

# Cosumnes Customer Permit Portal How to: Fireworks Booth Application

Presented by Cosumnes Fire Department

April 2024

Revised: 7/10/2025

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# Introduction

- This how-to will walk you through how to submit multiple fireworks booth applications. There may be variations based on the details of your application.
- For help setting up an account and an overview of the customer portal, please see “[How to for Customers - Overview](#)”.
- Fees are collected at the time of application. Applications with missing fees will not be processed.

# 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

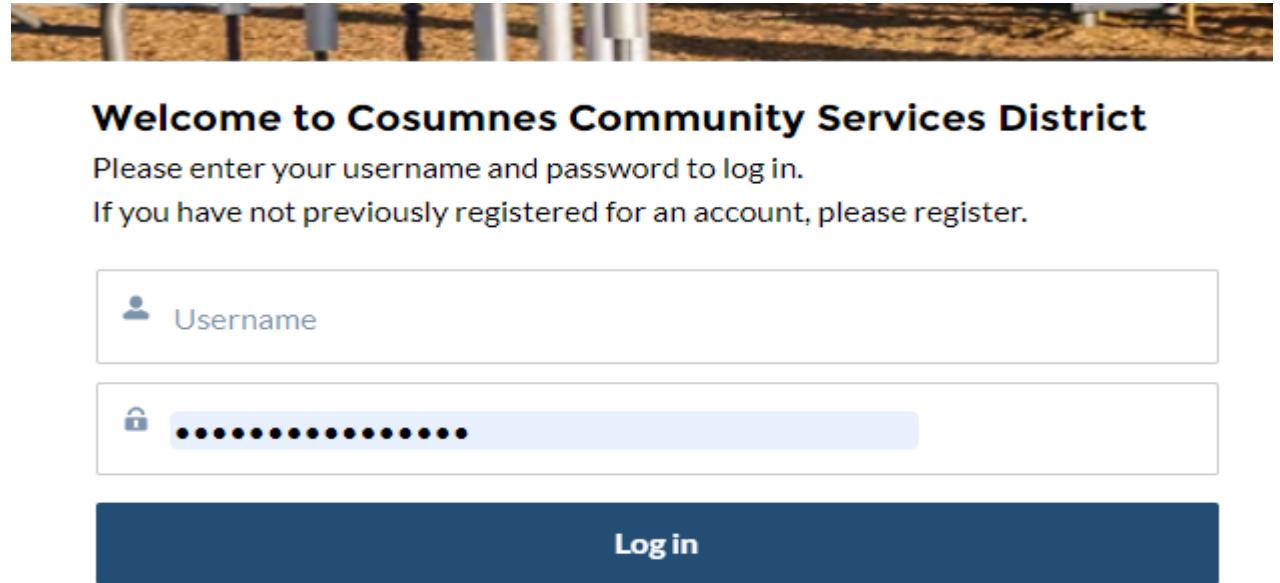


Individual Account

Register as an individual account to access Cosumnes

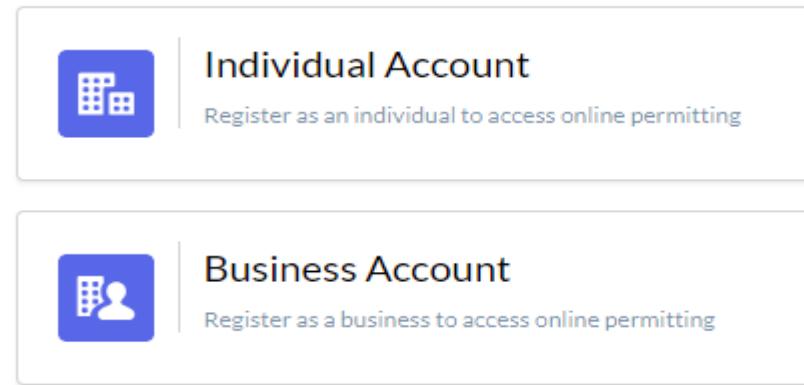
# Setting up an account

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 sub-instruction "Please enter your username and password to log in." follows. Another instruction, "If you have not previously registered for an account, please register.", is also present. The page features two input fields: one for "Username" with a user icon and one for "Password" with a lock icon. Below these fields is a large blue "Log in" button. At the bottom left of the page, there is a link "Forgot your password?".

## Register for an Account



The image shows the "Register for an Account" section of the website. It contains 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 descriptive subtitle. 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:**

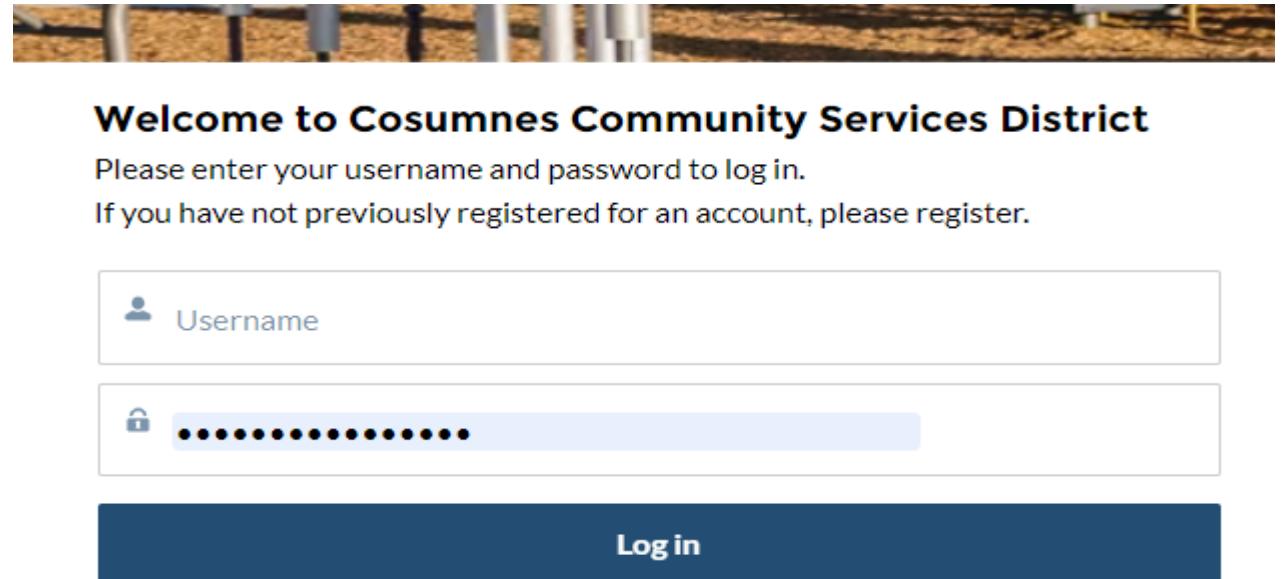
- You are a sole proprietor.
- You are the owner/builder.
- You are setting up an account to request a burn permit.
- You are paying individual citation fees.

## **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

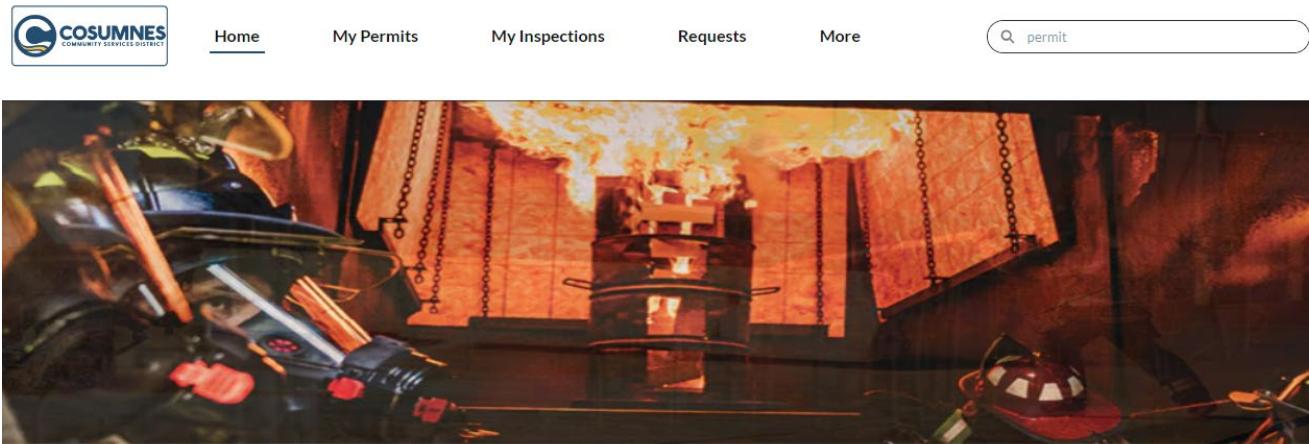
# Logging in

- 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 nature scene. Below it, the text "Welcome to Cosumnes Community Services District" is displayed in bold. A message follows: "Please enter your username and password to log in. If you have not previously registered for an account, please register." The form contains two input fields: "Username" with a user icon and "Password" with a lock icon. A large blue "Log in" button is at the bottom, and a "Forgot your password?" link is located below it.

# 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!

Fire Department

Landscape Architecture and  
Planning

Make Payments

Information

To access the Fireworks Booth application, choose the Fire Department Button

# Fireworks Booth Application

From the Fire Department Menu, choose the sixth button down, “Fireworks Application”.



**Fireworks Booth Application**

# Complete the Application – Application Type and Details

## Complete Application Type/Application Details Section

- Choose Applicant Type – use “Other” if you do not see an applicable type.
- Add “Other Interested Party” if applicable.

## Complete Fireworks Stand Details

- Start by entering the application for the first booth, including the location, address of the booth, and charitable organization details. Create a “Project Name” for the first one (ie: 2024 Fireworks Booths TNT).
- Complete all information.
- Click Next.

After you go through the first booth application information and fees, you will be asked if you want to enter another booth. Click Yes and you will be able to enter the next application.

# Submission Requests

Submissions are the documents required for the Fireworks Booth application.

Provide each requested document(s) under the correct submission.

Be sure to note down the permit number.

**Submission Requests**

Upload your required documentation to the submission request(s) below for 2024-0020413. Ensure that each document is no larger than 1GB in size. You may upload multiple documents to each submission request.

Cal Fire "Retail Fireworks License Application" Docs from City(Milestone - Admin)

Site Plan showing booth location

Other

**Next**

# Acknowledgement

Read the acknowledgment, check the box, and click Next.

At this point, you may save and resume your application later. Paused applications can be found under My Permits, Paused Application tab.

New Application



**Acknowledgement**

I, hereby acknowledge that the information given is correct. I acknowledge that fees will be assessed based on the information submitted in this application.

Fees may be paid online with a credit card (Visa, Mastercard, or Discover), a 3% service charge will apply. After fees are paid, the application will automatically be submitted. The customer will be returned to the "Amount Owing/Pay Now" screen and may navigate to other parts of the portal.

Fees may also be paid by cash or check delivered to Cosumnes Fire Department, 10573 E. Stockton Blvd., Elk Grove, CA 95624.

Applications will be reviewed once all fees are paid.

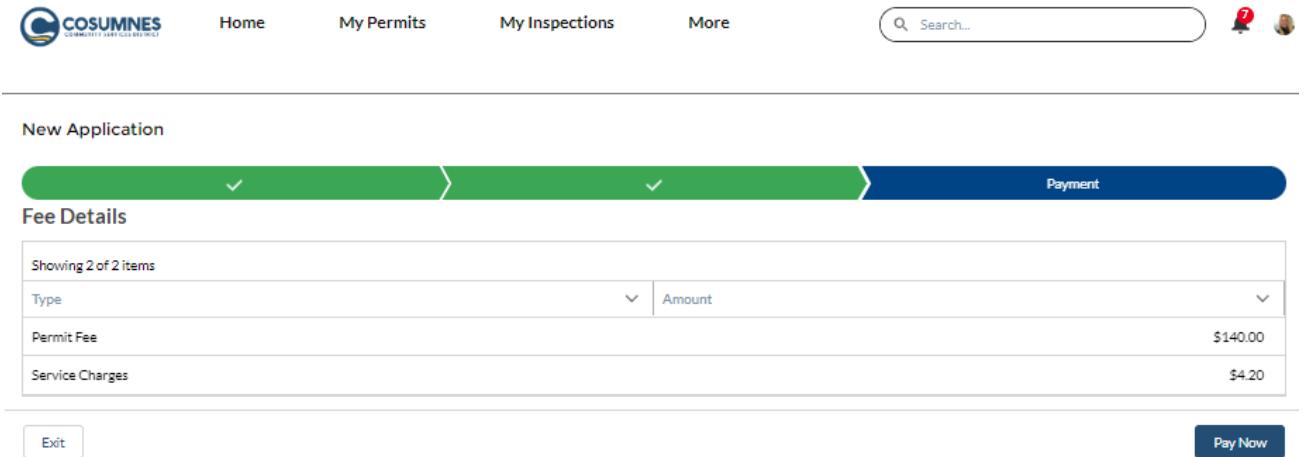
Acknowledgement

[Save and Resume Later](#) [Back](#) [Next](#)

# Fee Details

The Fee Details screen is the last phase in submitting each Fireworks Booth application. Click Pay Now

You will have the ability to add the next Fireworks Booth on the next screen.



The screenshot shows a web-based application for a fireworks booth permit. At the top, there is a navigation bar with the Cosumnes logo, followed by links for Home, My Permits, My Inspections, More, and a search bar. To the right of the search bar are icons for notifications (7) and user profile.

The main content area is titled "New Application" and shows a progress bar with four steps: "Fee Details" (green), "Payment" (blue), and two unlabelled steps with checkmarks. Below the progress bar is a table titled "Fee Details" showing two items:

Type	Amount
Permit Fee	\$140.00
Service Charges	\$4.20

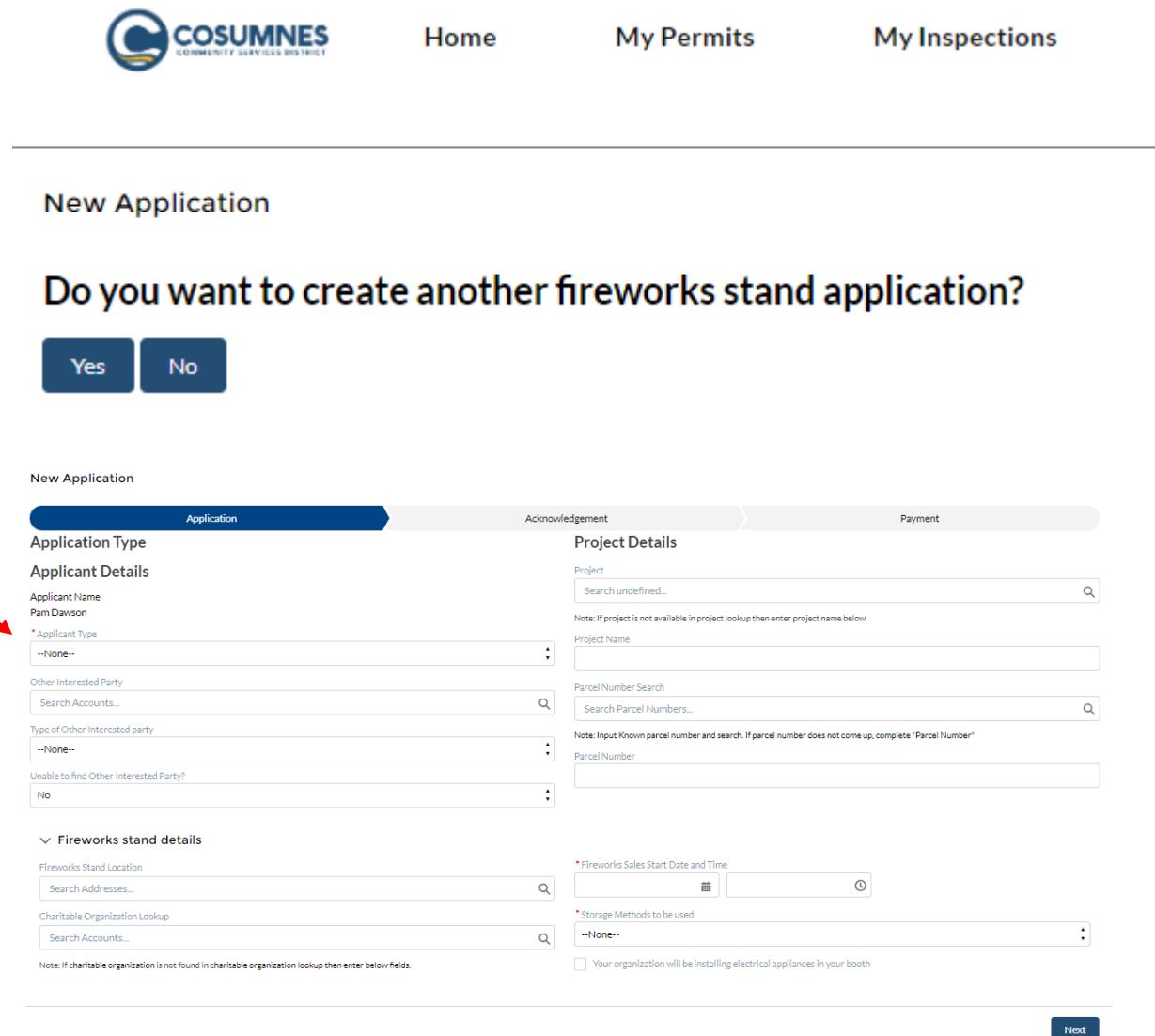
At the bottom of the screen are two buttons: "Exit" and "Pay Now".

# Adding another Booth Application

To add another booth application, click YES.

This will take you back to the application where you can add the next booth information.

Continue the process until all booth applications are entered.



The screenshot shows a web application for a 'New Application'. At the top, there is a logo for 'COSUMNES COMMUNITY SERVICES DISTRICT' and navigation links for 'Home', 'My Permits', and 'My Inspections'. Below this, a section titled 'New Application' asks 'Do you want to create another fireworks stand application?'. It has 'Yes' and 'No' buttons. The main form is titled 'New Application' and is divided into several sections: 'Application' (selected tab), 'Acknowledgement', and 'Project Details'. The 'Application' section includes fields for 'Application Type' (set to 'None'), 'Applicant Details' (with 'Applicant Name' 'Pam Dawson' and 'Other Interested Party' fields), and 'Fireworks stand details' (with 'Fireworks Stand Location' and 'Charitable Organization Lookup' fields). The 'Project Details' section includes fields for 'Project' (with a search bar and note), 'Project Name', 'Parcel Number Search' (with a search bar and note), and 'Parcel Number'. A note at the bottom states 'Your organization will be installing electrical appliances in your booth'. A 'Next' button is at the bottom right.

# Fee Details at the LAST Booth Application

The Fee Details screen is the last phase in submitting each Fireworks Booth application.

All fees must be paid at the time of application.

There is a 3% service charge to by credit/debit card.

The 3% service charge is waived if fees are paid by check/cash.

**Applications are reviewed once all fees are paid.**

Click “Pay Now”

New Application

Fee Details

Type	Amount
Permit Fee	\$140.00
Service Charges	\$4.20

Exit Pay Now

To pay by credit/debit card, click Pay Now. Click Pay Now on the next screen.

To pay by check/cash, click Exit. Your application will be saved under “Paused Applications.”

Deliver check/cash to

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

Be sure to reference your permit number.

The next screen will be the “New Application” question.

If there are no more booths to add choose NO.

[Home](#)[My Permits](#)[My Inspections](#)[New Application](#)

Do you want to create another fireworks stand application?

[Yes](#)[No](#)

# Amount Owing

## Pay Now

The cumulative balance owed will be reflected in this screen.

If paying by credit/debit card, click Pay Now.

If paying by Check/Cash you may navigate away from this screen.

Applications are not reviewed until all fees are paid.



# Summary of Charges

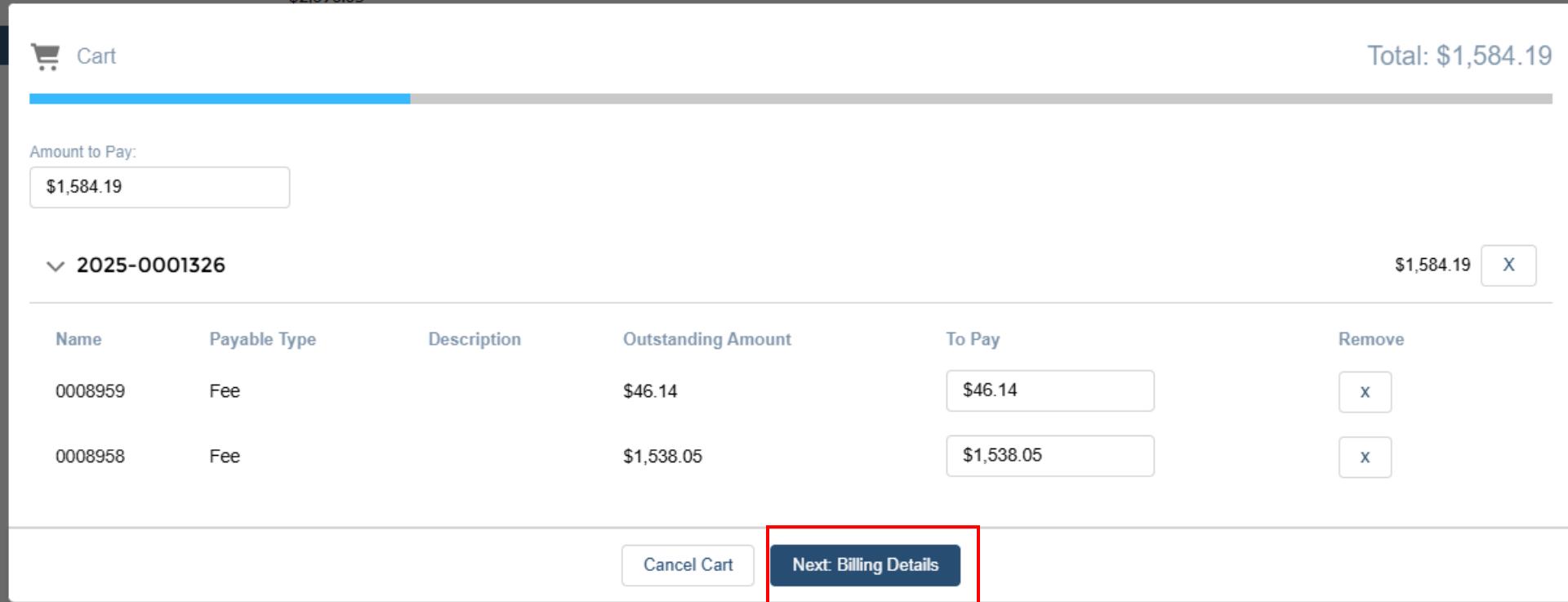
- Permit Fee
- 3% Service Fee if paying by credit/debit card.
- Choose Next Payment Details
- Note your permit number(s)

▼ 2024-0020414				\$378.01	<input type="button" value="X"/>
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Name	Payable Type	Description	Outstanding Amount	To Pay	Remove
0021287	Fee		\$367.00	<input type="text" value="\$367.00"/>	<input type="button" value="X"/>
0021288	Fee		\$11.01	<input type="text" value="\$11.01"/>	<input type="button" value="X"/>
▼ 2024-0020413					<input type="button" value="X"/>

Name	Payable Type	Description	Outstanding Amount	To Pay	Remove
0021286	Fee		\$11.01	<input type="text" value="\$11.01"/>	<input type="button" value="X"/>
0021285	Fee		\$367.00	<input type="text" value="\$367.00"/>	<input type="button" value="X"/>

# Click Next: Billing Details



Amount Owing  
\$2,696.05

Cart Total: \$1,584.19

Amount to Pay:  
\$1,584.19

2025-0001326 \$1,584.19 X

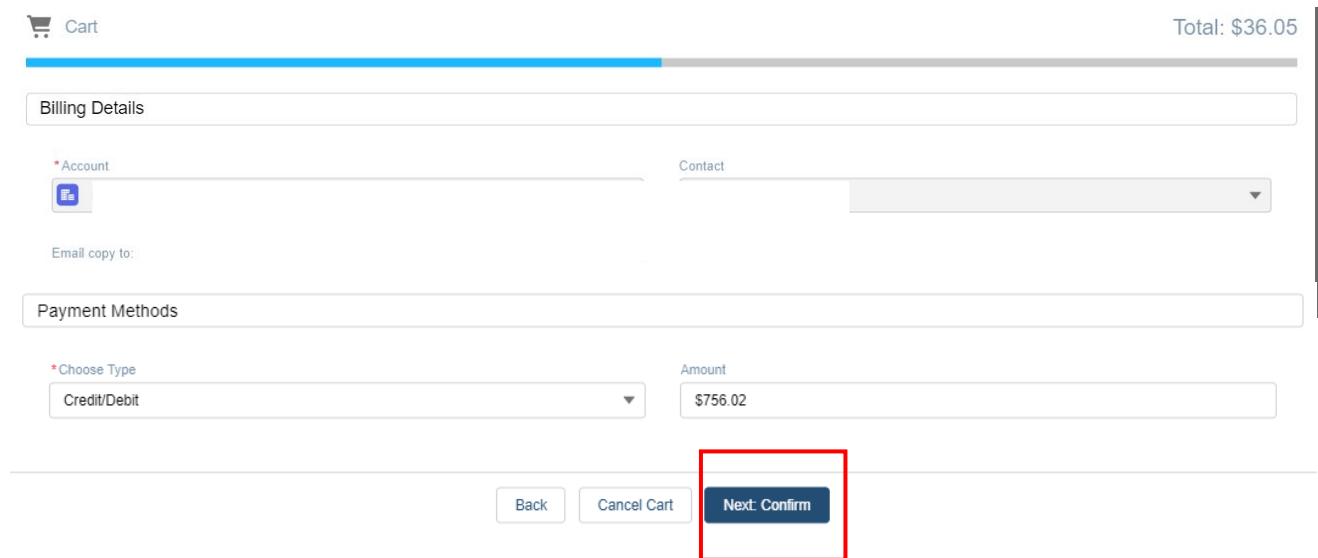
Name	Payable Type	Description	Outstanding Amount	To Pay	Remove
0008959	Fee		\$46.14	\$46.14	X
0008958	Fee		\$1,538.05	\$1,538.05	X

Cancel Cart **Next: Billing Details**

# Billing Details

Under “Payment Method, choose Type:  
Credit/Debit to pay online now.

Press Next Confirm.



The screenshot shows a web-based payment form. At the top, there is a cart icon and the word "Cart" on the left, and "Total: \$36.05" on the right. Below this is a section titled "Billing Details" with fields for "Account" (containing a small icon) and "Contact" (with a dropdown menu). There is also a "Email copy to:" field. The next section is "Payment Methods" with a "Choose Type" dropdown set to "Credit/Debit" and an "Amount" field showing "\$756.02". At the bottom, there are three buttons: "Back", "Cancel Cart", and a prominent blue "Next: Confirm" button, which is highlighted with a red rectangular box.

# Process Payment

Confirm all information is correct, press Process.

Cart

Total: \$756.02

Billing Details

Account	Contact	Email
---------	---------	-------

Cart Details

2024-0020414 \$378.01

Name	Payable Type	Description	Outstanding Amount	To Pay
0021287	Fee		\$367.00	\$367.00
0021288	Fee		\$11.01	\$11.01

2024-0020413 \$378.01

Name	Payable Type	Description	Outstanding Amount	To Pay
0021286	Fee		\$11.01	\$11.01
0021285	Fee		\$367.00	\$367.00

Payment Methods

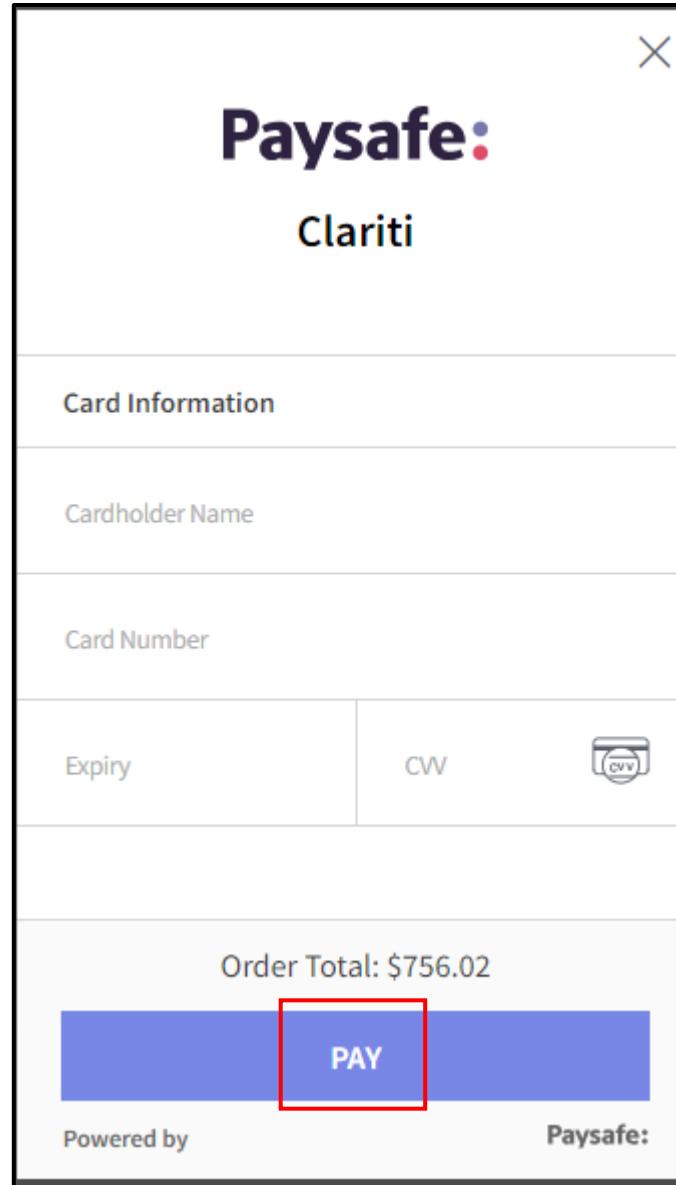
Type	Amount
Credit/Debit	\$756.02

Back **Process**

# Input Credit Card Info

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

Complete fields and press Pay.



The image shows a digital payment form titled 'Paysafe: Clariti'. At the top right is a close button (X). Below the title, the text 'Card Information' is displayed. The form consists of several input fields: 'Cardholder Name', 'Card Number', 'Expiry' (with a date input field), 'CVV' (with a small icon of a credit card), and 'Order Total: \$756.02'. At the bottom, there is a blue button with the word 'PAY' in white, which is highlighted with a red rectangular box. The footer of the form includes the text 'Powered by' on the left and 'Paysafe:' on the right.

# Print Receipt

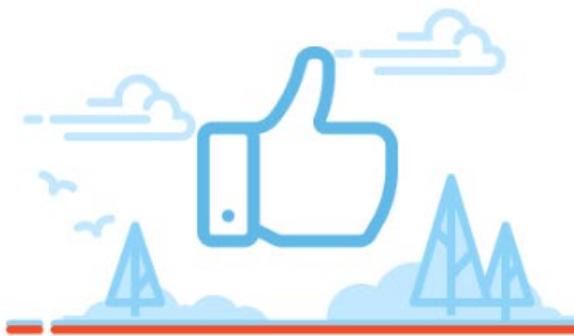
If payment is successful, print receipt.



Cart

Total: \$756.02

Success!



Payment - P-04032024-385 - VirtualTerminalCard -

Close

Print Receipt

# Printed Receipt

You may print your receipt for your records.

You may close the receipt pop up.

Your file has been submitted to the Cosumnes Fire Department.

You will be returned to the “Pay Now” screen and may now navigate to other areas of the portal.

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)

COSUMNES  
COMMUNITY SERVICES DISTRICT

**Your payment was successful!**

Account: Applicant  
Contact: Applicant  
Email ID: Applicant\_email

Date: 4/3/2024, 11:29 AM  
Total Amount: \$756.02

Payment Details  
Amount Paid: \$756.02  
Payment Method: VirtualTerminalCard  
Receipt #: P-04032024-385

Item	Payment Amount
2024-0020414 - Commercial - New - Special Events - Permit Fee	\$367.00
2024-0020414 - Commercial - New - Special Events - Service Charges	\$11.01
2024-0020413 - Commercial - New - Special Events - Service Charges	\$11.01
2024-0020413 - Commercial - New - Special Events - Permit Fee	\$367.00

Total Amount: \$756.02

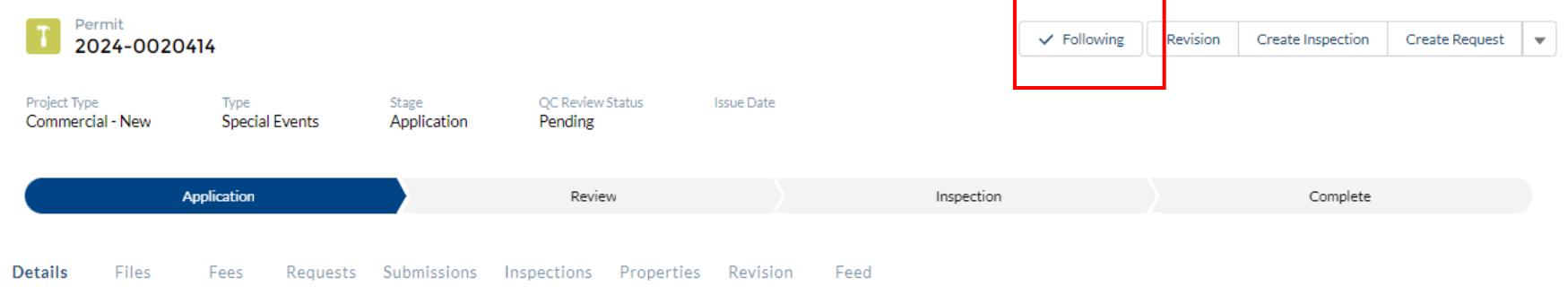
Thank you for your payment. We appreciate your business and look forward to working with you on this project.

If you have any questions, contact the Cosumnes Community Services District: for the Fire Department, call (916) 405-7100, or for the Facilities and Development Department, call (916) 405-7167. Office hours are Monday through Thursday, 8 AM to 5 PM, and Friday, 8 AM to 12 PM. Offices are closed on weekends.

Page 1 of 1  
Powered By Clariti

# Follow

Follow your application(s) to receive updates.



The screenshot shows a digital application tracking interface for a permit. At the top, a yellow icon with a 'T' and the word 'Permit' is followed by the application number '2024-0020414'. Below this, the application details are listed: Project Type 'Commercial - New', Type 'Special Events', Stage 'Application', QC Review Status 'Pending', and Issue Date (not visible). To the right, a navigation bar includes buttons for 'Following' (which is checked and highlighted with a red box), 'Revision', 'Create Inspection', 'Create Request', and a dropdown menu. A progress bar at the bottom indicates the application is currently in the 'Application' stage. Below the progress bar, a navigation menu offers links to 'Details', 'Files', 'Fees', 'Requests', 'Submissions', 'Inspections', 'Properties', 'Revision', and 'Feed'. The 'Details' link is underlined, indicating it is the active tab.

# Next Stages

Your application will be reviewed by quality control (QC) within 3 business days. This stage confirms that correct fees have been paid and all necessary documents have been submitted.

Return to your dashboard to track your application as it moves through the stages of permit processing.

After QC review approval, your application will reflect the application entering the Review stage. This is the Plan Review stage.

You can also track from your dashboard, under My Permits, then the In Review tab.

Project Details

Project Type	Commercial - New
Type	Special Events
Work Type	Fireworks
Subtype	Retail Stands
Phase	Application
Operational Permit Required	
Operational Permit Reasons	

Project

Stage	Application
Submitted Date	4/3/2024
Issue Date	
Application Expiration Date	9/30/2024
Permit Expiration Date	
Number	2024-0020414

Type

Special Events
Work Type
Fireworks
Cultures

Review

Submitted Date	4/3/2024
Issue Date	

 COSUMNES  
Home [My Permits](#) [My Inspections](#) [Requests](#) [Cart](#)

**My Permits**

Below is a list of your active permits. To see the details of a specific permit, click on the permit number.

If you would like to start a new permit application, go to the home page. To resume a paused application, go to "My Paused Applications" in My Permits Page

[My All Permits](#) [Application](#) [In Review](#) [Issued](#) [Completed](#) [Inspection](#) [Paused Applications](#)

# Plan Review Phase

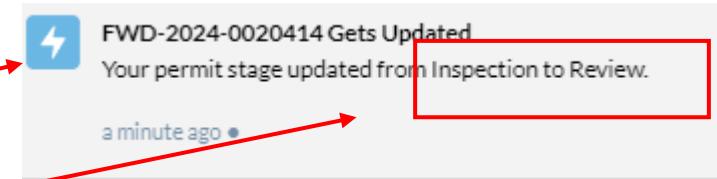
The Cosumnes Fire Department will review your application and submissions and issue an approval, conditionally approved, or corrections required.

After completing the plan review, the inspector will send you a status letter. If conditionally approved or corrections required, information on what is still needed will be provided.

After the application has been plan reviewed, your permit number will have a 3 or 4 letter prefix.

A notification will be delivered to your dashboard (look under the bell).

If approved, your permit will enter the Inspection Review Phase.



# Plans Approved

When plans are approved, the “By Order of the Fire Marshal” letter will be delivered to the Files tab of the permit application.

Please print and post in the corresponding fireworks booth. Keep letter posted and visible while the booth is operating.

Permit  
FWD-2024-0020414

Project Type Commercial - New	Type Special Events	Stage Review	QC Review Status Complete	Issue Date 4/3/2024
----------------------------------	------------------------	-----------------	------------------------------	------------------------

Review

Details    **Files**    Fees    Requests    Submissions    Inspections    Properties    Revision    Feed

Files (1)

By\_Order\_of\_the\_Fire\_Marshal\_20240403.pdf  
Apr 3, 2024 • 81KB • pdf

# Inspections

Cosumnes Fire Department inspectors will inspect fireworks booths on the first day of fireworks sales.

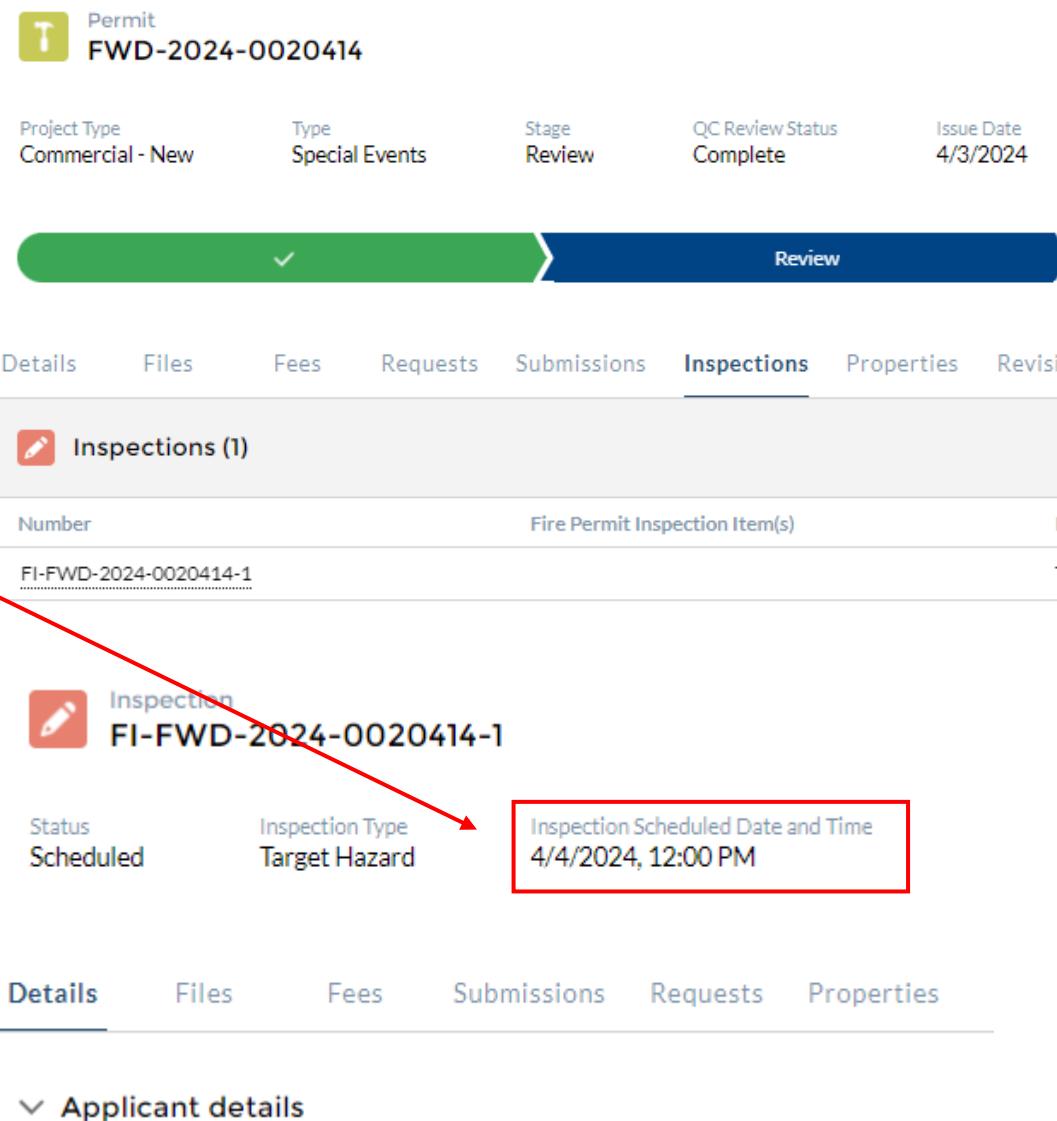
You will not need to “schedule” the inspection.

# Inspection Schedule Notice

You may receive a meeting request with the date/time of the scheduled inspection.

You may also follow the link in the permit to the inspection to see if it has been scheduled.

An “Inspection Schedule Notice” will be delivered to the permit inspection file in your portal. Open to review inspection preparation instructions.



The screenshot shows a permit detail page for FWD-2024-0020414. The 'Inspections' tab is selected, displaying a list of one inspection. The inspection details are as follows:

Number	Fire Permit Inspection Item(s)
FI-FWD-2024-0020414-1	1

Below the list, the inspection details are shown:

 <b>Inspection</b>	<b>FI-FWD-2024-0020414-1</b>
Status	Scheduled
Inspection Type	Target Hazard
Inspection Scheduled Date and Time	4/4/2024, 12:00 PM

Red arrows point from the text in the 'Inspection Schedule Notice' section to the inspection number and the scheduled date/time in the screenshot.

# Inspection Report

After the inspection, you will receive an “Inspection Report”

The report will include any violations, notes, and comments about your event.



## COSUMNES COMMUNITY SERVICES DISTRICT FIRE DEPARTMENT

8820 Elk Grove Blvd. Elk Grove, CA 95624 [Map](#)

(916) 405-7100 [Call](#)

[CosumnesCSD.gov/Fire](http://CosumnesCSD.gov/Fire) [Website](#)

## INSPECTION REPORT

### FACILITY INFORMATION

**Thank you for viewing  
this How To for Fireworks Booths**

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