

# Cosumnes Permit Software How to for Customers – Part 10 Requests

Presented by Cosumnes Fire Department

April 2024

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## Meeting Requests

- Introduction
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- General Information (Links to Cosumnes Fire Department website)

# 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](http://www.cosumnescsd.gov/303) and follow the button to “Request Inspection.”

# 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

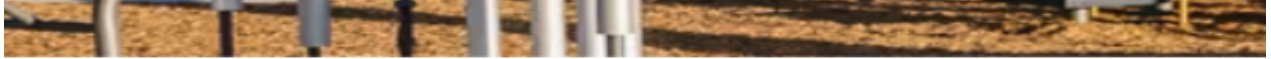


### Individual Account

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:**

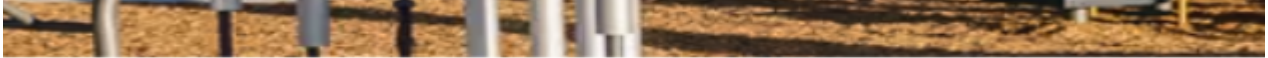
- You are a sole proprietor.
- You are the owner/builder.
- You are setting up an account to request a burn permit.
- You are paying individual citation fees.

## **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.

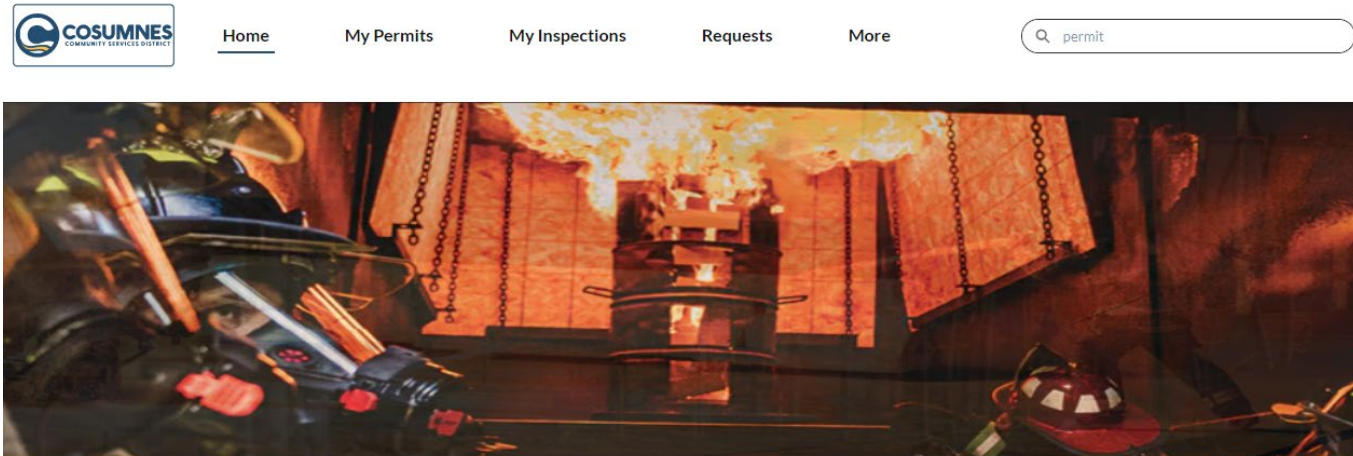
 Username



**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](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!

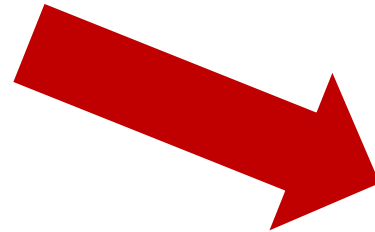


To access Requests, choose the Fire Department Button.



# Fire Department Button (Home Page)

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



## COO/Fire Hydrant Flow Test

Request a date/time for inspection  
48-hour notice required.

## Alternate Means and Methods Request

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

## Meeting Request

Request a design consultation, pre-construction, special inspection, or similar meeting.

# Start New Request

## New Service Request

To get started, click **Start New Request** below.

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.

Custom - Request Service Flow

Please Upload following Documents:

- Conceptual Site Plan
- Building Plan

Click on "Back" button To Upload Files!

---

Back

# Confirmation Screen

## New Service Request



### Confirmation

If any of the information below is incorrect, click **Previous** to navigate to the appropriate section and update the incorrect information.

#### Service Request Details

**Service Request Type:** Permit Service Request

**Type:** Other

**Request Reason:** OTHER

#### Related To

**Related Permit:**

---

Previous

Next

# Successful Request Message:

## New Service Request


### Success

Your Permit Service Request has been submitted. Your reference number is 0000113.

---

Close

# 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.



Request  
0000113

Printable View

Status  
Pending

Type  
Other

Requested By



Details

Related

Number

0000113

Created Date

4/18/2024

Resolved Date

Status

Pending

Type

Other

Permit



Details

Related

Number

0000113

Status

Approved

# 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](#)

**General Information**

Links to Cosumnes Fire Department website.



# Thank you for reviewing this presentation on Requests.

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