

Cosumnes Permit Software How to for Customers – Part 9 AMMR Application

Presented by Cosumnes Fire Department

April 2024

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AMMR Application

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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](#)



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

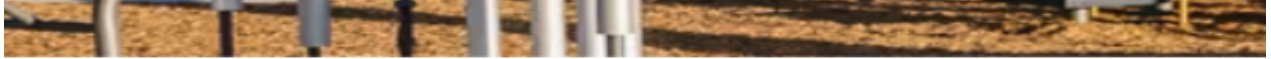


Individual Account

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

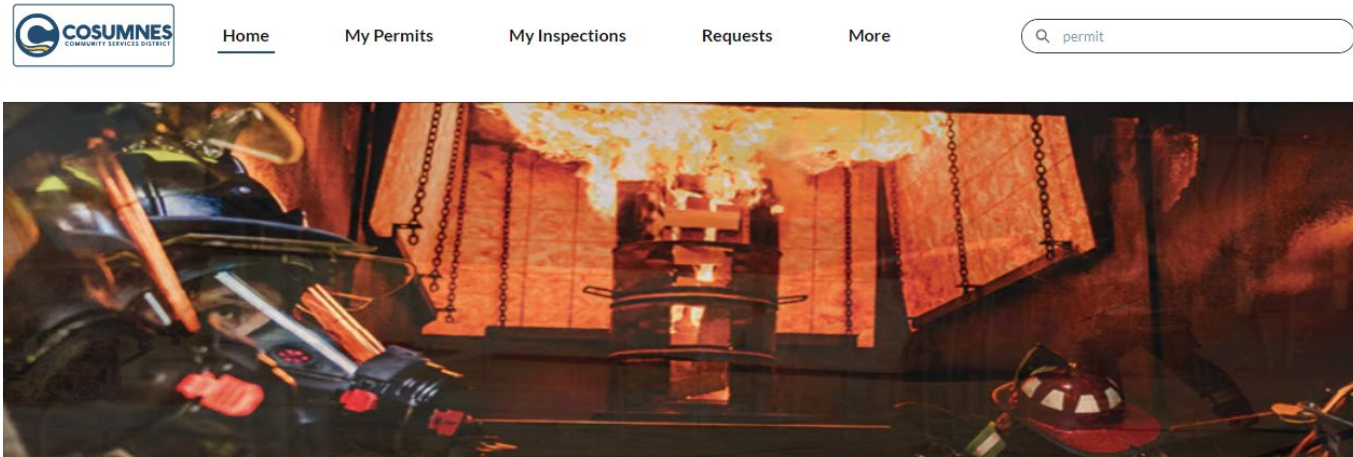


.....

Log in

[Forgot your password?](#)

At the Home Page



Welcome to the Cosumnes Community Services District Portal.

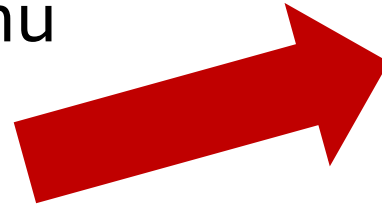
This portal provides real-time access to Fire Department plan reviews and permits, as well as Landscape Architecture & Planning plan reviews. Log in to follow the progress of your project, apply for a burn permit, pay fees, order inspections, and more. Please select the applicable button below to either 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 AMMR application, choose the Fire Department Button

Fire Department Button (Home Page)

The Alternate Means and Methods Review (AMMR) Request is the 8th 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.csumnescsd.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 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, add parcel.

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 ⓘ

Alternate Code Compliance ⓘ

Background for Alternate Methods Request ⓘ

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

 Upload Files Or drop files

Other

 Upload Files Or drop files

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

BackNext

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 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




Fee Details

Showing 2 of 2 items	
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 through 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.

Paysafe:
Clariti

Card Information

Cardholder Name

Card Number

Expiry

CVV

Order Total: \$:

PAY

Powered by

Paysafe:

Print Receipt

Success!



Payment - P-02292024-287 - VirtualTerminalCard -

Close

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.

Project Details	
Permit Number	Project
	<u>AMMR TEST</u>
Project Type	Parcel
AMMR	
Type	Address ⓘ
AMMR	<u>5100 LAGUNA BLVD, ELK GROVE, CA 95758</u>
Work Type	Suite #
Subtype	Stage
	Application
Phase	Submitted Date
Application	4/8/2024
Permit Expiration Date	Issue Date
Number	Application Expiration Date
AMMR-2024-0062	10/5/2024
Subtype	
	Stage
Phase	Review
Fire Marshal/ Deputy Fire Marshal Review	Submitted Date
	4/8/2024

 Home **My Permits** My Inspections Requests Cart

My Permits

Below is a list of your active permits. To see the details of a specific permit, click on the permit number.

If you would like to start a new permit application, go to the home page. To resume a paused application, go to "My Paused Applications" in My Permits Page

My All Permits Application **In Review** Issued Completed Inspection 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”

The screenshot shows a 'Notifications' panel at the top with a red box highlighting a message: 'AMMR-2024-0062 Gets Updated' and 'Your permit stage updated from Review to Inspection'. Below this is a permit summary for 'AMMR-2024-0062' with a green progress bar. A red arrow points from the notification to the 'Files' tab, which is also highlighted with a red box and shows a PDF file named 'Permit_Approval_20240408.pdf'. Another red arrow points from the 'Inspection' stage in the bottom progress bar to the 'Files' tab.

QC Review Status	Type	Stage	Issue
Complete	AMMR	Inspection	4/8/24

Files (1)

Permit_Approval_20240408.pdf
Apr 8, 2024 • 208KB • pdf

The screenshot shows the permit details for 'AMMR-2024-0062'. It includes a table with permit information and a progress bar at the bottom. The progress bar has four stages: 'Complete' (green), 'Review' (green), 'Inspection' (blue), and 'Complete' (grey). A red arrow points from the 'Inspection' stage in the progress bar to the 'Files' tab in the previous screenshot.

QC Review Status	Type	Stage	Issue Date
Complete	AMMR	Inspection	4/8/2024

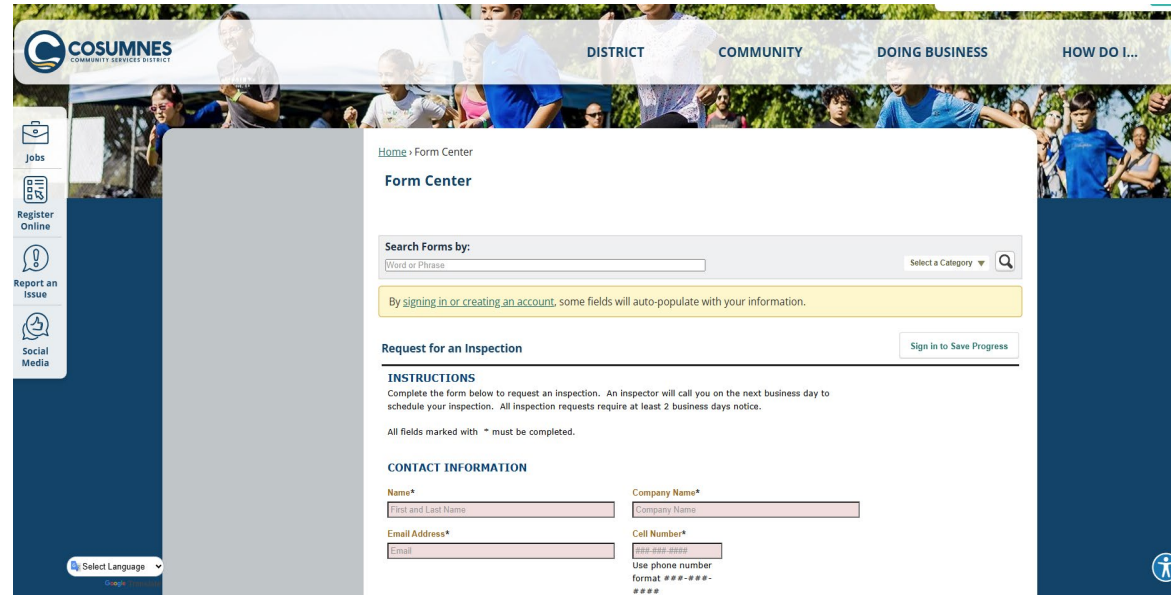
Following Revision Create Inspection Create Request

Complete

Request an Inspection

Go to: <https://www.cosumnescsd.gov/FormCenter/Fire-Department-5/Request-for-Hydro-or-Final-Insepction-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. The header includes the COSUMNES logo and navigation links: DISTRICT, COMMUNITY, DOING BUSINESS, and HOW DO I... A left sidebar contains icons for Jobs, Register Online, Report an Issue, and Social Media. The main content area is titled 'Form Center' and includes a search bar, a sign-in prompt, and a section for 'Request for an Inspection'. Below this is an 'INSTRUCTIONS' section and a 'CONTACT INFORMATION' section with fields for Name, Company Name, Email Address, and Cell Number.

COSUMNES
COMMUNITY SERVICES DISTRICT

DISTRICT COMMUNITY DOING BUSINESS HOW DO I...

Jobs
Register Online
Report an Issue
Social Media

Home » Form Center

Form Center

Search Forms by:
[Word or Phrase] [Select a Category] [Q]

By signing in or creating an account, some fields will auto-populate with your information.

Request for an Inspection [Sign in to Save Progress]

INSTRUCTIONS
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.
All fields marked with * must be completed.

CONTACT INFORMATION

Name* First and Last Name	Company Name* Company Name
Email Address* Email	Cell Number* Use phone number format ###-###-#### ####

Select Language

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.