

Cosumnes Customer Permit Portal How to: Burn Permits

Presented by Cosumnes Fire Department

March 2024

Revised: July 10, 2025

Table of Contents

- Setting up an Account
- Completing the Application
- Address Validation
- Pay for the Burn Permit
- Admin Review
 - Approved – Burn Permit issued
- Retrieve Burn Permit from customer portal

Clariti User Portal



[Home](#)



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.

[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

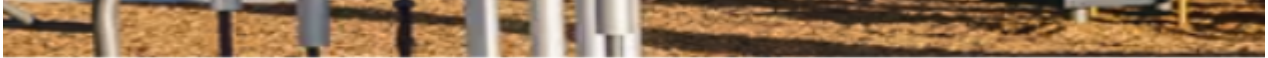
Register as a business to access online permitting

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.



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.

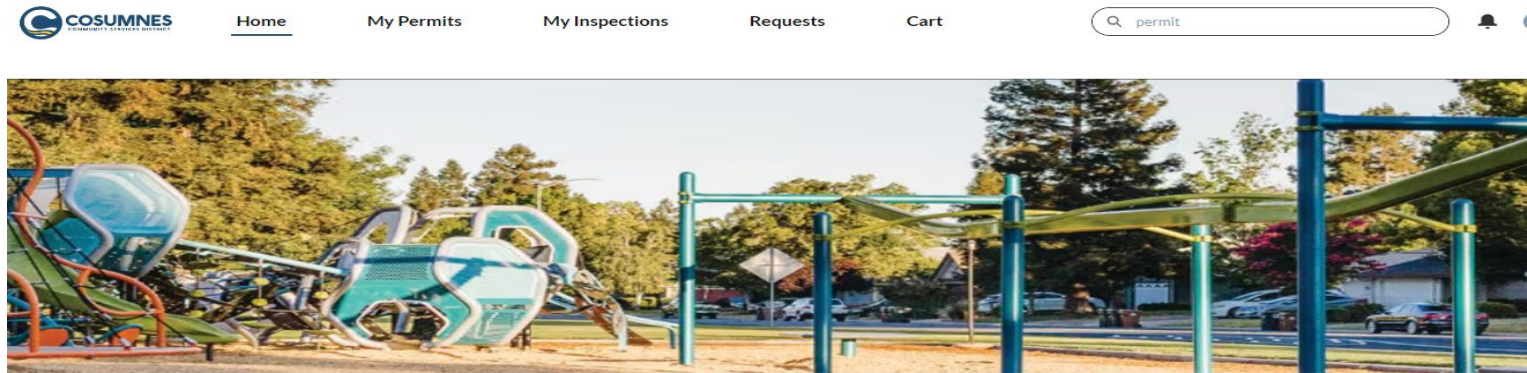
 Username



Log in

[Forgot your password?](#)

Home Page



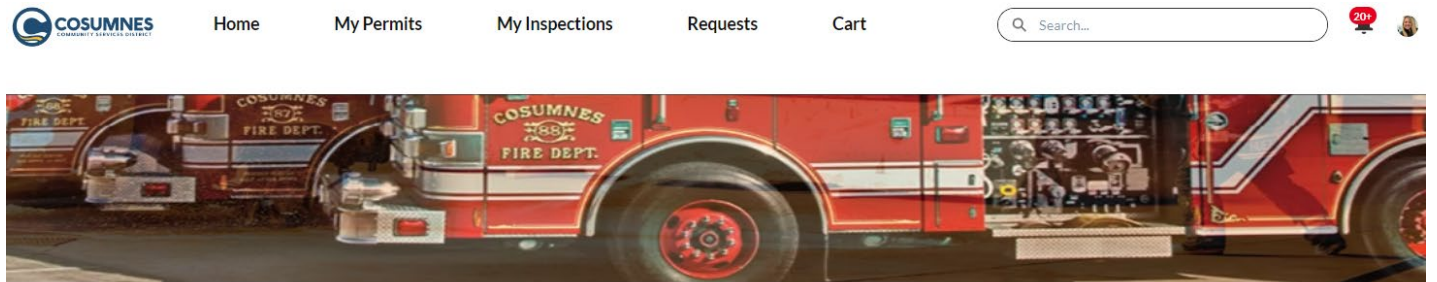
Welcome to Cosumnes Community Services District Portal!



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 'New Burn Permit Application' form for COSUMNES Community Services District. The header includes the district logo, a 'More' link, a search bar, a notification badge for 20+ items, and a user profile icon. The form progress bar shows five steps: 'Application' (active), 'Address Validation M...', 'Estimated Fee Details', 'Acknowledgement', and 'Payment'. The 'Application' section is divided into 'Applicant Details' and 'Burn Address'. Under 'Applicant Details', there is a text field for 'Applicant Name' and a dropdown menu for 'Applicant Type' with 'Homeowner' selected. Under 'Burn Address', there is a text field with a red asterisk and the label 'Burn Address' followed by a search icon, and a search bar with the placeholder 'Search Addresses...' and a search icon. A 'Validate Address' button is located at the bottom right of the form.

COSUMNES
COMMUNITY SERVICES DISTRICT

More

Search...

20+

New Burn Permit Application

Application Address Validation M... Estimated Fee Details Acknowledgement Payment

Applicant Details

Applicant Name

* Applicant Type

Homeowner

Burn Address

* Burn Address ⓘ

Search Addresses...


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.

 [More](#)

20+ 

New Burn Permit Application

✓

Address Validation M...

Estimated Fee Details

Acknowledgement

Payment

Entered address is in the approved burn permit area

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



More

Search...

20+

New Burn Permit Application

✓

✓

Estimated Fee Details

Acknowledgement

Payment

Estimated fee details
Showing 1 of 1 item

Fee Type	Fee Amount
Permit Fee	\$35.00

Next

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 I _____ 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.



More

 Search...

20+



New Burn Permit Application

✓

✓

✓

✓

Payment

Fee Details

Fee details

Showing 1 of 1 item


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 X

Name	Payable Type	Description	Outstanding Amount	To Pay	Remove
0017938	Fee		\$35.00	<div>\$35.00</div>	<div>x</div>
0017939	Fee		\$1.05	<div>\$1.05</div>	<div>x</div>


Cancel Cart

Next: Payment Details


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.

 Cart Total: \$36.05

Billing Details

* Account


Contact

Email copy to:

Payment Methods

* Choose Type
Credit/Debit

Amount
\$36.05


Back

Cancel Cart

Next: Confirm

Process Payment

Confirm all information is correct, press Process.

 Cart

Total: \$36.05

Billing Details

Account

Contact

Email

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

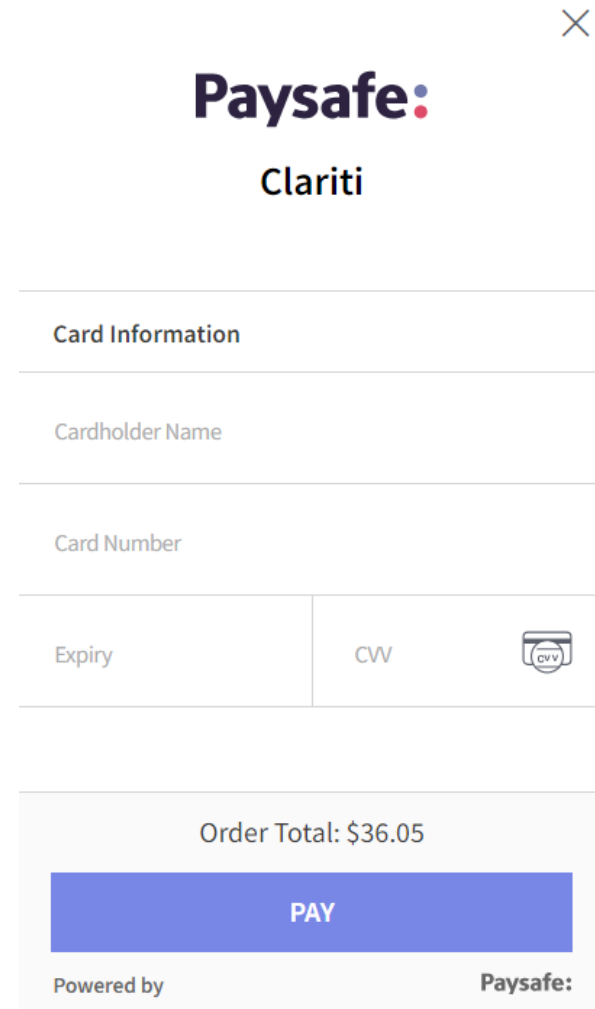
Back

Process

Input Credit Card Info

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

Complete fields and press Pay.



Print Receipt

If payment is successful, print receipt.

 Cart

Total: \$36.05

Success!



Payment - P-02292024-286 - VirtualTerminalCard -

Close

Print Receipt



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

Printed Receipt

You may print your receipt for your records.

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 screenshot displays a web dashboard interface. At the top right, a bell icon is highlighted with a red box. Below it, a 'Notifications' panel shows a message: 'BRNP-2024-0018940 Gets Updated' with the subtext 'Your permit stage updated from Application to Review.' and a timestamp 'a few seconds ago'. A red arrow points from the notification to the 'Files' tab on the permit details page below. The permit details page for 'BRNP-2024-0018940' includes a progress bar with stages: 'QC Review Status Complete', 'Type General/ Misc', 'Work Type Burn Permit', 'Stage Review', and 'Issue Date 2/29/2024'. The 'Files' tab is selected and highlighted with a red box. Below the tabs, a section titled 'Files (1)' lists a file named 'Burn_Permit__20240229.pdf' with a date of 'Feb 29, 2024', a size of '257KB', and a file type of 'pdf'. A red arrow points from the file name to the download icon.

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!