# Cosumnes Customer Permit Portal How to: Burn Permits

Presented by Cosumnes Fire Department

March 2024

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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?

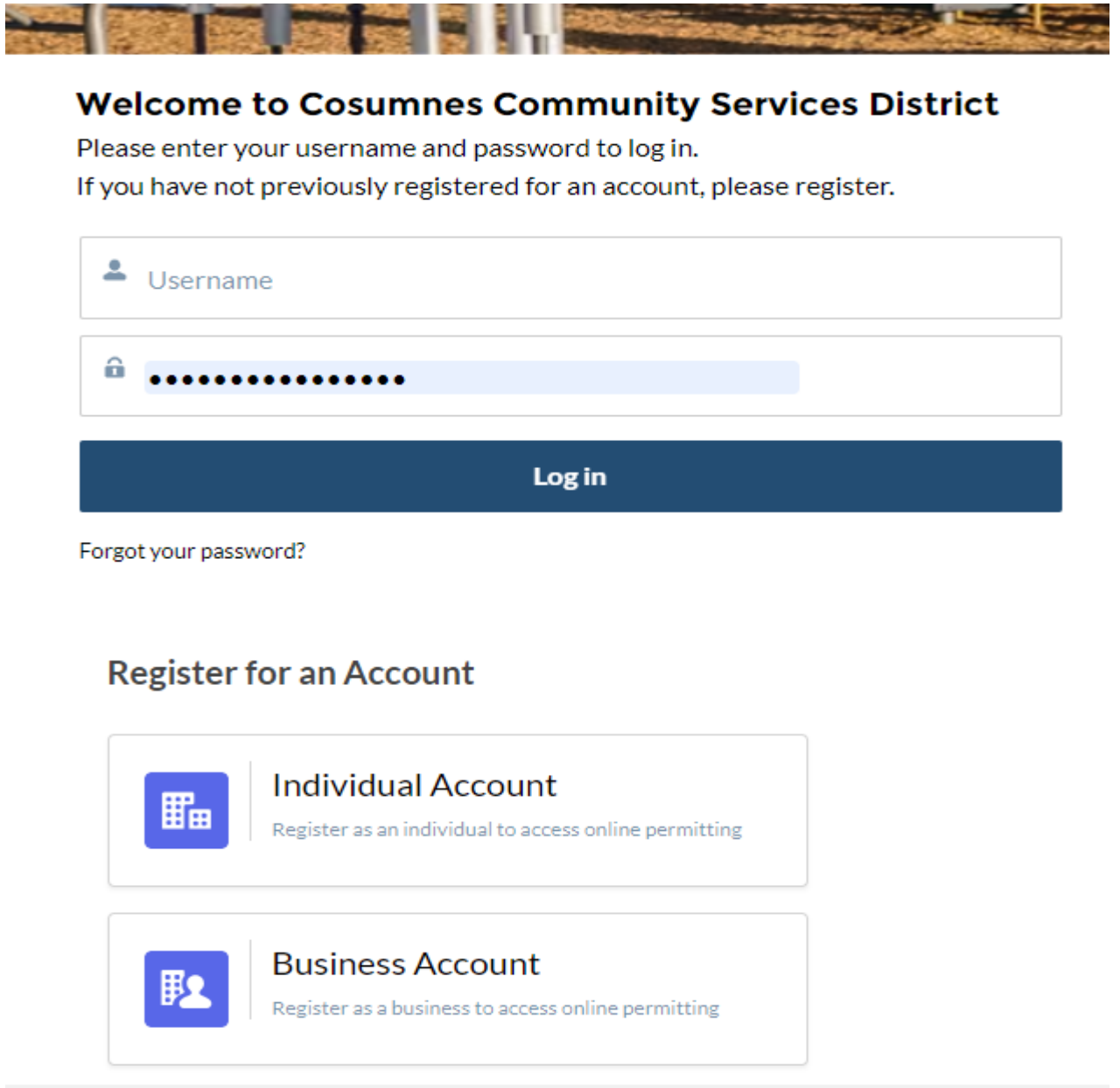
## Register for an Account

### Individual Account

Register as an individual account to access Cosumnes

# Setting up an Account

## Clariti User Portal

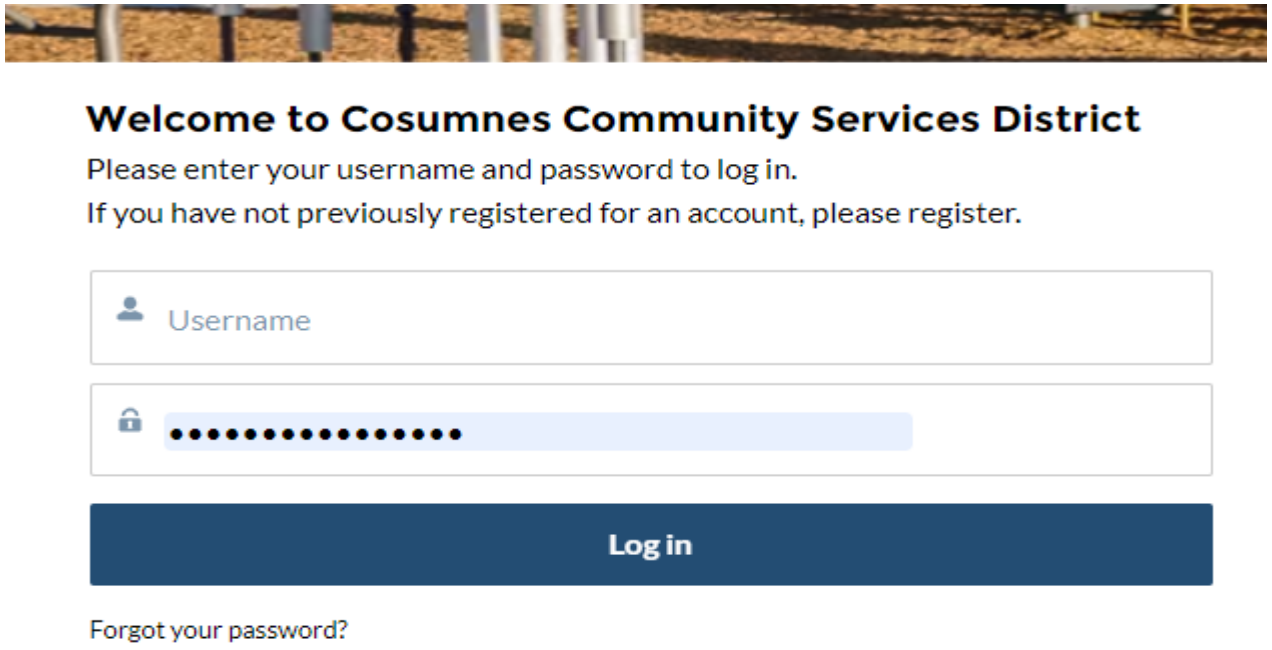


## Individual Account

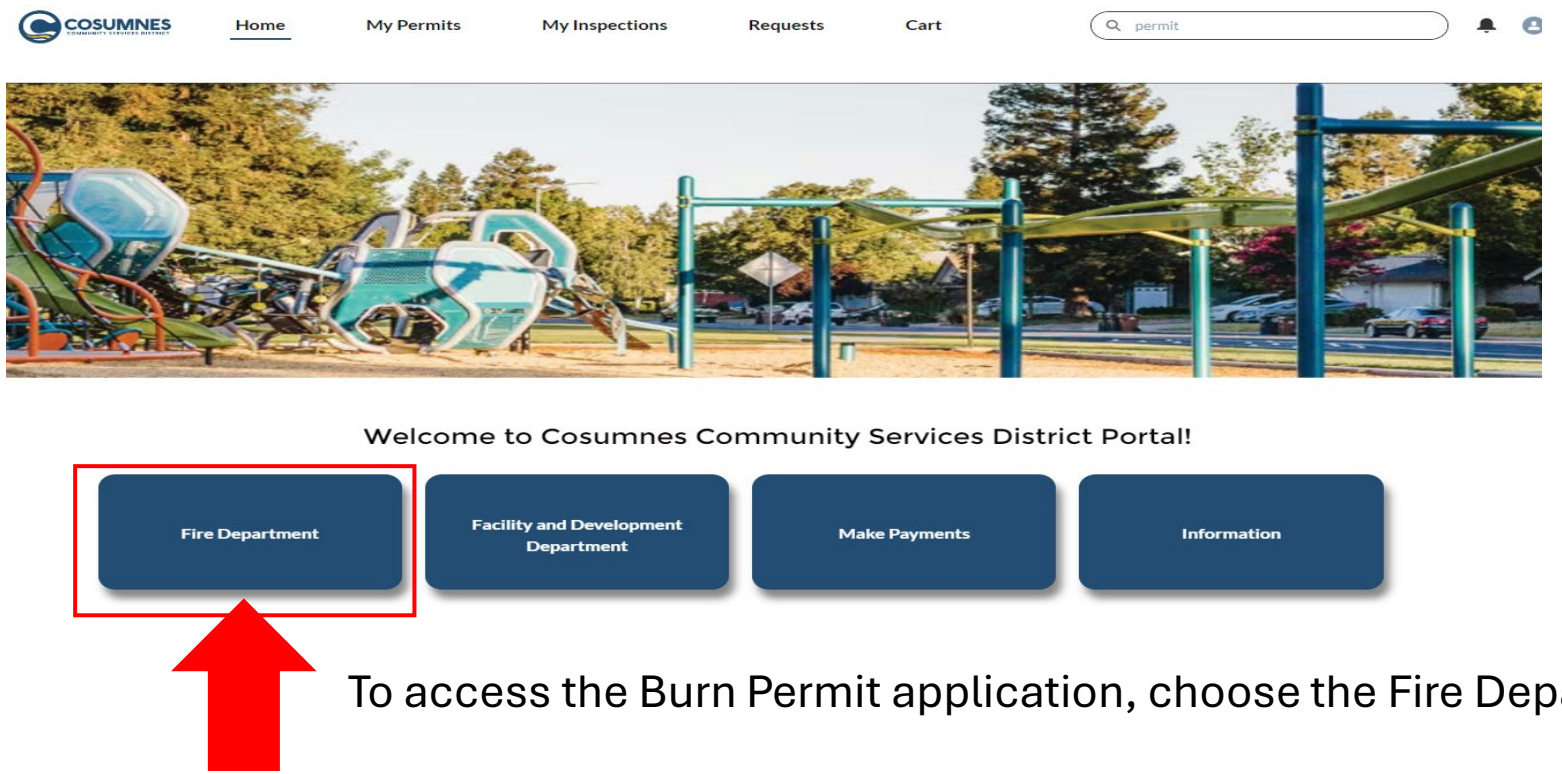
- Choose an Individual Account.
- Complete the application.
- A confirmation email will be sent to your email. If you do not receive it within 3-5 minutes, check your spam/junk mail.
- Confirm your email – follow the directions in the email to confirm your email address.
- Once confirmed, you may log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

# Logging in

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



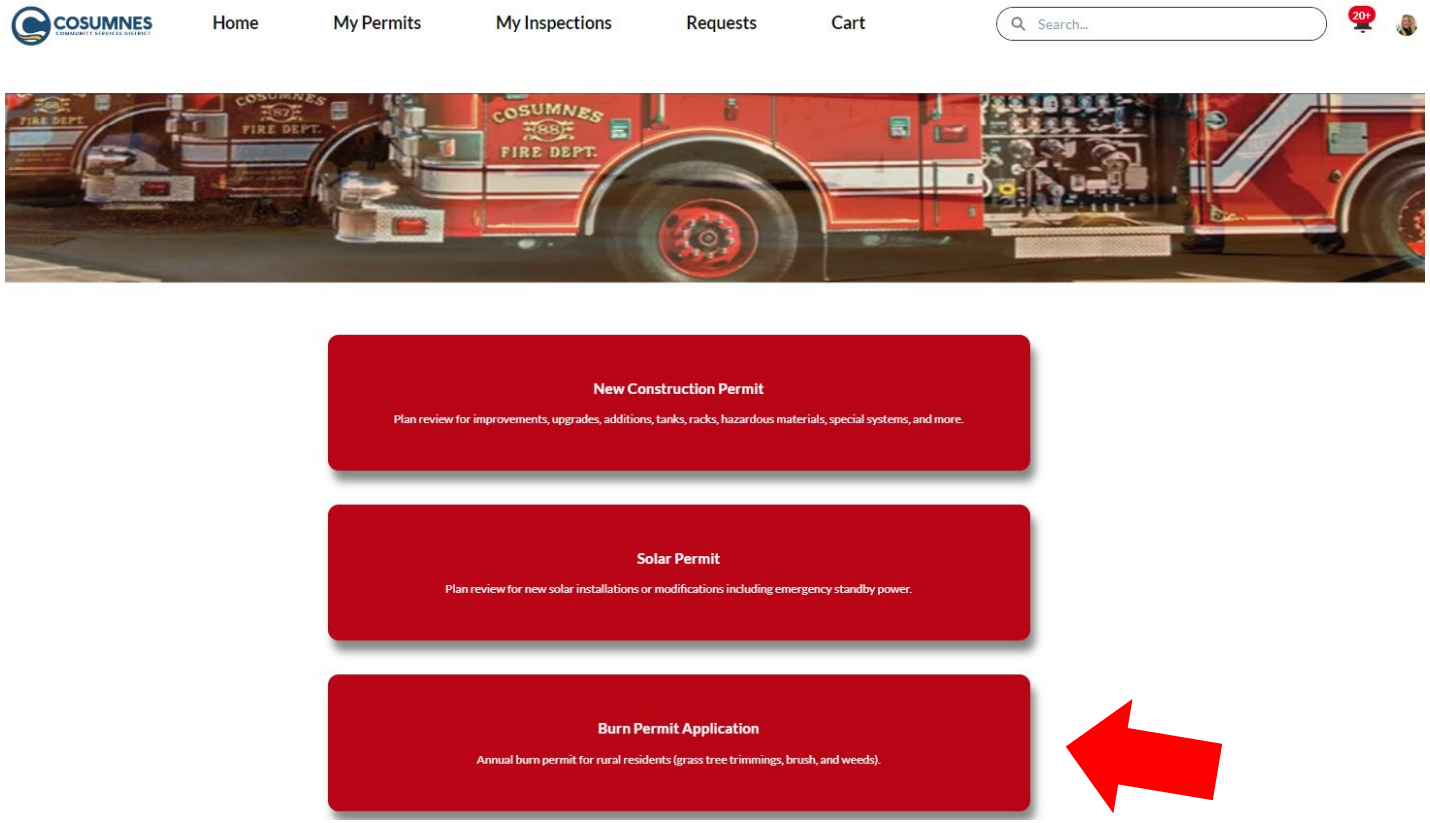
# Home Page




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

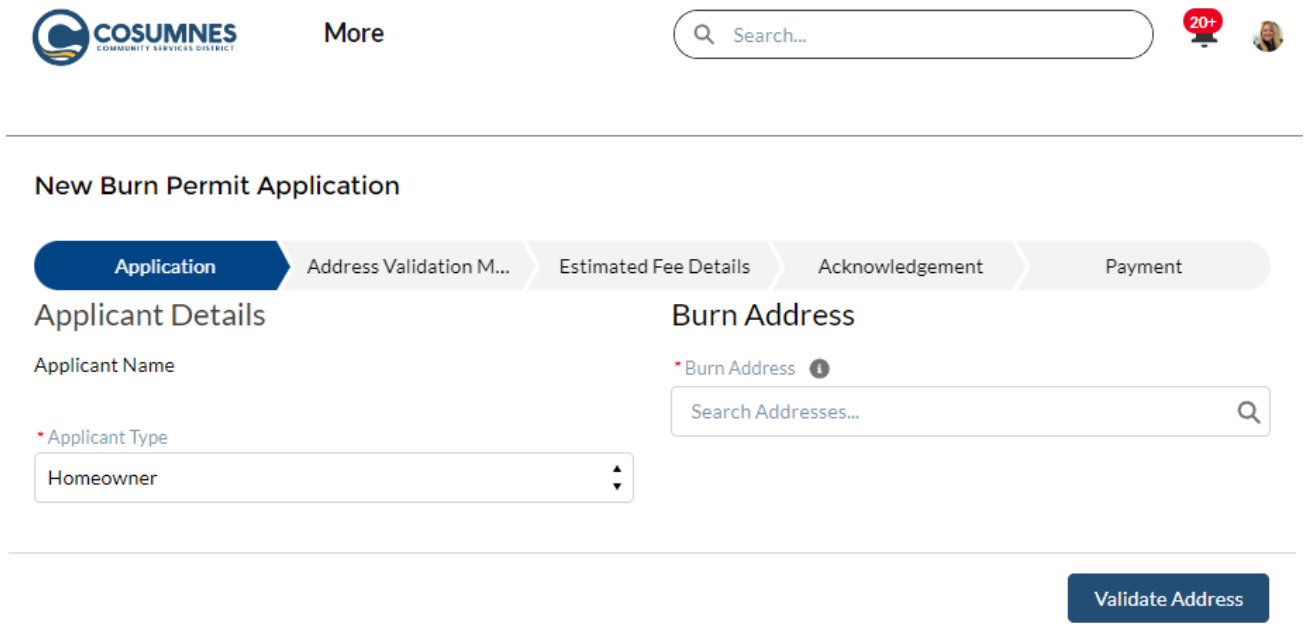
# Burn Permit Application

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



# 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”.

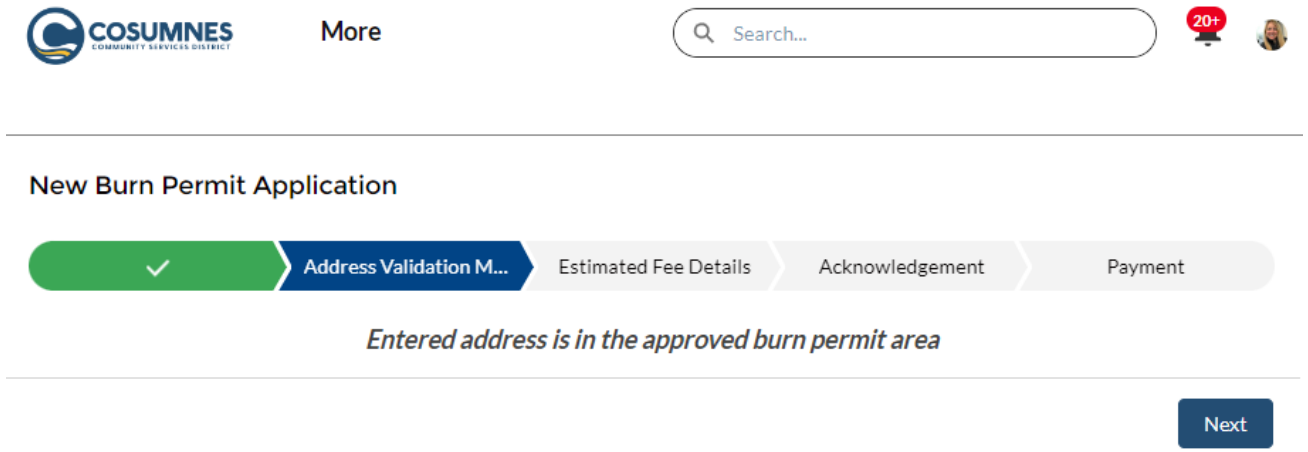


# Address Validation

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.



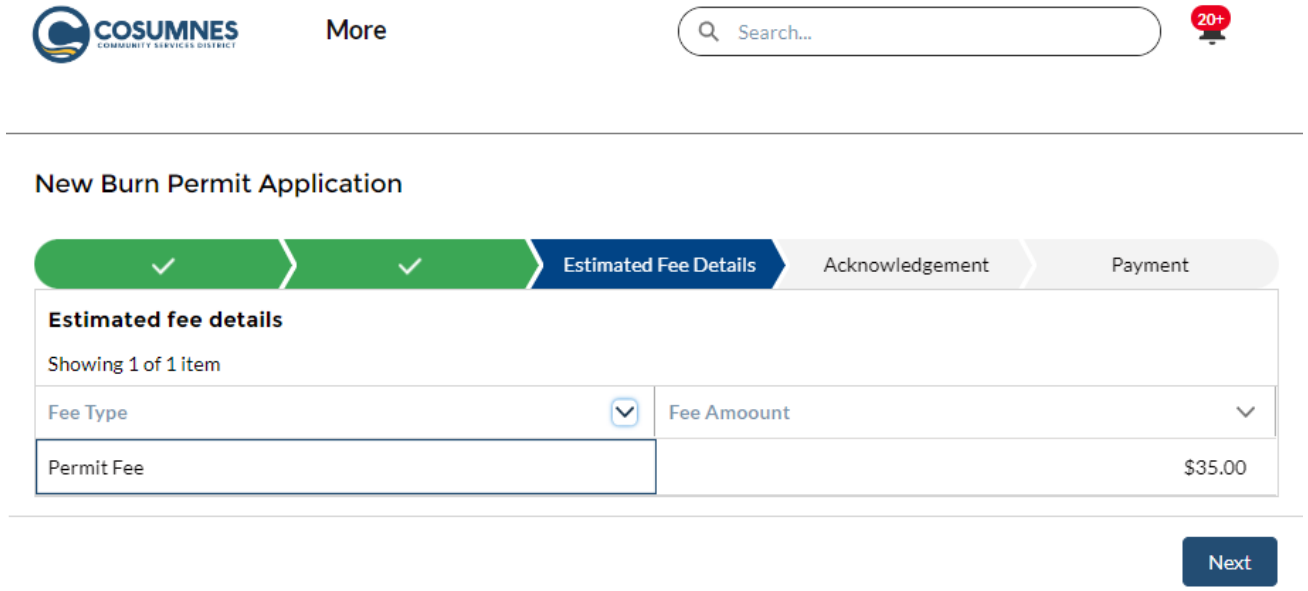
# Estimated Fee Detail

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.

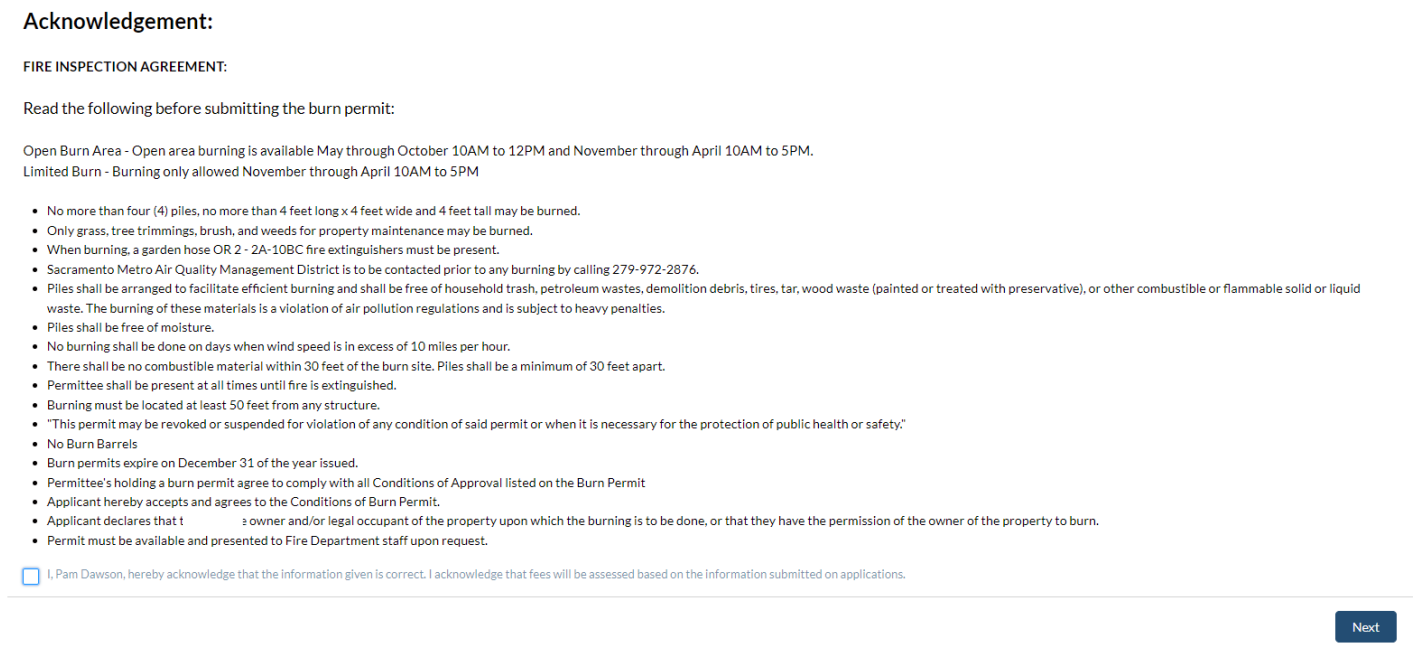
Checks and cash should be delivered to:

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



# 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

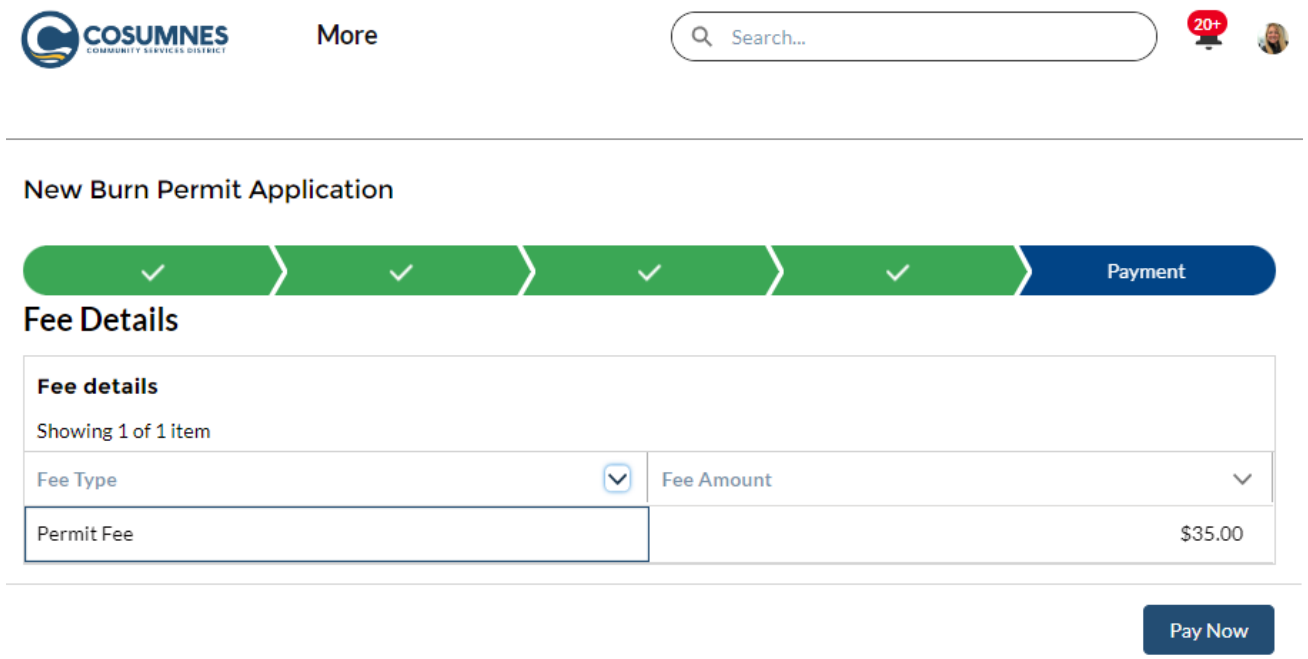
- No more than four (4) piles, no more than 4 feet long x 4 feet wide and 4 feet tall may be burned.
- Only grass, tree trimmings, brush, and weeds for property maintenance may be burned.
- When burning, a garden hose OR 2 - 2A-10BC fire extinguishers must be present.
- Sacramento Metro Air Quality Management 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 t e 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

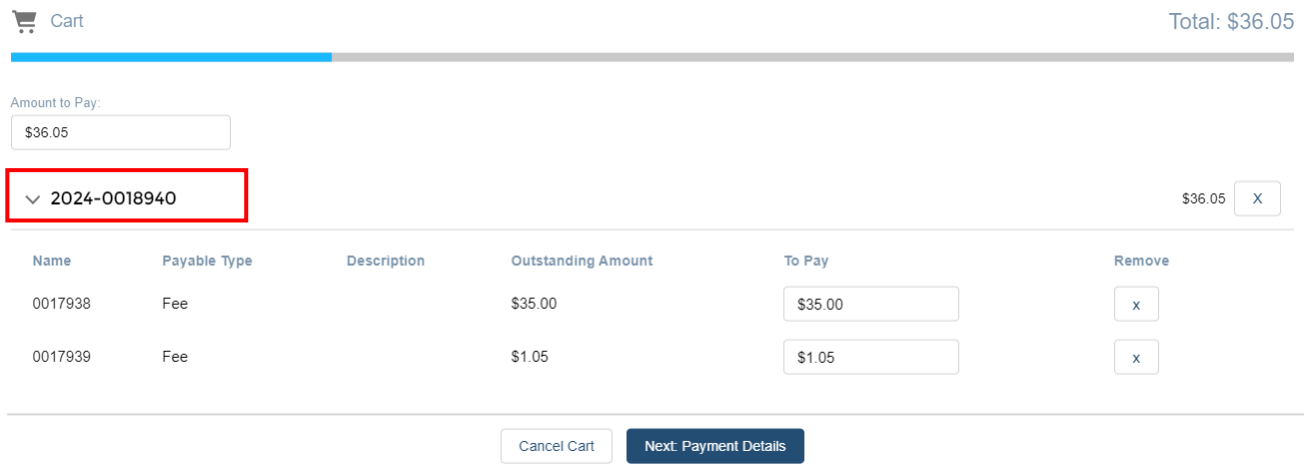
# Pay Now

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



# Summary of Charges

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



# Billing Details

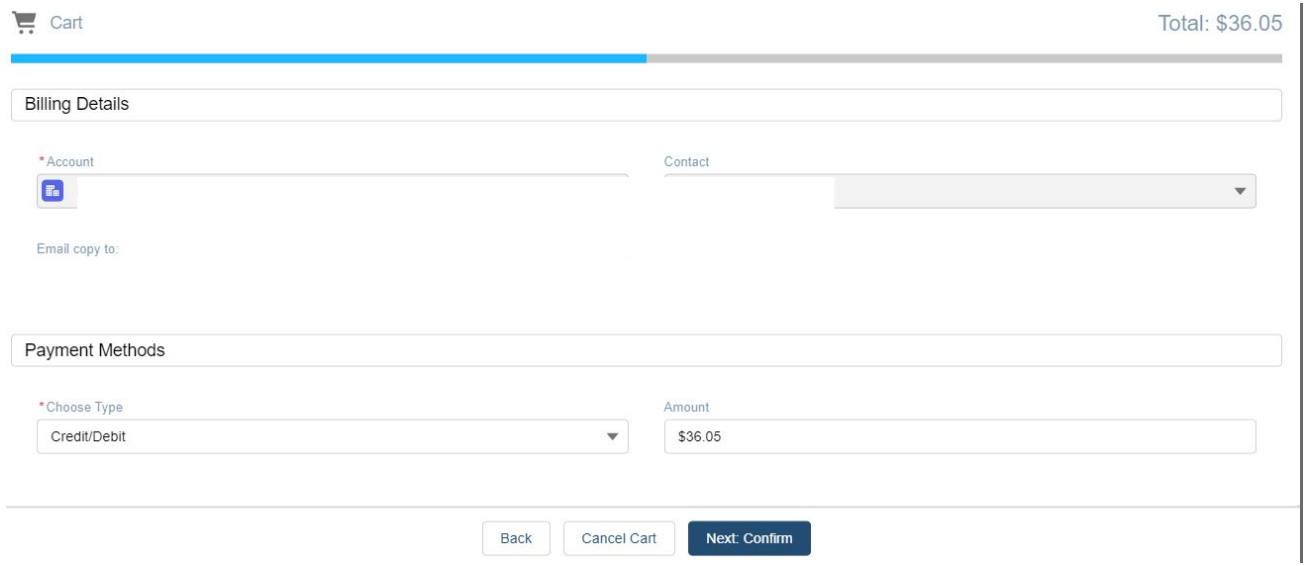
Choose a payment method.

- 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

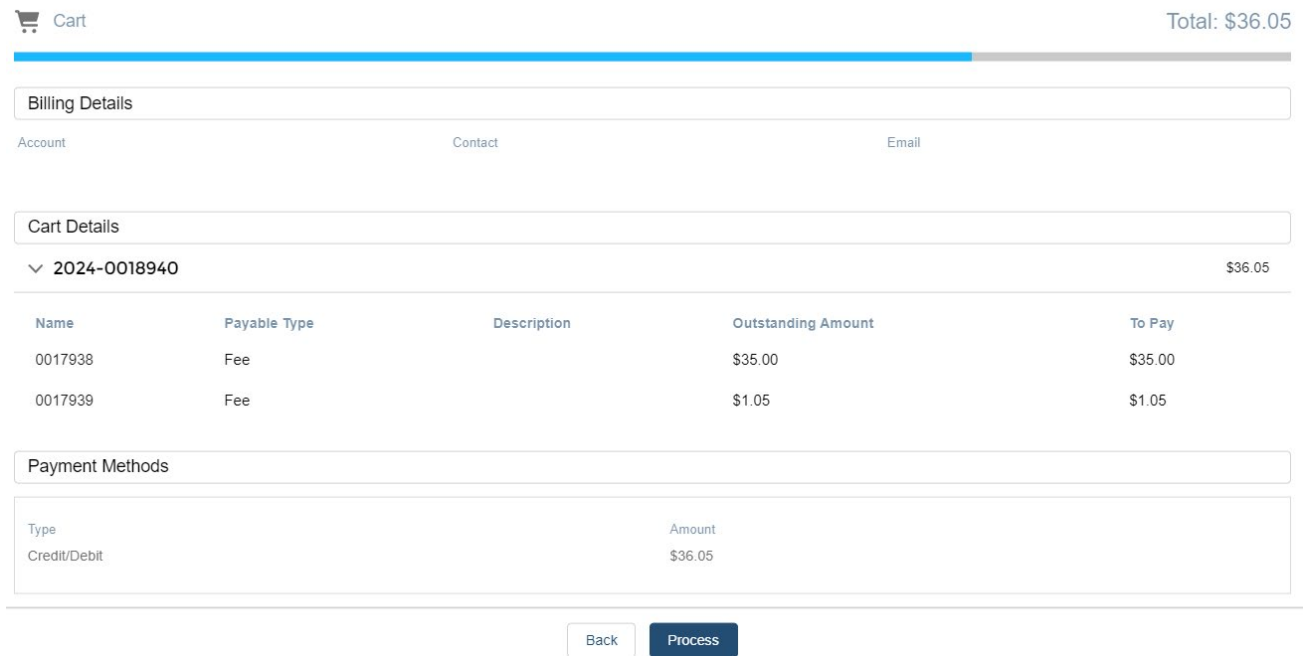
    10573 E. Stockton Blvd

    Elk Grove, CA 95624
  - Include your permit number with your payment.



# Process Payment

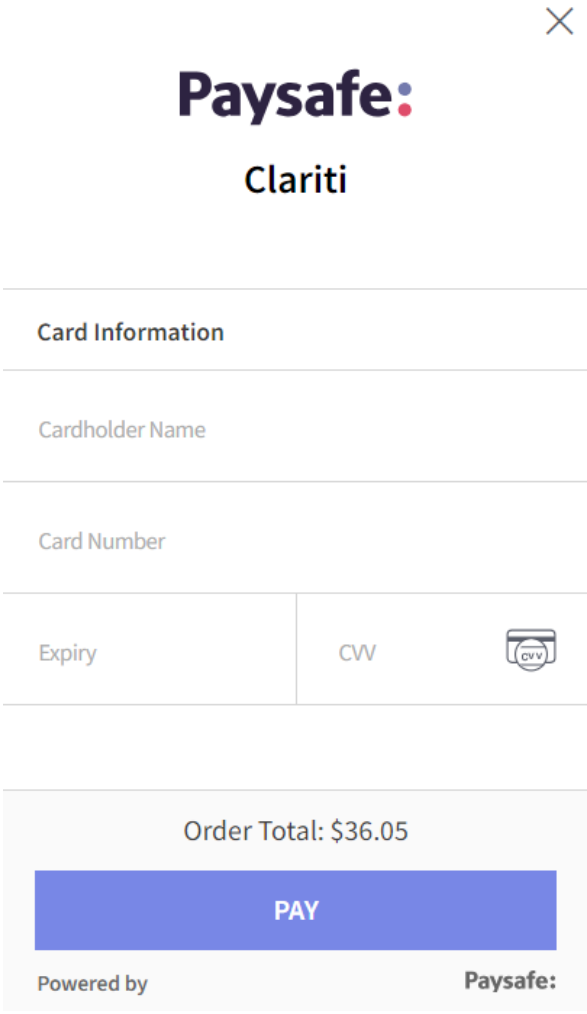
Confirm all information is correct, press Process.



# Input Credit Card Info

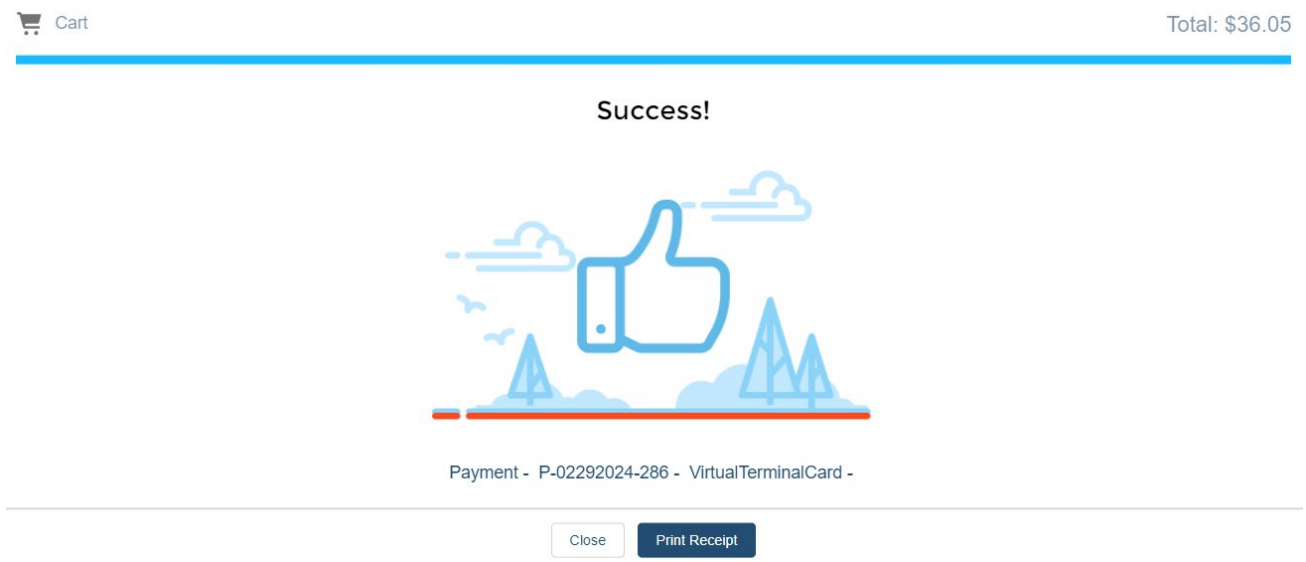
Your credit card information is processed securely through PaySafe by Clariti.

Complete fields and press Pay.



# Print Receipt

If payment is successful, 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

COSUMNES
COMMUNITY SERVICES DISTRICT

**Your payment was successful!**

**Account:**
**Contact:**
**Email ID:**

**Date:** 2/29/2024, 12:50 PM
**Total Amount:** $36.05

**Payment Details**

**Amount Paid:** $36.05
**Payment Method:** VirtualTerminalCard

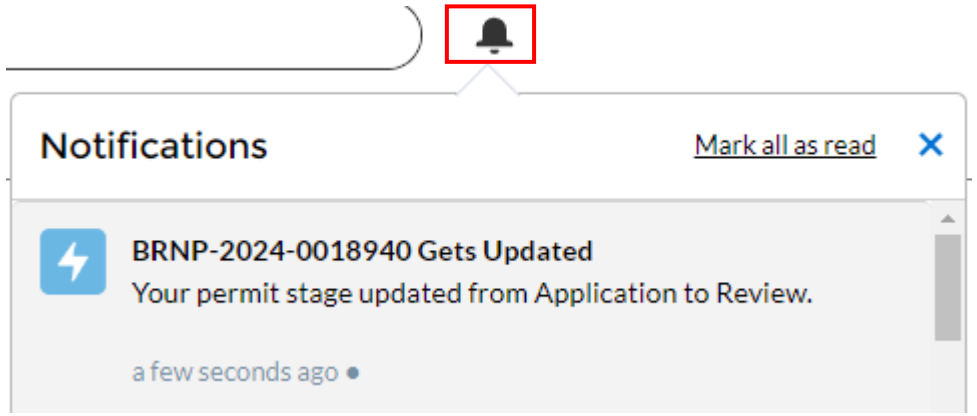
**Receipt #:** P-02292024-286

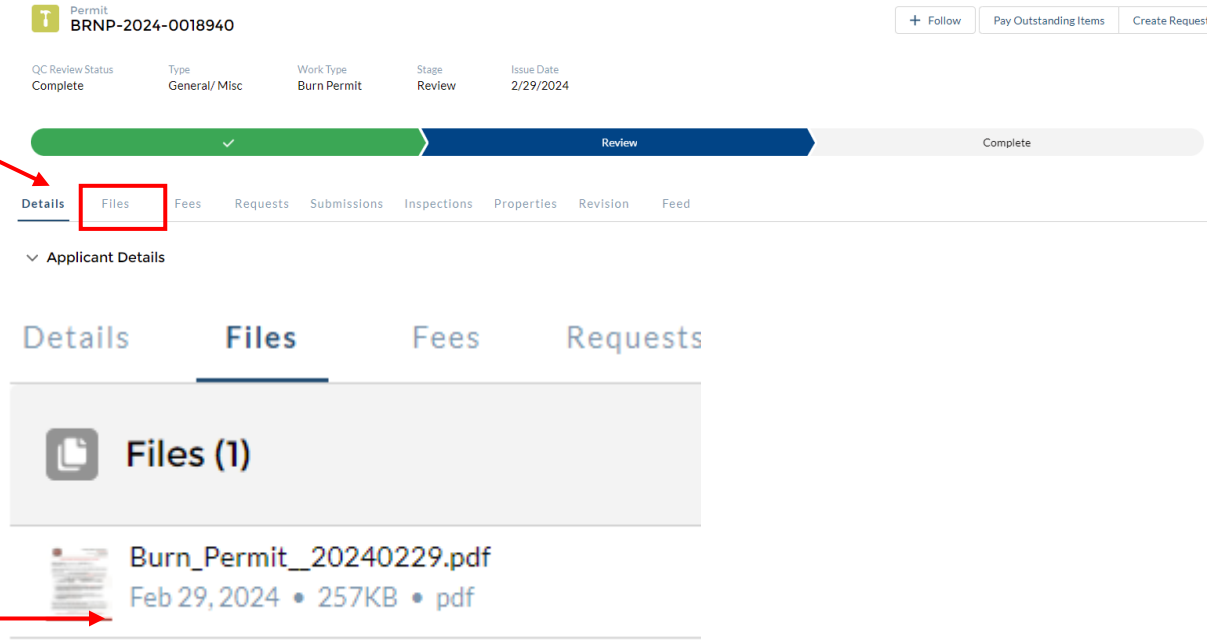
| Item | Payment Amount |
|---|---|
| 2024-0018940 - Burn Permit - General/ Misc - Permit Fee - GROVE, CA 95624 | $35.00 |
| 2024-0018940 - Burn Permit - General/ Misc - Service Charges - GROVE, CA 95624 | $1.05 |

**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](www.cosumnescsd.gov/283/Burn-Permits)



# 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!