Cosumnes Permit Software How to for Customers – Part 10 Requests

Presented by Cosumnes Fire Department

April 2024

Updated: June 18, 2025

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Meeting Requests

- Introduction
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Introduction

- This how-to will walk you through how to submit a Request.
- Requests can be made for:
  - Time Extensions
  - Refunds
  - To Cancel an Application
  - Design Review
  - Consultation Meeting Pre-Planning Application Consultation Meeting
  - Construction Inspection Meeting
  - Address Consultation
  - Appeal a Citation
- Requests should not be used for inspection requests. To schedule an inspection, go to www.cosumnescsd.gov/303 and follow the button to “Request Inspection.”

Clariti User Portal

COSUMNES COMMUNITY SERVICES DISTRICT

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?

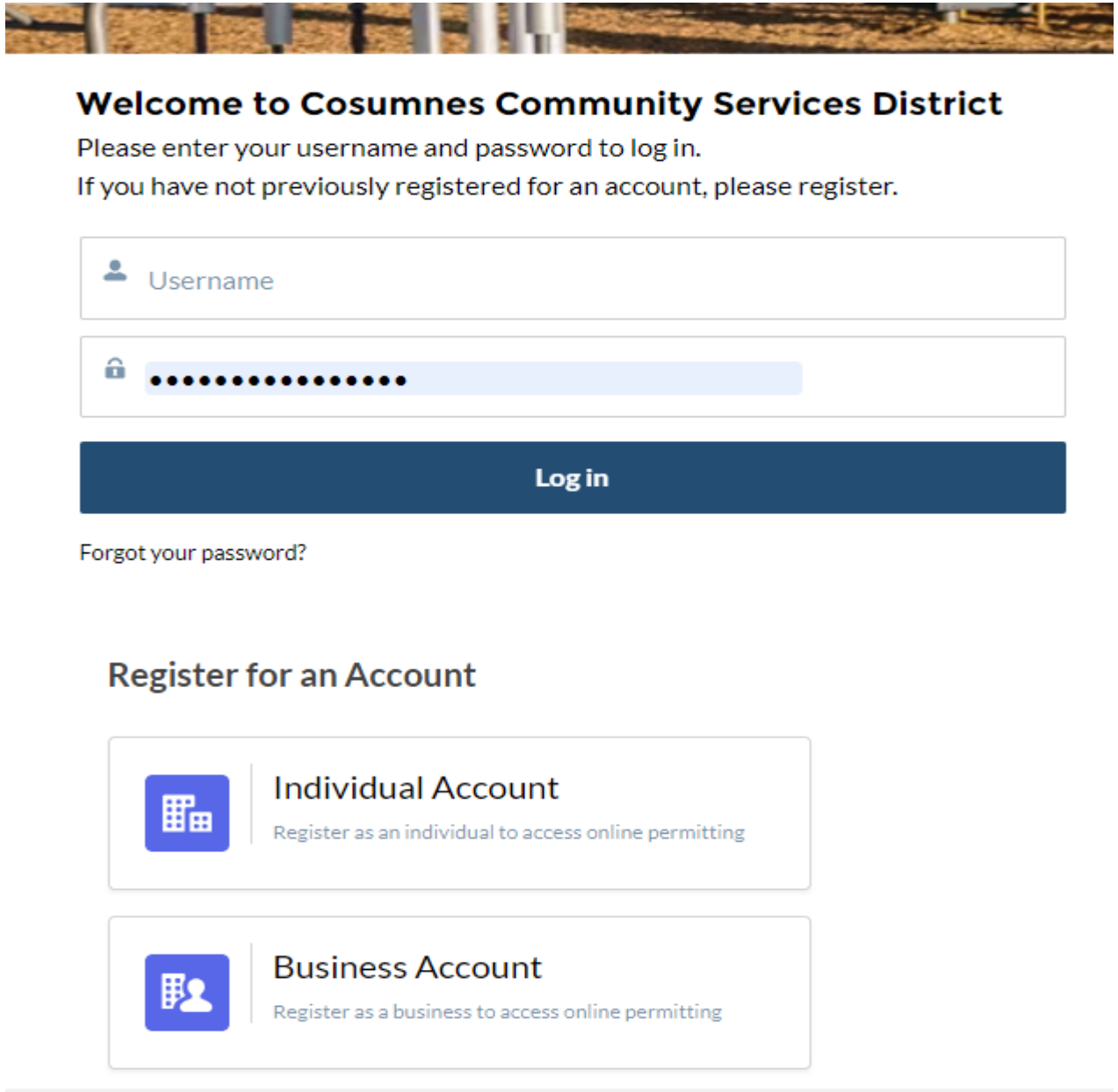
Register for an Account

Individual Account

Register as an individual account to access Cosumnes

Setting up an account

Follow the online directions.



Individual vs Business Account

Choose an Individual if:

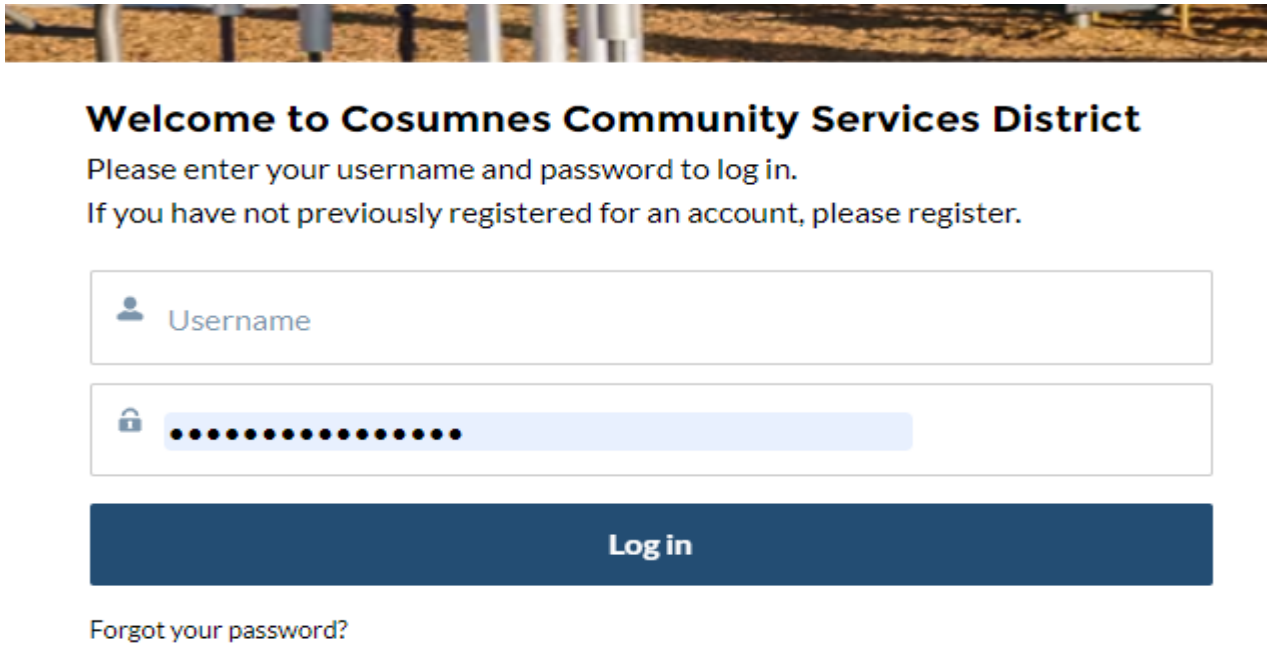
- You are a sole proprietor.
- You are the owner/builder.
- You are setting up an account to request a burn permit.
- You are paying individual citation fees.

Choose a Business Account if:

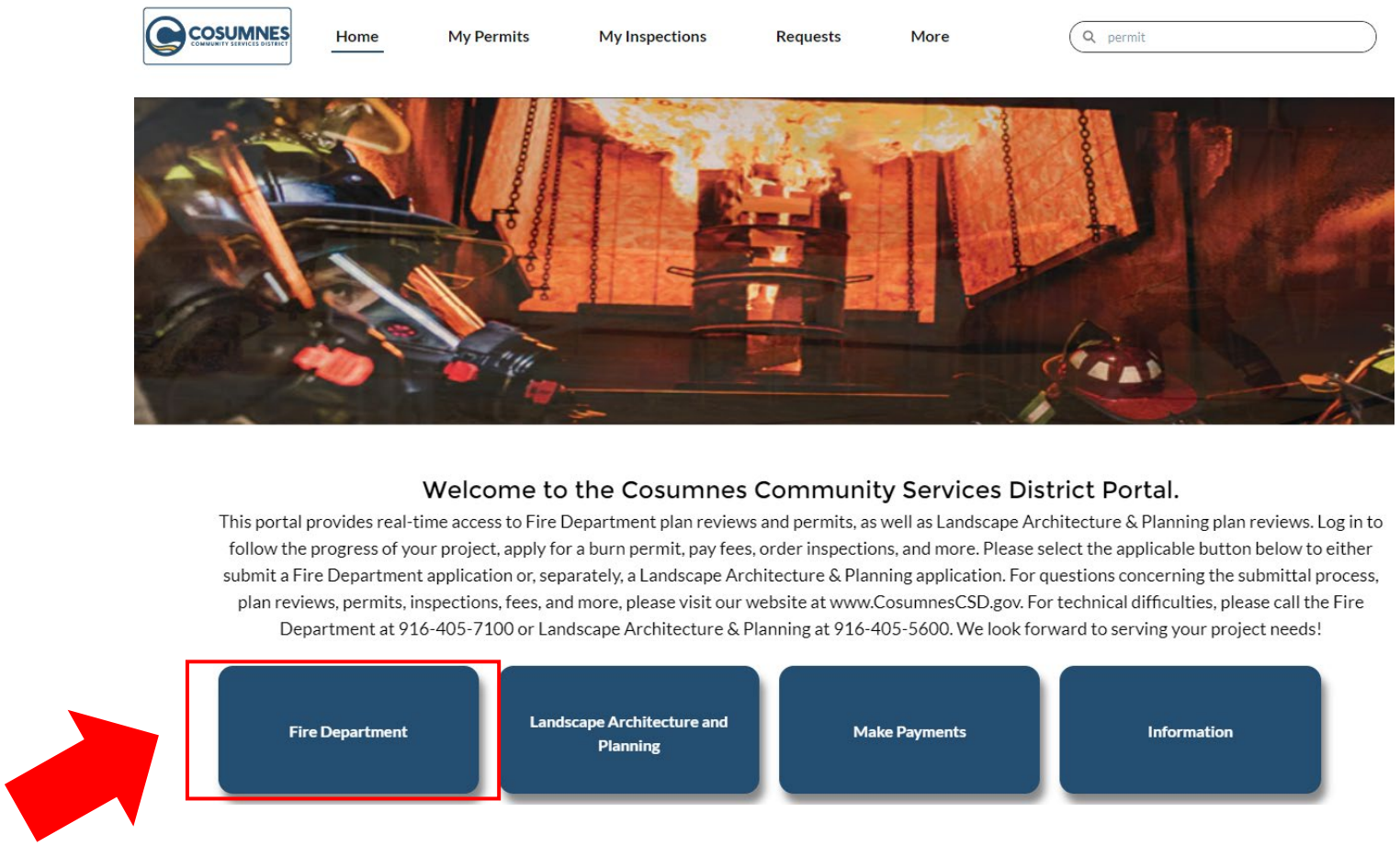
- You work for an organization that will have multiple people submitting applications for plan checks, KNOX, etc. …
- You want to link all employees (contacts) within the same organization to one parent account.
- Employees can view all permit applications

Logging in

- Input your new Username (your email).
- Input your password.
- If you forgot your password, follow the link to reset.



At the Home Page

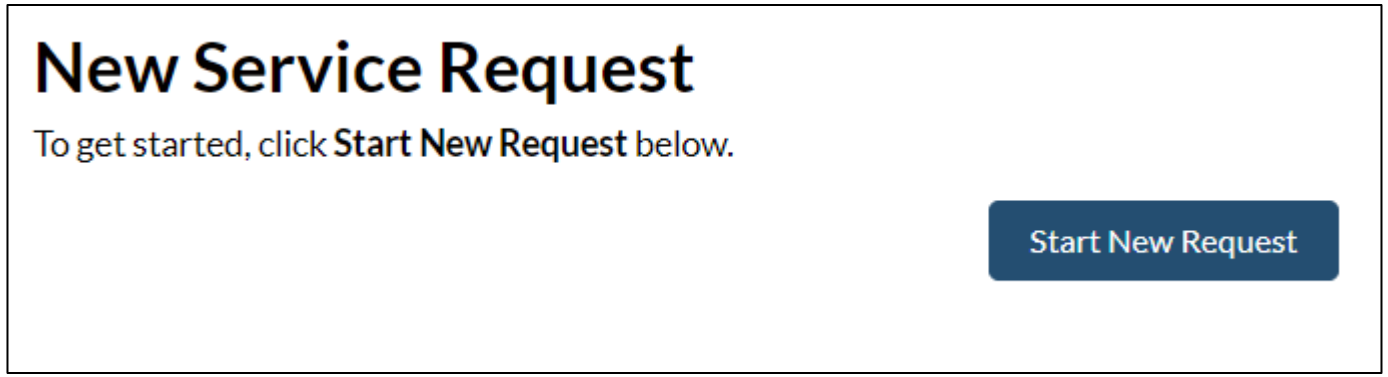


To access Requests, choose the Fire Department Button.

Fire Department Button (Home Page)

For all Requests, choose the Meeting Request Menu (the 9th Menu) in the Fire Department menu options.

Start New Request



New Service Request

Service Request Details | Confirmation

Service Request Details

Provide us with additional details about this request by filling in the details below.

Type

--None--

* Request Reason

Related Permit

Search Permits...

- Type: Select from drop-down box.
- Request Reason: Provide a detailed description of what you are requesting.
- Related Permits: Include the related permit number if there is one.

Please upload any pertinent documents.

Upload Files

Upload Files | Or drop files

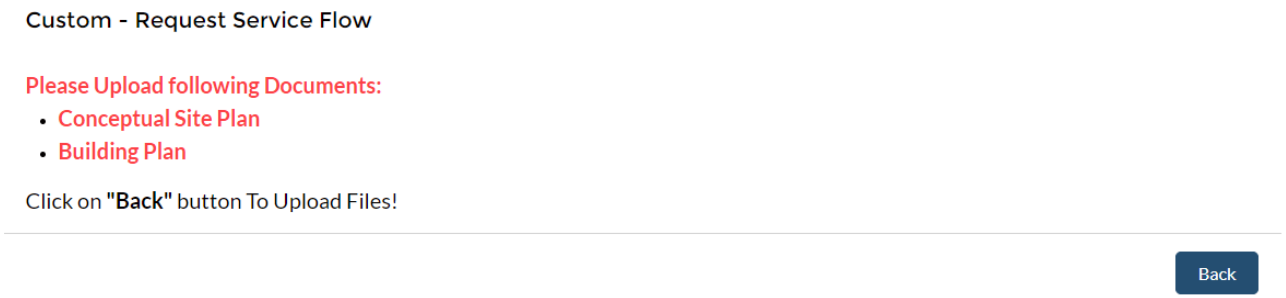
- Upload pertinent documents here.

Previous | Next

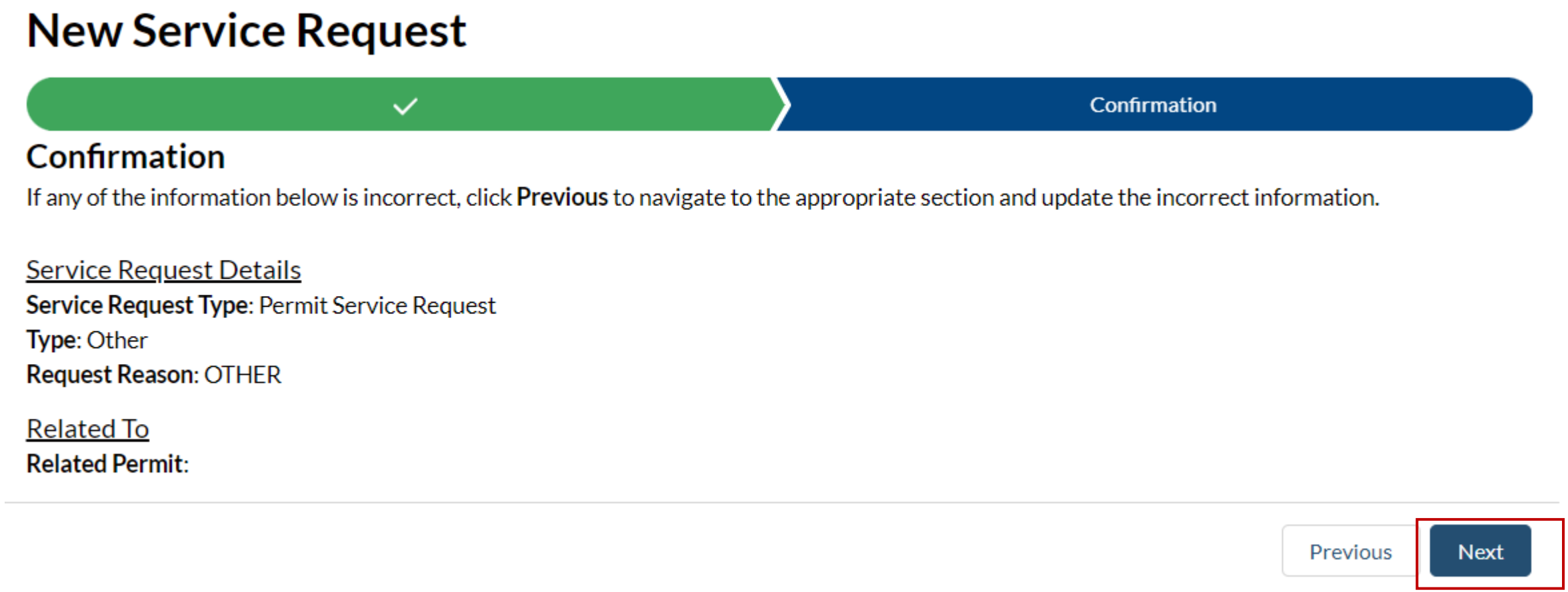
Uploading Documents

If documents are needed for the request, the next screen will ask for what was missing.

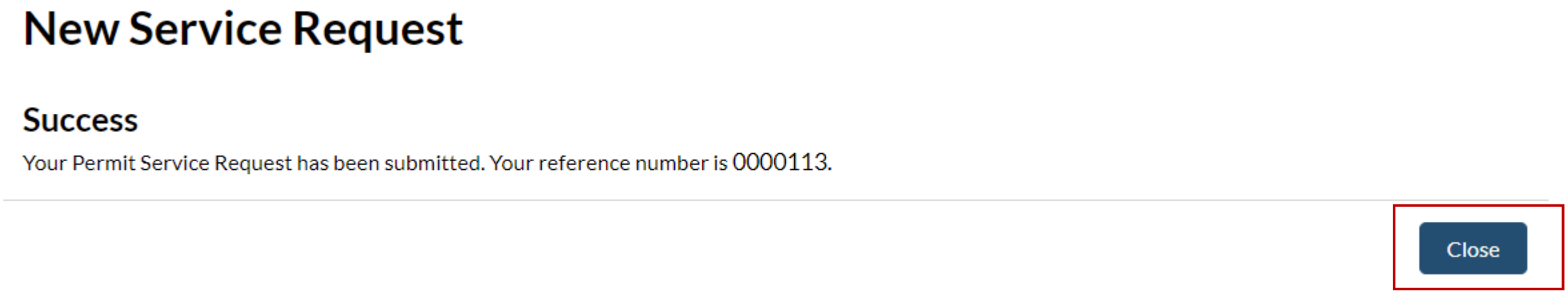
Press BACK to return to the previous page and complete the upload.



Confirmation Screen

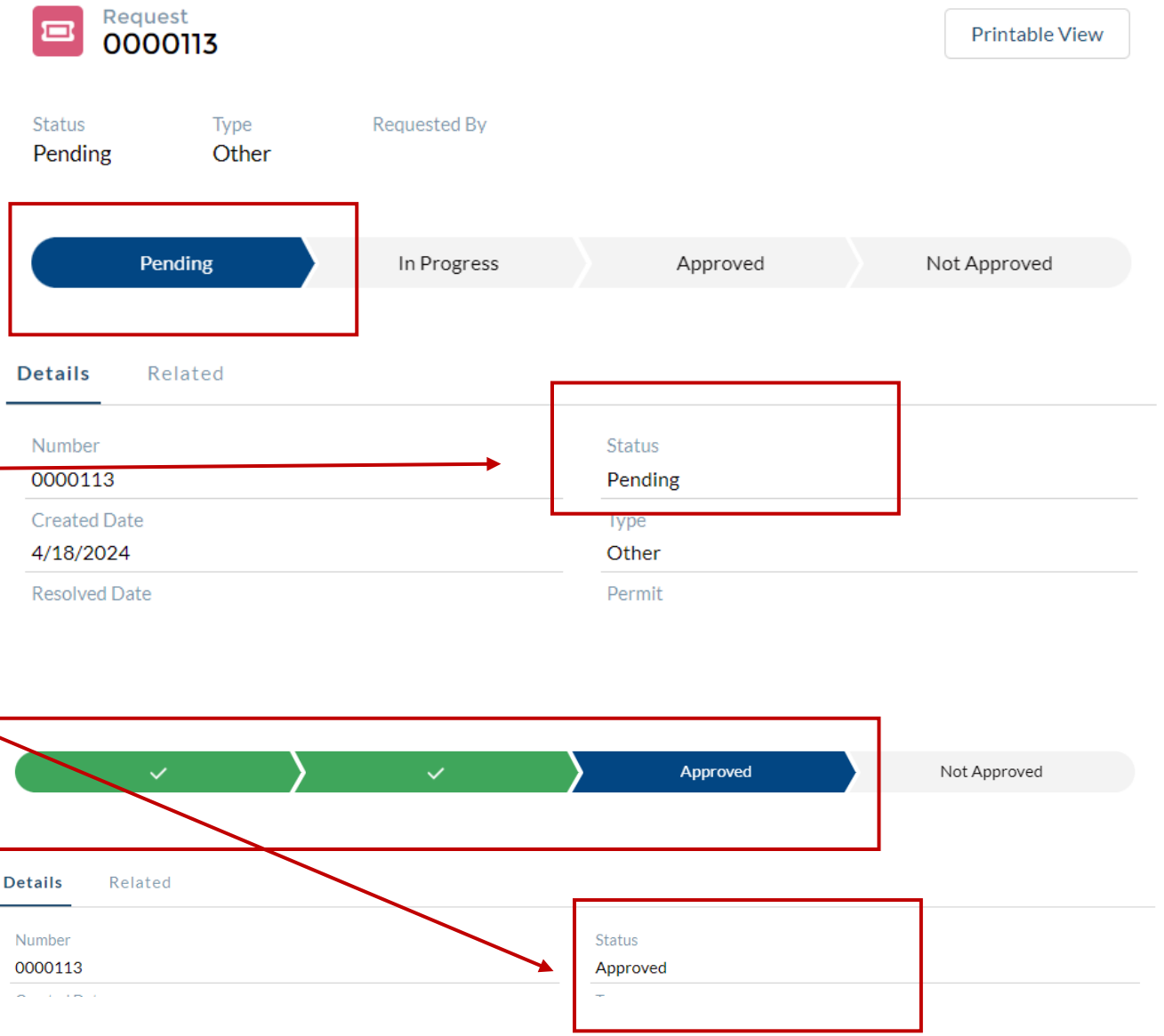


Successful Request Message:



The Request File

- The bar in the middle tracks the phases of the Request.
- The Status field will reflect stage of the request.
- Once Cosumnes Fire Department approves, the phase and status will change (a screen refresh may be needed)
- A notification will also show under the Bell.



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
  - Schedule an inspection

Thank you for reviewing this presentation on Requests.

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