

# Cosumnes Permit Software

## How to for Customers – Part 11

### Pay Fees

Presented by Cosumnes Fire Department

May 2024

Revised May 2025

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# Clariti User Portal



Home

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## 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

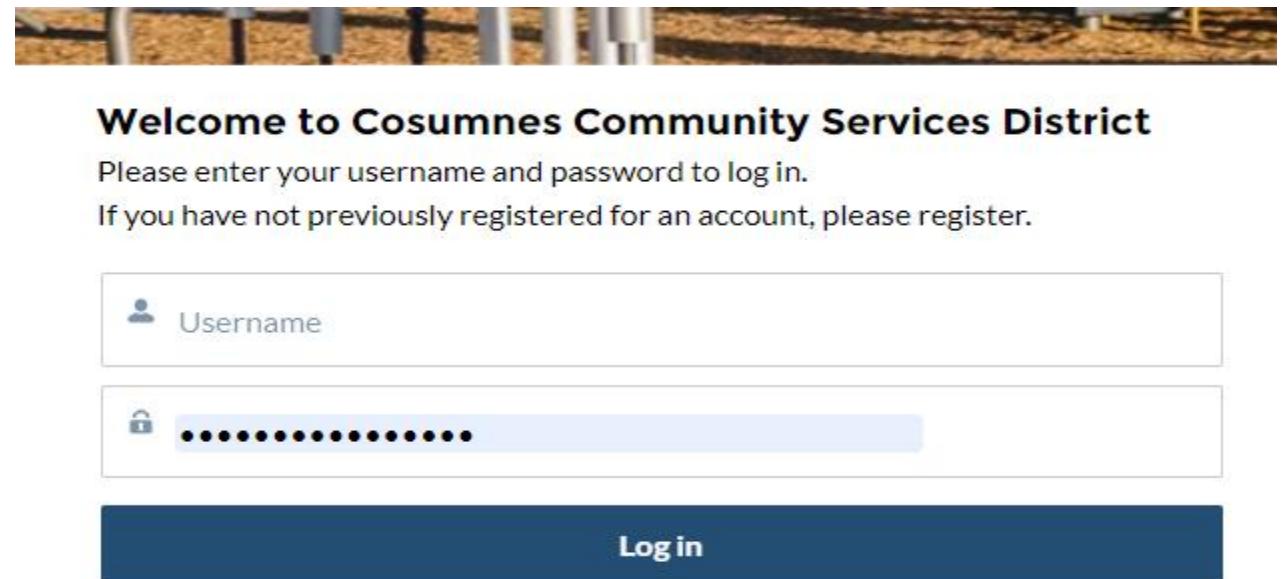


Individual Account

Register as an individual account to access Cosumnes

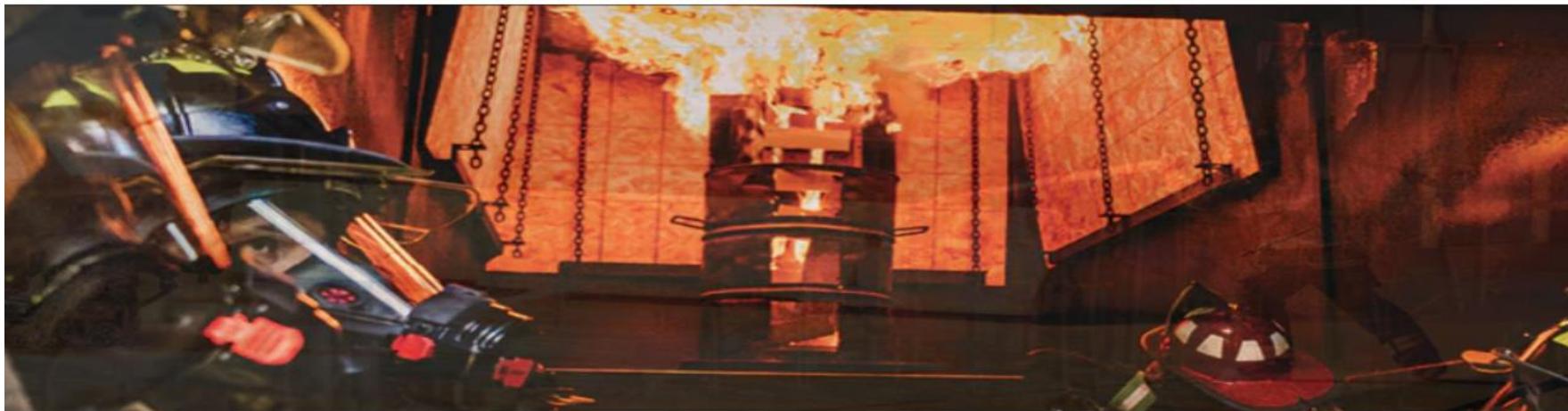
# Logging in

- 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. The page has a decorative banner at the top featuring a landscape with trees and a building. 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. Another sub-instruction "If you have not previously registered for an account, please register." is also present. The page includes two input fields: one for "Username" with a user icon and one for "Password" with a lock icon. A "Log in" button is located at the bottom of the form. Below the button, a link "Forgot your password?" is visible.

# Clariti User Portal

[Home](#)[My Permits](#)[My Inspections](#)[Requests](#)[More](#) permit

## 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](#)

# Pay Fees – Pay Now

[Home](#)[My Permits](#)[My Inspections](#)[Requests](#)[More](#) Search...

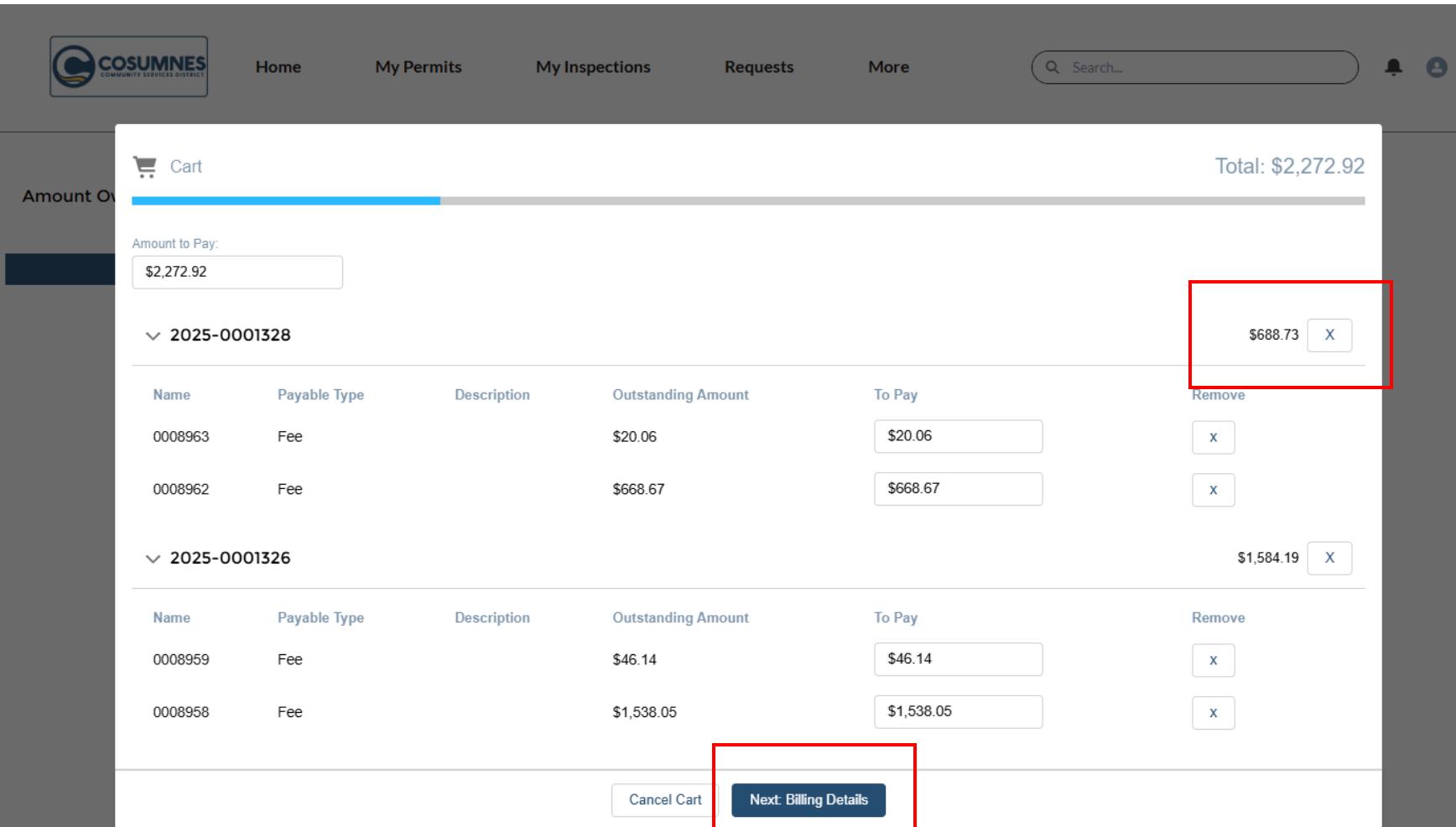
Amount Owing

\$2,272.92

Pay Now

# Select the permit

You may select the permit you wish to pay by removing the fees of the other permits. Afterwards, click Next.



Cart

Total: \$2,272.92

Amount to Pay: \$2,272.92

2025-0001328

Name	Payable Type	Description	Outstanding Amount	To Pay	Remove
0008963	Fee		\$20.06	\$20.06	<input type="button" value="X"/>
0008962	Fee		\$668.67	\$668.67	<input type="button" value="X"/>

2025-0001326

Name	Payable Type	Description	Outstanding Amount	To Pay	Remove
0008959	Fee		\$46.14	\$46.14	<input type="button" value="X"/>
0008958	Fee		\$1,538.05	\$1,538.05	<input type="button" value="X"/>

Cancel Cart Next: Billing Details

# Billing Details

Choose a payment method.

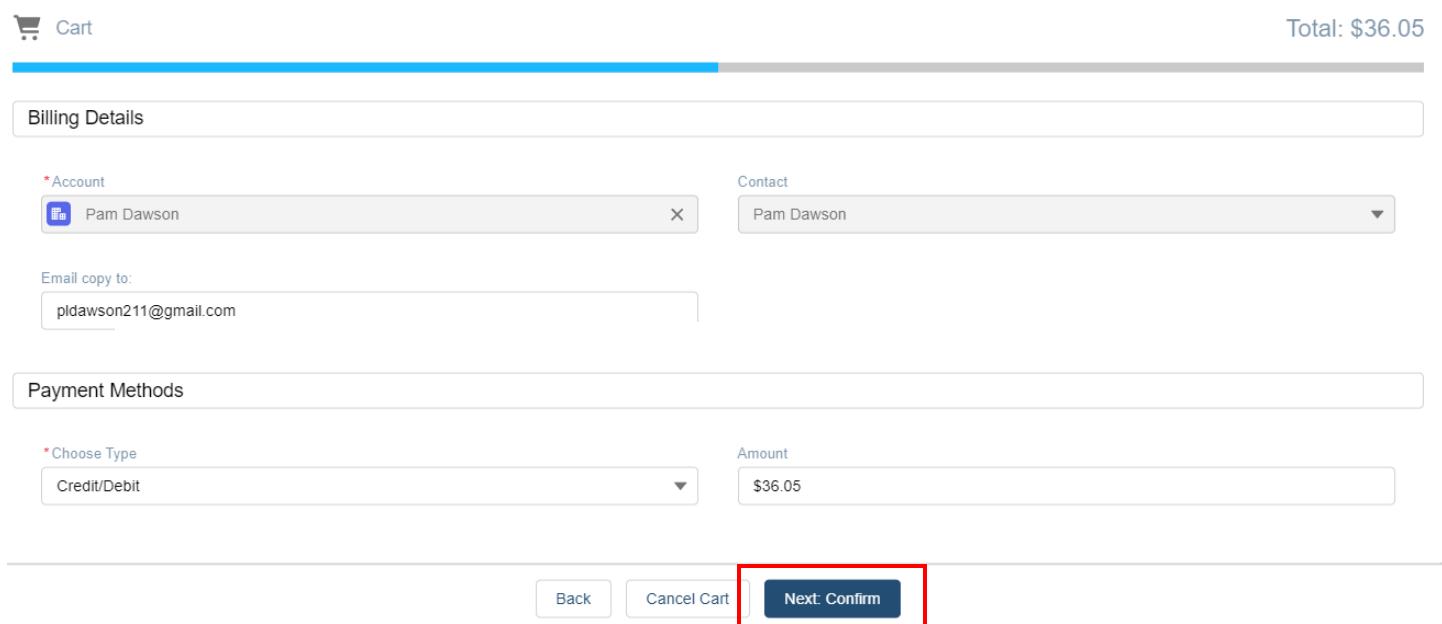
- Credit/Debit – pay online now, press Next Confirm.
- If paying by cash or check:
  - Note your permit number from the previous screen.
  - Cancel the cart; your application will be under “Paused Applications.”
  - There are no service charges on cash or check payments.
  - Mail checks or walk-in checks/cash to:

Cosumnes Fire Department

10573 E. Stockton Blvd

Elk Grove, CA 95624

- Include your permit number with your payment.



The screenshot shows a web-based application for managing a cart. At the top, there is a 'Cart' icon and the text 'Total: \$36.05'. Below this is a 'Billing Details' section. It contains fields for 'Account' (set to 'Pam Dawson'), 'Contact' (set to 'Pam Dawson'), and 'Email copy to' (set to 'pldawson211@gmail.com'). Under 'Payment Methods', there is a dropdown for 'Choose Type' (set to 'Credit/Debit') and an 'Amount' field (set to '\$36.05'). At the bottom of the form are three buttons: 'Back', 'Cancel Cart', and a dark blue 'Next: Confirm' button, which is highlighted with a red rectangular box.

# Process Payment

Confirm all information is correct,  
press Process.

Cart Total: \$36.05

Billing Details				
Account				
Pam Dawson		Pam Dawson		pldawson211@gmail.com

Cart Details \$36.05

Cart Details				
2024-0018940				
Name	Payable Type	Description	Outstanding Amount	To Pay
0017938	Fee		\$35.00	\$35.00
0017939	Fee		\$1.05	\$1.05

Payment Methods

Type	Amount
Credit/Debit	\$36.05

[Back](#) Process



**Paysafe:**

Clariti

# Input Credit Card Info

Your credit card information is processed **securely** through PaySafe by Clariti.

Complete fields and press Pay.

Card Information

Cardholder Name

Card Number

Expiry

CW



Order Total: \$36.05

**PAY**

Powered by

Paysafe:

# Print Receipt

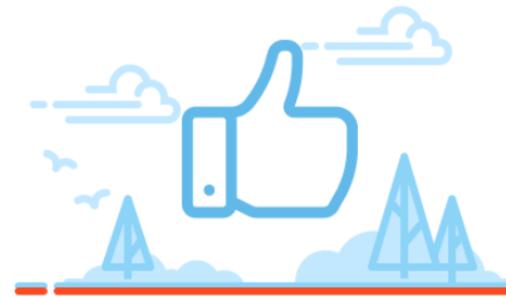
If payment is successful, print receipt.



Cart

Total: \$36.05

Success!



Payment - P-02292024-286 - VirtualTerminalCard -

Close

Print Receipt

# Printed Receipt

You may print your receipt for your records.

Cosumnes Community Services District  
8820 Elk Grove Blvd. Elk Grove, CA 95624  
[support@claritisoftware.com](mailto:support@claritisoftware.com)  
Phone: (916) 405-7150 | Fax: (916) 405-5600  
[CosumnesCSD.gov](http://CosumnesCSD.gov)



**Your payment was successful!**

**Account:**  
**Contact:**  
**Email ID:**

**Date:** 2/29/2024, 12:50 PM  
**Total Amount:** \$36.05

## Payment Details

**Amount Paid:** \$36.05  
**Payment Method:** VirtualTerminalCard

**Receipt #:** P-02292024-286

Item	Payment Amount
2024-0018940 - Burn Permit - General/ Misc - Permit Fee - GROVE, CA 95624	\$35.00
2024-0018940 - Burn Permit - General/ Misc - Service Charges - GROVE, CA 95624	\$1.05
<b>Total Amount:</b> \$36.05	

# Pay Fees – 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 instructions to make a credit/debit card payment.

New Application

The screenshot shows a progress bar at the top with three steps: 'New Application' (green), 'Fee Details' (green), and 'Payment' (blue). The 'Fee Details' step is active. Below the bar is a table titled 'Fee Details' with the following data:

Fee Details	
Type	Amount
Permit Fee	\$1,906.00
Service Charges	\$57.18

Red arrows and callout boxes highlight specific information: a red arrow points to the 'Service Charges' row with a callout box stating '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.' Another red arrow points to the 'Pay Now' button with a callout box stating 'Continue to Pay Now, to pay by credit/debit card.'

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

# Cart and Summary of Charges

- View all outstanding fees.
- Note your permit number.
- You may choose to pay for some permits now and some later.
- To pay a fee later, click the “X” to remove from this cart. The fee will not be deleted, just removed from the cart.
- Choose Next Billing Details.



Cart

Total: \$36.05

Amount to Pay: \$36.05

2024-0018940

Name	Payable Type	Description	Outstanding Amount	To Pay	Remove
0017938	Fee		\$35.00	\$35.00	X
0017939	Fee		\$1.05	\$1.05	X

Cancel Cart Next: Payment Details

# General Information for the 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 viewing  
this How To for Paying Fees**

If you have questions, please call the Cosumnes Fire Department at  
916-405-7100, staff will be happy to help you!