

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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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



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

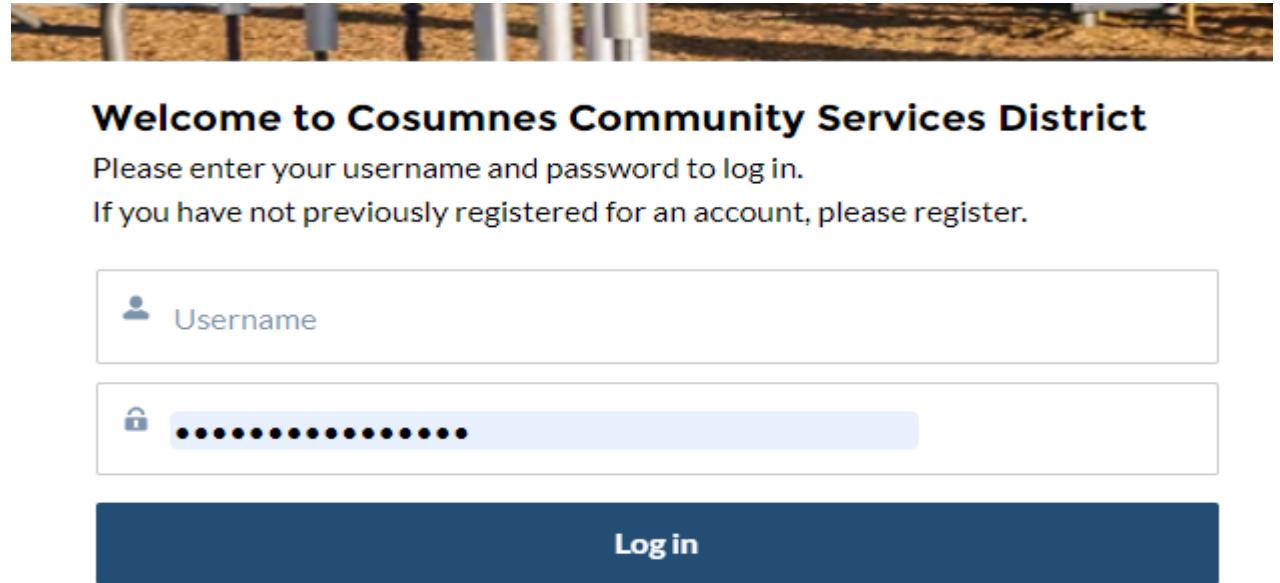


Individual Account

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 message instructs users to enter their username and password to log in. Another message encourages users to register if they have not previously done so. Below the text are two input fields: one for "Username" with a user icon and one for "Password" with a lock icon. A "Log in" button is centered below the fields. At the bottom left of the page, there is a link for "Forgot your password?".

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.

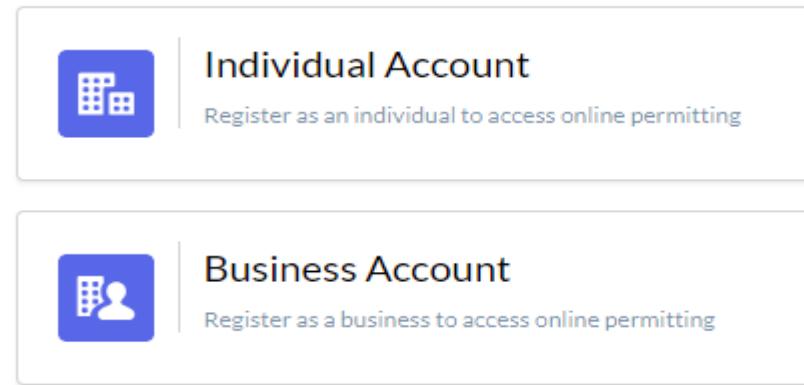
Username

Password

Log in

Forgot your password?

Register for an Account



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 brief description. 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:

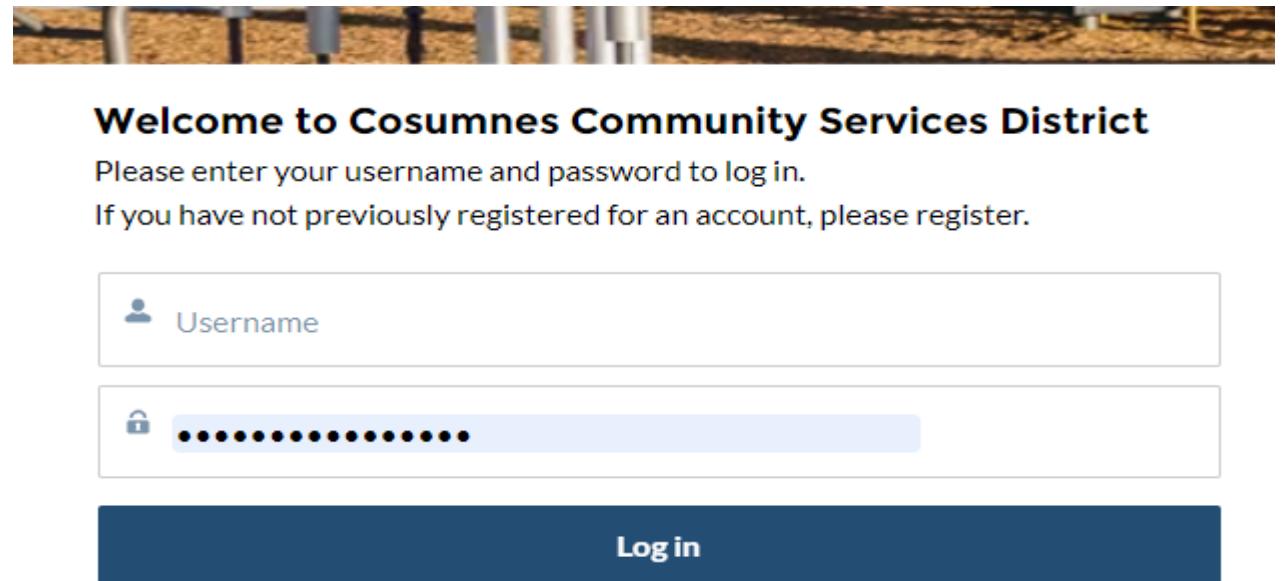
- You are a sole proprietor.
- You are the owner/builder.
- You are setting up an account to request a burn permit.
- You are paying individual citation fees.

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

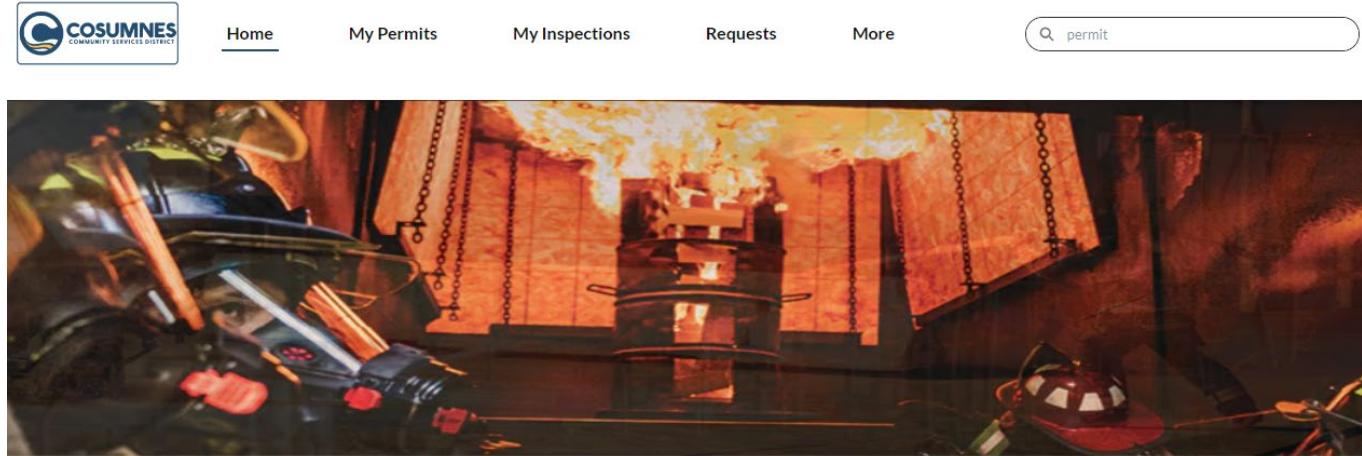
Logging in

- 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 repeating pattern of orange and black shapes. 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." is shown in a smaller font. Below this, a note for new users "If you have not previously registered for an account, please register." is present. The page features two input fields: "Username" with a user icon and "Password" with a lock icon. A large blue "Log in" button is centered below the fields. At the bottom, a link "Forgot your password?" is visible.

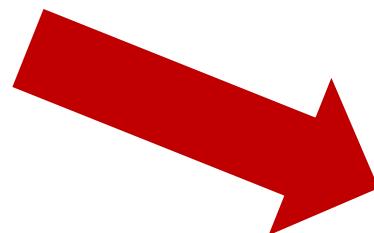
At the Home Page



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.



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...

Please upload any pertinent documents.

Upload Files

Upload Files

Or drop files

- 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.

- 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](#)

[Printable View](#)

Status
Pending

Type
Other

Requested By

Pending

In Progress

Approved

Not Approved

Details Related

Number

0000113

Created Date

4/18/2024

Resolved Date

Status

Pending

Type

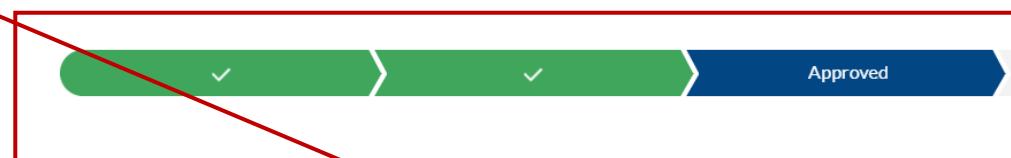
Other

Permit

Once Cosumnes Fire Department
approves, the phase and status will
change (a screen refresh may be
needed) 

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.



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.