

Cosumnes Permit Software How to for Customers – Part 8 Fire Hydrant Flow Test and Non-Construction Certificate of Occupancy (NCOO) Application for Inspections

Presented by Cosumnes Fire Department

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Introduction

- This how-to will walk you through how to apply for a Fire Hydrant Flow Test or NCOO inspection.
- For help setting up an account and an overview of the customer portal, please see “Cosumnes Permit Software, How to for Customers - Part 1 Customer Portal Overview” .
- Fees are collected at the time of application. Applications with missing fees will not be processed.
- Once application is complete and fees are paid, customer may request the inspection by going to www.cosumnescsd.gov/303 and following the link to the Request an Inspection form.

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


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.

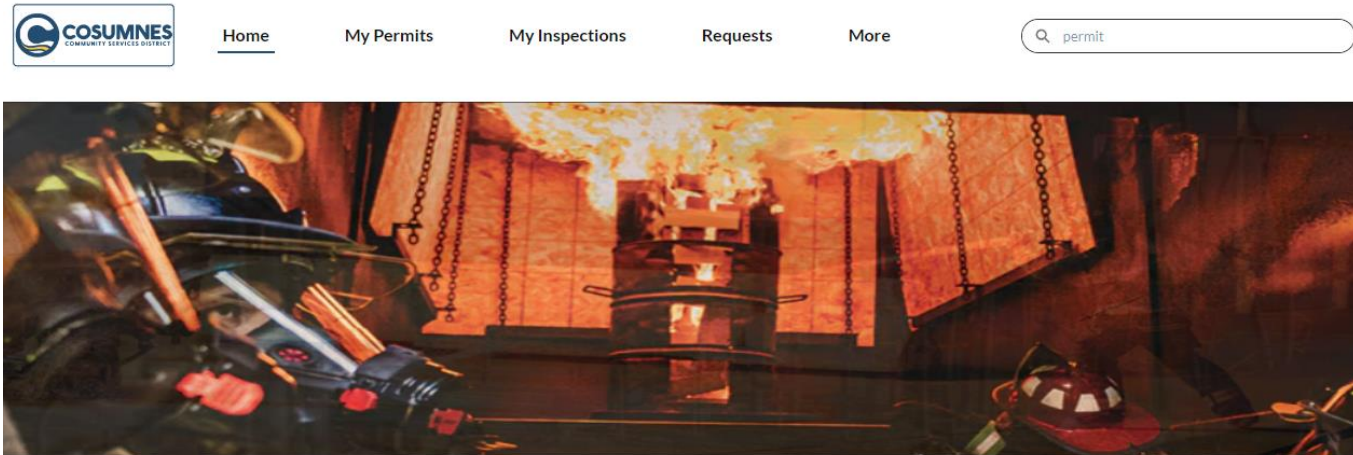
 Username



Log in

[Forgot your password?](#)

At the Home Page



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!



To access the Fire Hydrant Flow Test and NCOO application, choose the Fire Department Button

Fire Hydrant Flow Test/NCOO

- From the Fire Department Menu, choose the seventh button down, “Apply for a Stand-Alone Inspection”.



Apply for a Stand-Alone Inspection

Non-Construction Fire Inspection, Hydrant Flow Test, or 850 Pre-Inspection

To schedule an inspection, go to www.cosumnescsd.gov/303

Select the Inspection Type

New Inspection

Select the inspection type from the list below.

* Inspection Types

- ☐ Fire Hydrant Flow Test
 - ☐ Non Construction COO/General Fire Inspection
 - ☐ Temp COO Model home
 - ☐ 850 Inspection
-

Fire Hydrant Flow Test

Fire Hydrant Flow Test

New Inspection

Application

Payment

Payment Response

* Applicant Type

--None--

* Responsible Party

Search undefined...

* Responsible Party Type

--None--

* Unable to find the responsible party you are looking for?

No

Complete all fields. The "Responsible Party" will be the contact person for the Flow Test.

Permit ⓘ

Search Permits...

Primary Contact

Primary Contact Phone

Enter 10 digit Number

Complete fields.

Project Details

Project/Business Name

Search undefined...

Parcel

Search Parcel Numbers...

Special Instructions (if needed)

Project/Business Name Address

Search Addresses...

Complete fields.

Location of Test Hydrant

Location of Flow Hydrant

Hydrant Location (if other than street address)

* Reason for Inspection

--None--

* Inspection Requested Date

Complete fields.

Next

Fee Detail – Fire Hydrant Flow Test

The cost of the Fire Hydrant Flow Test will be in the Fee Detail Screen. A complete listing of fees can be found in the District’s [Book of Fees](#).

Fees may be paid by credit, check, or cash. All permit fees paid by credit/debit will incur a 3% service charge. Fees may be paid online through the portal.

New Inspection



Fee Details

| Showing 1 of 1 item | |
|---------------------|----------------|
| Fee Type | Standard Price |
| Administration | \$ |

Pause

Previous

Next

All fees must be paid before the application is accepted and an inspection is scheduled.
If you have questions regarding your fees, contact us at 916-405-7100 during regular business hours.

Non-Construction Certificate of Occupancy (NCOO) Application for Inspection

This process will be used when an inspection is needed for: business license inspection, change of ownership inspection, insurance inspection, and similar.

NOTE: Projects under construction would NOT use this process. Refer to *How to Request a Conditional Temporary Certificate of Occupancy* handout for guided steps.

NCOO Application for an Inspection

New Inspection

Application

Payment

Payment Response

* Applicant Type

--None--

* Responsible Party

Search undefined...

* Responsible Party Type

--None--

* Unable to find the responsible party you are looking for?

No

Complete all fields. The "Responsible Party" will be the contact person for the Flow Test.

Permit ⓘ

Search Permits...

Primary Contact

Primary Contact Phone

Enter 10 digit Number

Complete fields.

Project Details

Project/Business Name

Search undefined...

Parcel

Search Parcel Numbers...

Special Instructions (if needed)

Project/Business Name Address

Search Addresses...

Complete fields.

Location of Test Hydrant

Location of Flow Hydrant

Hydrant Location (if other than street address)

* Reason for Inspection

--None--

* Inspection Requested Date

Complete fields.

Next

Fee Detail – NCOO

The cost of the NCOO will be in the Fee Detail Screen. A complete listing of fees can be found in the District's [Book of Fees](#).

Fees may be paid by credit, check, or cash. All permit fees paid by credit/debit will incur a 3% service charge. Fees may be paid online through the portal.

New Inspection



Fee Details

| Showing 1 of 1 item | |
|---------------------|----------------|
| Fee Type | Standard Price |
| Administration | \$ |

Pause

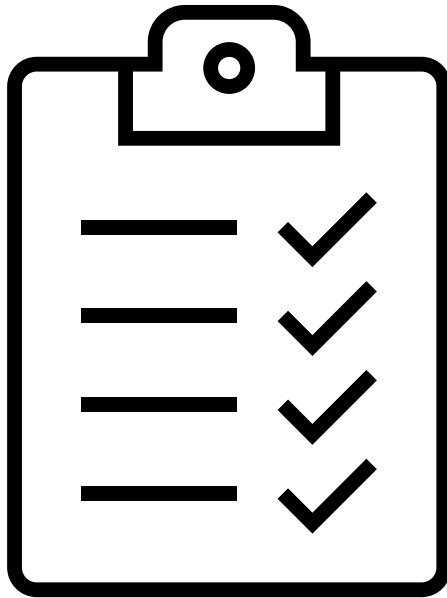
Previous

Next

All fees must be paid before the application is accepted and an inspection is scheduled.

If you have questions regarding your fees, contact us at 916-405-7100 during regular business hours.

Request an Inspection



To Request an Inspection:

- ☐ Complete application for an inspection
- ☐ Pay fees
- ☐ Make a note of the inspection application number (example: FI-2025-000123)
- ☐ Ensure you are prepared for the inspection
- ☐ Goto www.cosumnescsd.gov/303 and follow the link to "Request an Inspection". Be sure to include the inspection number in the request.
- ☐ Submit request
- ☐ An inspector will reach out within 2-3 business days.

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](#)

General Information

Links to Cosumnes Fire Department website.

Thank you for viewing this How-to for NCOO and Fire Hydrant Flow Testing

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