

Cosumnes Customer Permit Portal How to: Knox Box Applications

Presented by Cosumnes Fire Department

May 2024

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Introduction

- This how-to will walk you through applying for a Knox product.
- For help with setting up an account and an overview of the customer portal, please see “[Cosumnes Permit Software, How to for Customers - Overview](#)”.
- Fees are collected at the time of application. Applications with missing fees will not be processed.
- Additional information regarding the [Knox Product Program](#) can be found at www.cosumnescsd.gov/946/Fire-Prevention-Standards-and-Forms, handout 2005.

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



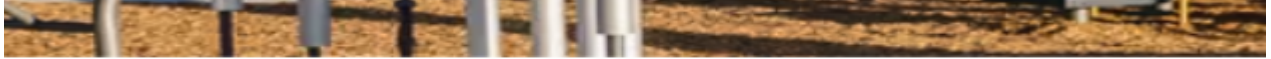
Individual Account

Register as an individual account to access Cosumnes

Setting up an account


[Clariti User Portal](#)

Follow the online directions.




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 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.



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

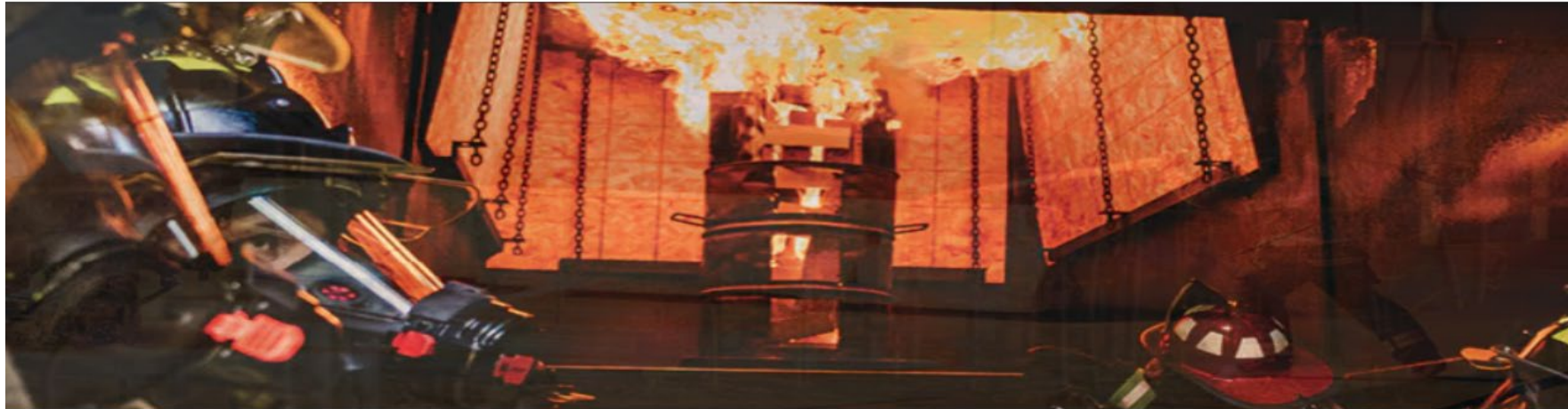


.....

Log in

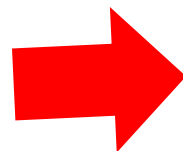
[Forgot your password?](#)

Clariti User Portal To access the Knox Box application, choose the Fire Department Button

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

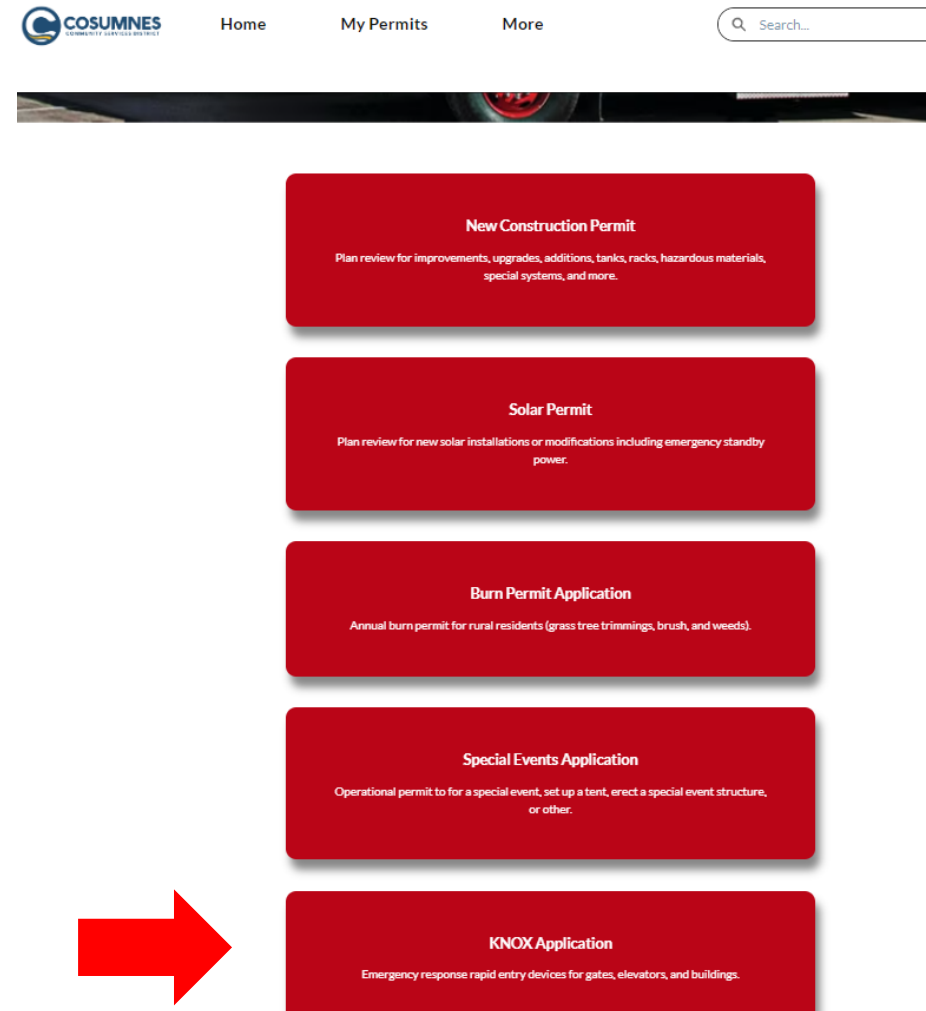
Welcome to the Cosumnes Community Services District Portal.

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](#)

Knox Application

From the Fire Department Menu, choose the fifth button down, “KNOX Application”.



Complete the Application

- Complete Application Type Section
 - Choose Project Type: either “Commercial – New” or “Residential – New”
 - Choose type
- Complete Applicant Details
 - Applicant Type – use “Other” if you do not see an applicable type.
 - Complete Other Interested Parties information if you’d like to have someone else associated with this application, such as a colleague.

New Application

Application Acknowledgement Payment

Application Type

Project Type
Commercial - New

Type
Knox Box

Applicant Details

Applicant Name

* Applicant Type
--None--

Other Interested Party
Search Accounts...

Type of Other Interested party
--None--

Unable to find Other Interested Party?
No

Project Details

Project
Search undefined...

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

Project Name

* Location Address ⓘ
Search Addresses...

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...

Next

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, _____ 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 Plan Review phase.
If the actual fees turn out to be less a credit or refund will be issued.

Fee Detail

Paying fees is the last phase in submitting a Knox product application.

All fees must be paid at the time of application.

There is a 3% service charge to by credit/debit card.

The 3% service charge is waived if fees are paid by check/cash.

Applications are reviewed once all fees are paid.

New Application



Fee Details

Showing 2 of 2 items	
Type	Amount
Plan Review Fee	\$389.00
Service Charges	\$11.67

Exit

Pay Now

To pay by credit/debit card, click Pay Now. Click Pay Now on the next screen.

To pay by check/cash, click Exit. Your application will be saved under "Paused Applications."

Deliver check/cash to

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

Be sure to reference your permit number.

Amount Owing Pay Now

The cumulative balance owed will be reflected in this screen.

If paying by credit/debit card, click Pay Now.

If paying by Check/Cash you may navigate away from this screen.

Applications are not reviewed until all fees are paid.

Amount Owing

\$1,157.72

Pay Now

Summary of Charges

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


2024-0018942

\$400.67 X

Name	Payable Type	Description	Outstanding Amount	To Pay	Remove
0017942	Fee		\$389.00	<div>\$389.00</div>	<div>x</div>
0017943	Fee		\$11.67	<div>\$11.67</div>	<div>x</div>

Click Next: Billing Details

Amount Owing \$2,696.05

 Cart

Total: \$1,584.19

Amount to Pay:

▼ 2025-0001326


\$1,584.19

Name	Payable Type	Description	Outstanding Amount	To Pay	Remove
0008959	Fee		\$46.14	<input type="text" value="\$46.14"/>	<input type="button" value="x"/>
0008958	Fee		\$1,538.05	<input type="text" value="\$1,538.05"/>	<input type="button" value="x"/>

Billing Details


Choose a payment method.

- Credit/Debit – pay online now, press Next Confirm.

 Cart Total: \$400.67

Billing Details

* Account



Email

pjd:

Contact

Payment Methods

* Choose Type

Credit/Debit

Amount

\$400.67


Back

Cancel Cart

Next: Confirm

Process Payment

Confirm all information is correct, press Process.

 Cart Total: \$400.67

Billing Details

Account

Contact

Email

Cart Details

▼ 2024-0018942

\$400.67

Name	Payable Type	Description	Outstanding Amount	To Pay
0017942	Fee		\$389.00	\$389.00
0017943	Fee		\$11.67	\$11.67

Payment Methods

Type

Amount

Credit/Debit

\$400.67

Back

Process

Input Credit Card Info

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

Complete fields and press Pay

×

Paysafe:

Clariti


Card Information

Cardholder Name

Card Number

Expiry

CVV



Order Total: \$400.67

PAY

Powered by

Paysafe:

Print Receipt

If payment is successful, print the receipt.

Once fees are paid, check your email for information and directions on what to do next.

 Cart

Total: \$400.67

Success!



Payment - P-02292024-288 - VirtualTerminalCard -

Close

Print Receipt

Printed Receipt

You may print your receipt for your records.

You may close the receipt pop-up.

Your file has been submitted to the Cosumnes Fire Department.

You will be returned to the “Pay Now” screen and may now navigate to other areas of the portal.

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



Your payment was successful!

Account: [REDACTED] **Date:** 2/29/2024, 3:58 PM
Contact: [REDACTED] **Total Amount:** \$400.67
Email ID: [REDACTED]

Payment Details
Amount Paid: \$400.67 **Receipt #:** P-02292024-288
Payment Method: VirtualTerminalCard

Item	Payment Amount
2024-0018942 - Commercial - New - Knox Box - Plan Review Fee - Knox Project TEST - BENEDIX WAY, ELK GROVE, CA 95758	\$389.00
2024-0018942 - Commercial - New - Knox Box - Service Charges - Knox Project TEST - BENEDIX WAY, ELK GROVE, CA 95758	\$11.67
Total Amount: \$400.67	

Thank you for your payment. We appreciate your business and look forward to working with you on this project.

If you have any questions, contact the Cosumnes Community Services District: for the Fire Department, call (916) 405-7100, or for the Facilities and Development Department, call (916) 405-7167. Office hours are Monday through Thursday, 8 AM to 5 PM, and Friday, 8 AM to 12 PM. Offices are closed on weekends.

Follow

Follow your application to receive updates.

Permit

2024-0018942

+ Follow

Create Request

Revision

Pay Outstanding Items

Project Type

Commercial - New

Type

Knox Box

Stage

Application

QC Review Status

Pending

Issue Date

Application

Review

Inspection

Complete

Details

Files

Fees

Requests

Submissions

Inspections

Properties

Revision

Feed

Next Steps

- Order Knox product – follow the steps in [Handout 2005](#). Information will be emailed to you upon submission of the application.
- Once the product order is placed/confirmed and all fees are paid, the Cosumnes Fire Department will approve the permit. Your permit number will then have the prefix “KNOX”.
- After installing the product, request an inspection through www.cosumnescsd.gov/303. Choose “Request an Inspection”, complete and submit form.
- When scheduled, an Inspection Schedule Notice will arrive in the Inspection under Files
- An approved inspection completes the Knox permit process.

Permit KNOX-2024-0018942

Project Type: Commercial - New Type: Knox Box Stage: Inspection QC Review Status: Complete Issue Date: 3/1/2024

Progress: [Green bar with checkmarks] Inspection [Blue bar] Complete [Grey bar]

Details | **Files** | Fees | Requests | Submissions | Inspections | Properties | Revision | Feed

Files (1)

Permit_Approval_20240301.pdf
Feb 29, 2024 • 208KB • pdf

View All

Inspection FI-KNOX-2024-0018942-1

Status: Scheduled Inspection Type: Construction Commercial Inspection Scheduled Date and Time: 3/1/2024, 12:00 PM

Details | **Files** | Fees | Submissions | Requests | Properties

Notes & Attachments (2)

Title	Type
Final_Inspection_Results_20240301.pdf	Attachment
Inspection_Schedule_Notice_20240301.pdf	Attachment

Thank you for viewing this How To for Knox Applications

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