



COSUMNES COMMUNITY SERVICES DISTRICT FIRE DEPARTMENT

8820 Elk Grove Blvd. Elk Grove, CA 95624
(916) 405-7100
CosumnesCSD.gov/Fire

How to Make a Payment by Check

If you would like to provide payment by check, please carefully follow these instructions.

1. Check shall be payable to:

Cosumnes Fire Department
10573 E. Stockton Blvd.
Elk Grove, CA 95624

2. Reference the Permit or Inspection Number(s) to apply the check payment to.
3. Include only the Permit or Inspection Fee(s) in the amount to pay. Payment for multiple Permits or Inspections may be issued on one check. All checks shall be made payable for the exact amount (Cosumnes CCD Policy 2150.9).
 - a. The 3% service charge for credit card convenience is waived when you pay by check.
 - b. **Do not** include the 3% service charge amount on the check.
 - c. **TO DETERMINE THE AMOUNT PAYABLE BY CHECK:**
 - In the permit portal, open the permit or inspection record page. Locate the permit or inspection record.
 - From the permit or inspection record page, select the FEES tab. Permit Fees, Inspection Fees, and Service Charges are displayed separately in a list view.
 - In the example image provided, the amount payable for a check payment is \$704.00. Payment amounts vary by project. Please carefully look at the breakdown of fees in your permit or inspection record to determine the correct amount to issue the check for.
 - When the check is received and processed, the 3% service charge will be waived and removed from the account.
4. Checks may be mailed or delivered to 10573 E. Stockton Blvd., Elk Grove, CA 95624.

The screenshot shows a permit application for a Residential - New Fire Suppression Systems project. The application is in the Pending stage and has a QC Review Status of Pending. The process steps are Application, Review, Inspection, Complete, and Void. The Fees tab is selected, showing two items: a Permit Fee of \$704.00 and Service Charges of \$21.12, both of which have a Paid status of \$0.00.

Number	Type	Total	Paid
0002891	Permit Fee	\$704.00	\$0.00
0002892	Service Charges	\$21.12	\$0.00