

# Cosumnes Permit Software

## How to for Customers – Part 9

### AMMR Application

Presented by Cosumnes Fire Department

April 2024

Updated: August 8, 2025

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- Introduction
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# Introduction

- This how-to will walk you through a basic Alternate Means and Methods Request (AMMR) application. There may be variations based on the details of your AMMR.
- For help with 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.

# 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

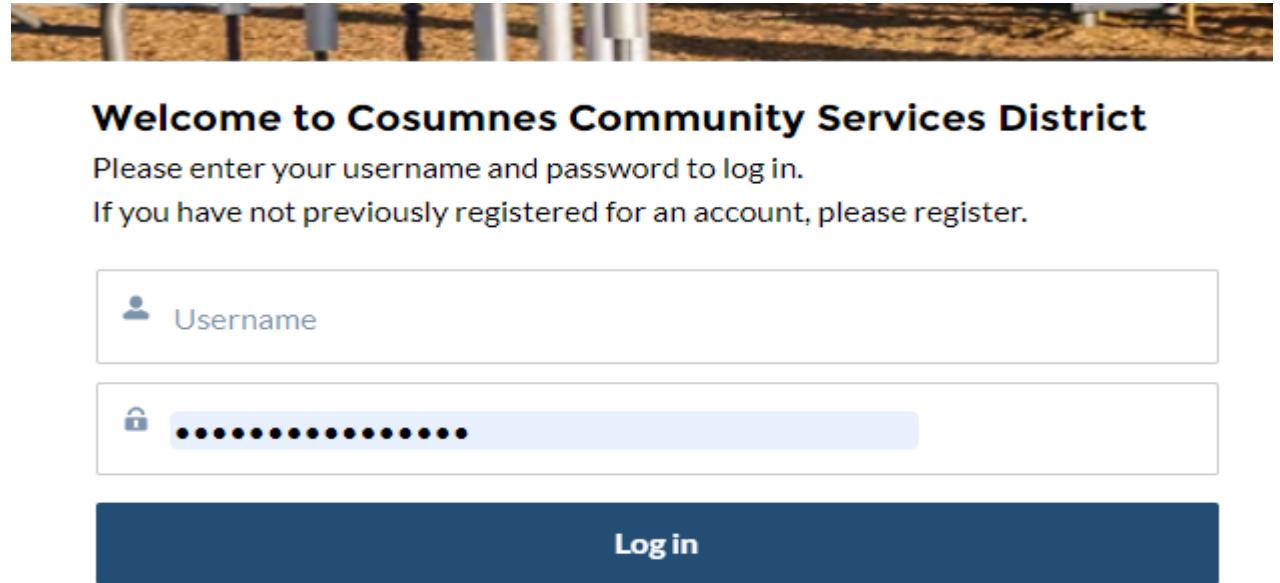


Individual Account

Register as an individual account to access Cosumnes

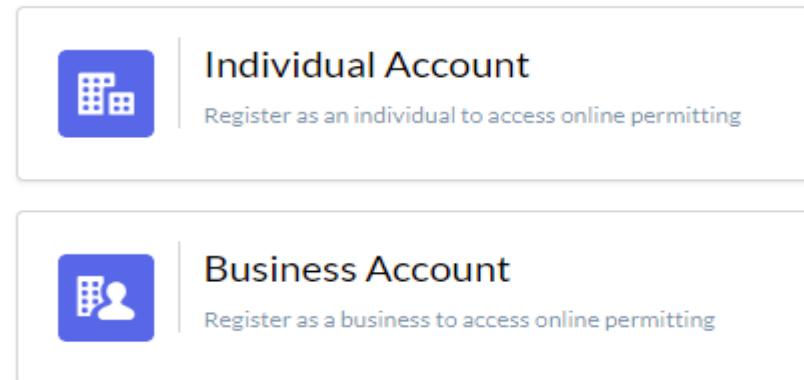
# Setting up an account

Follow the online directions.



The image shows the login page for the Cosumnes Community Services District. At the top, there is a decorative banner with a grid of small, colorful images. Below the banner, the text "Welcome to Cosumnes Community Services District" is displayed in bold. A sub-instruction "Please enter your username and password to log in." follows. Another instruction, "If you have not previously registered for an account, please register.", is also present. The page features two input fields: one for "Username" with a user icon and one for "Password" with a lock icon. Below these fields is a large blue "Log in" button. At the bottom left of the page, there is a link "Forgot your password?".

## Register for an Account



The image shows the "Register for an Account" section of the website. It features two main options: "Individual Account" and "Business Account". Each option is represented by a blue square icon with a white symbol: a building for the individual account and a person for the business account. To the right of each icon, the account type is labeled in bold. Below each label is a descriptive subtitle. A horizontal line separates this section from the rest of the page.

 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:**

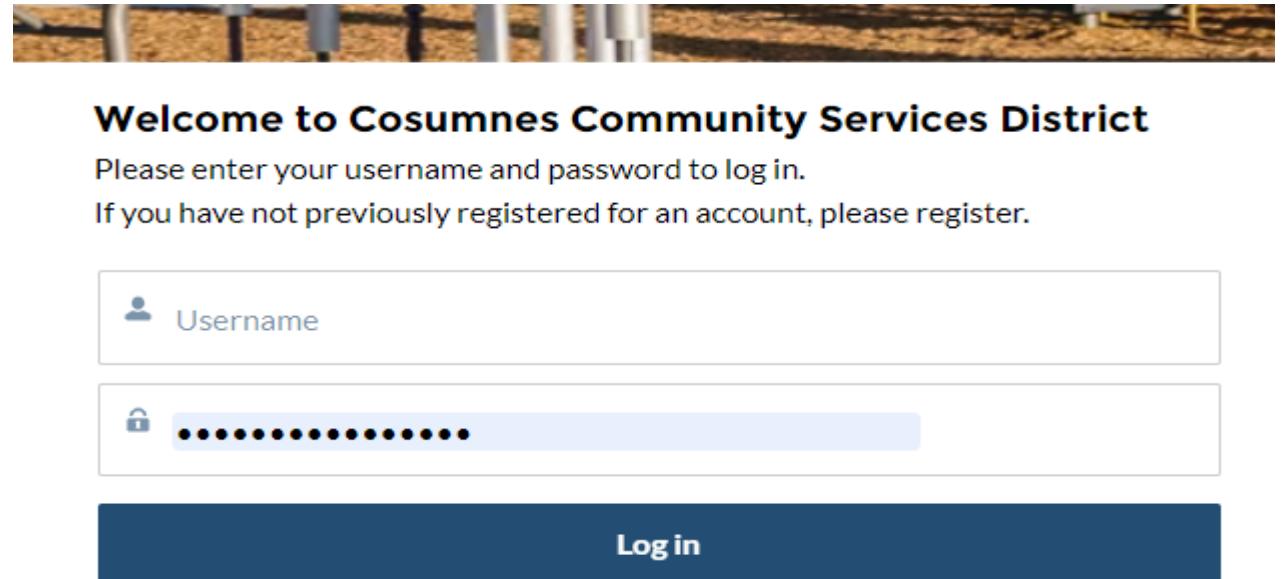
- You are a sole proprietor.
- You are the owner/builder.
- You are setting up an account to request a burn permit.
- You are paying individual citation fees.

## **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.



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.

# 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](http://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

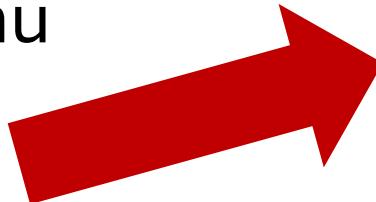
Make Payments

Information

To access the AMMR application, choose the Fire Department Button

# Fire Department Button (Home Page)

The Alternate Means and Methods Review (AMMR) Request is the 8<sup>th</sup> Menu down in the Fire Department menu options.



## 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](http://www.cosumnescsd.gov/303)

## Alternate Means and Methods Request

Request for approval for alternate materials, design, equipment, or methods of construction.

## Meeting Request

Request a design consultation or pre-construction meeting

## New Application

### Application

### Acknowledgement

### Payment

#### Application Type

#### Applicant Details

Applicant Name

Pam Dawson

\* Applicant Type

--None--

Other Interested Party

Search Accounts...

Type of Other Interested party

--None--

Unable to find Other Interested Party?

No

Select from each dropdown menu. Add information about an "interested party," such as the subcontractor or foreman. The person you list here will also see permit information

#### Project Details

Project

Search undefined...

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

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, contact the Fire Department

Parcel Number

Add Project Name. Existing Projects will pull up. If a new project, use "Project Name" field below.

Add address here, if the address has not yet been established use the "Location Description field" below.

If there is a parent permit with the Fire Department, add it here. If this information is not available, the Fire Department it can be added later. Add Parcel.

# Additional Details and AMMR Details.

## Additional details

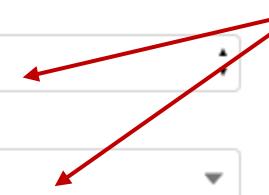
\* Fire Code Edition

--None--

Property Use or Business Type

--None--

Complete all Additional Details – fields are dynamic, more fields may show as you add information.



## AMMR details

Code/Ordinance Requirements i

Alternate Code Compliance i

Background for Alternate Methods Request i

Fire Protection Systems Current (ie., sprinkler, fire alarm)

Complete ALL items in this section

Permit Number

Search Permits...



Building Construction Type

Building Area (in Sq. Ft)

Number of Stories

Next

# Submission Requests

Contractor to complete the [\*\*\*Alternate Materials, Design, and Methods Request \(AMMR\) - Construction Questionnaire\*\*\*](#) and upload it to the Code Analysis submission folder.

## Submission Requests

Upload your required documentation to the submission request(s) below for **AMMR-2024-0062**. Ensure that each document is no larger than 1GB in size. You may upload multiple documents to each submission request.

### Code Analysis

### Other

Note your Permit number

The portal will provide a list of "submissions" required for your selected permit.

Upload documents under the correct heading.

Click Next.

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 Details

The portal will automatically calculate fees. Fees are based on the current year's [Book of Fees](#) (posted on [www.CosumnesCSD.gov](http://www.CosumnesCSD.gov) website). Follow the online directions to pay by credit/debit card. Exit, now, if paying by cash or check and deliver payment to Cosumnes Fire Department, 10573 E Stockton Blvd., Elk Grove, CA 95624.

New Application

Type	Amount	
Permit Fee	\$1,173.00	
Service Charges	\$35.19	



All Permit fees will include a Service Charge of 3%. This fee is for all credit/debit card transactions and will be waived on payments made by check or cash.

Exit

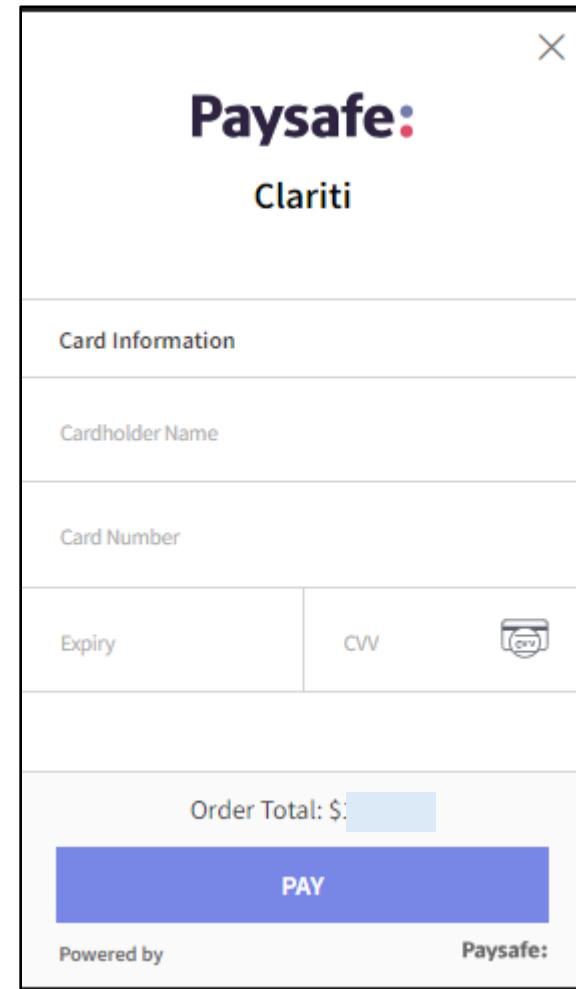
Continue to Pay Now, to pay by credit/debit card.

Pay Now

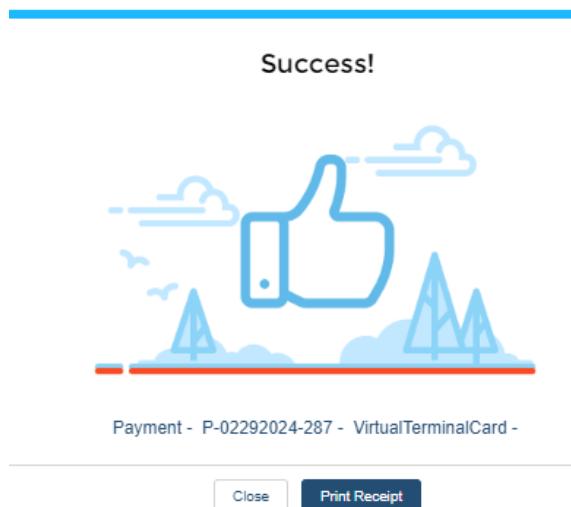
All fees must be paid before the application is accepted and placed in the queue for plan review. If you have questions regarding your fees, contact us at 916-405-7100 during regular business hours

# Input Credit Card Information

- After clicking though three (3) screens, Clariti will ask for your credit card information.
- Your credit card information is processed securely through PaySafe by Clariti.
- Complete fields and press Pay.



## Print Receipt



- After a payment is made, an electronic receipt is created and can be downloaded, saved, and printed.
- After closing the receipt, you will be returned to the “Amount Owing” screen and may now navigate to other areas of your portal.

# Follow

- Follow your application to receive updates.



# Next Stages

- Your application will be reviewed by quality control (QC) within 3 business days. This stage confirms that correct fees have been paid and all necessary documents have been submitted.
- Return to your dashboard to track your application as it moves through the stages of permit processing.
- After QC review approval, your application will reflect the application entering the Review stage. This is the Plan Review stage.
- You can also track from your dashboard, under My Permits, then the In Review tab.

The screenshot displays two main sections of the Cosumnes permitting system interface.

**Project Details:** This section shows various application details. A red box highlights the "Stage Application" field, which is currently set to "Application".

Project	AMMR TEST
Parcel	
Address	5100 LAGUNA BLVD, ELK GROVE, CA 95758
Suite #	
Submitted Date	4/8/2024
Issue Date	
Application Expiration Date	10/5/2024

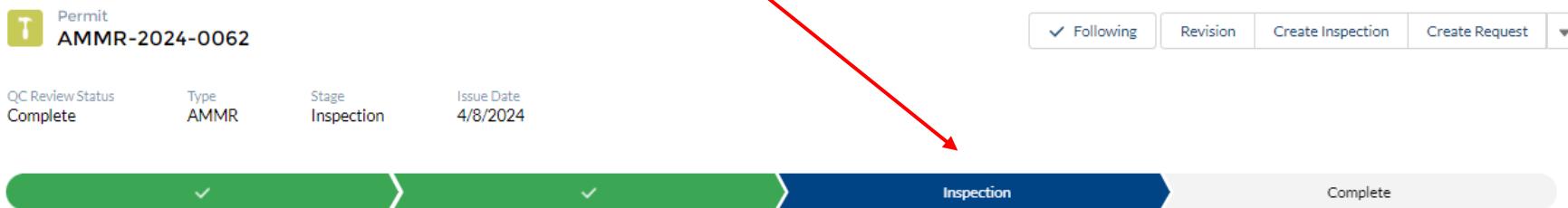
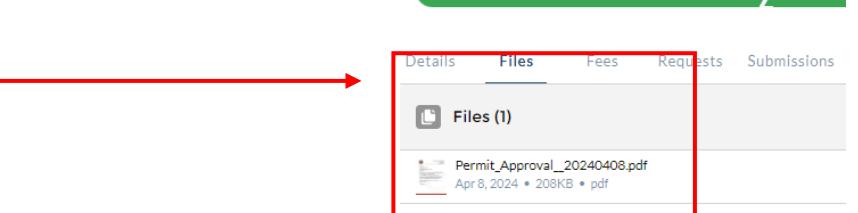
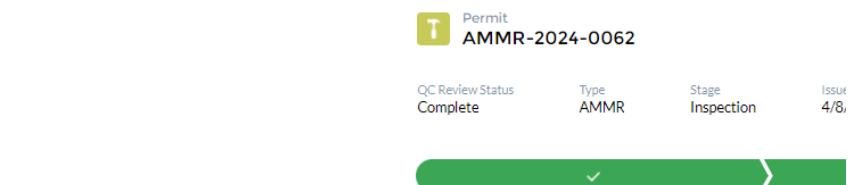
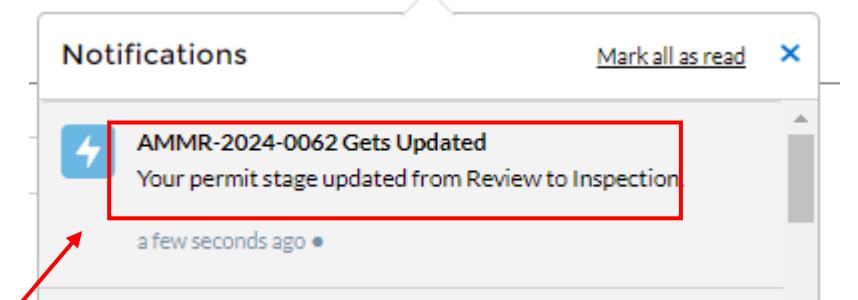
**My Permits:** This section shows the user's active permits. A red box highlights the "My Permits" tab, which is currently selected. Another red box highlights the "In Review" tab, which is also present in the navigation bar.

Below the tabs, a message states: "Below is a list of your active permits. To see the details of a specific permit, click on the permit number." It also provides instructions for starting a new application or resuming a paused one.

Navigation tabs at the bottom include: My All Permits, Application, In Review (highlighted), Issued, Completed, Inspection, and Paused Applications.

# Plan Review Phase

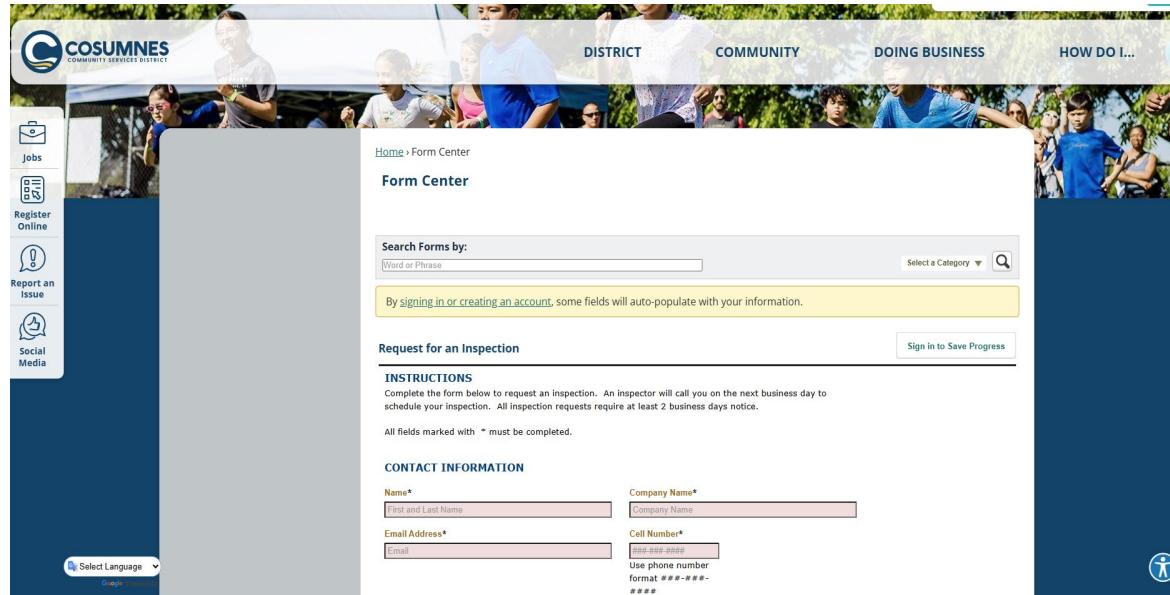
- The Cosumnes Fire Department will review your application and submissions and issue an approval, conditionally approved, or corrections required.
- After completing the plan review, the inspector will send you a status letter. If conditionally approved or corrections required, information on what is still needed will be provided.
- A notification will be delivered to your dashboard (look under the bell).
- Plan Review letter will be located under Files.
- If approved, your permit will enter the Inspection Phase.
- The Stages bar will also show “Inspection”



# Request an Inspection

Go to: <https://www.cosumnescsd.gov/FormCenter/Fire-Department-5/Request-for-Hydro-or-Final-Inspection-136>

Complete the online form to request an inspection. A fire inspector will contact you in approximately 3 business days.



The screenshot shows the Cosumnes Community Services District website's Form Center. The top navigation bar includes links for DISTRICT, COMMUNITY, DOING BUSINESS, and HOW DO I... The sidebar on the left has links for Jobs, Register Online, Report an Issue, and Social Media. The main content area shows a search bar with 'Word or Phrase' and 'Select a Category' dropdown, and a note: 'By signing in or creating an account, some fields will auto-populate with your information.' Below this is a 'Request for an Inspection' form. The 'INSTRUCTIONS' section says: 'Complete the form below to request an inspection. An inspector will call you on the next business day to schedule your inspection. All inspection requests require at least 2 business days notice.' It also states: 'All fields marked with \* must be completed.' The 'CONTACT INFORMATION' section includes fields for Name\*, Company Name\*, Email Address\*, Cell Number\*, and a note: 'Use phone number format: ####-####'. A 'Sign in to Save Progress' button is located at the top right of the form.

# General Information for 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 reviewing this  
presentation on AMMR  
submissions.**

If you have any questions, please contact the Cosumnes Fire Department at 916-405-7100.