: 2/29/2024. A green progress bar shows the stage 'Review' is complete. Below the details is a navigation bar with tabs: Details (highlighted with a red box), Files (highlighted with a red box), Fees, Requests, Submissions, Inspections, Properties, Revision, and Feed. A red arrow points from the 'Files' tab to the 'Files' tab in the navigation bar. The 'Files' tab is selected, showing a list titled 'Files (1)'. A red arrow points from the 'Files (1)' title to the file entry 'Burn_Permit_20240229.pdf'.

**Thank you for viewing
this Burn Permit How To.**

If you have questions, please call the Cosumnes Fire Department at
916-405-7100, staff are happy to help!