

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](#)



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

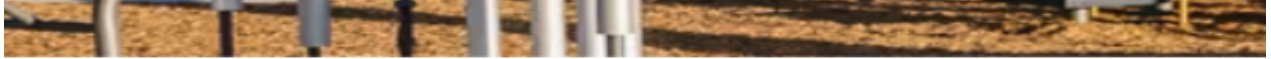


Individual Account

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

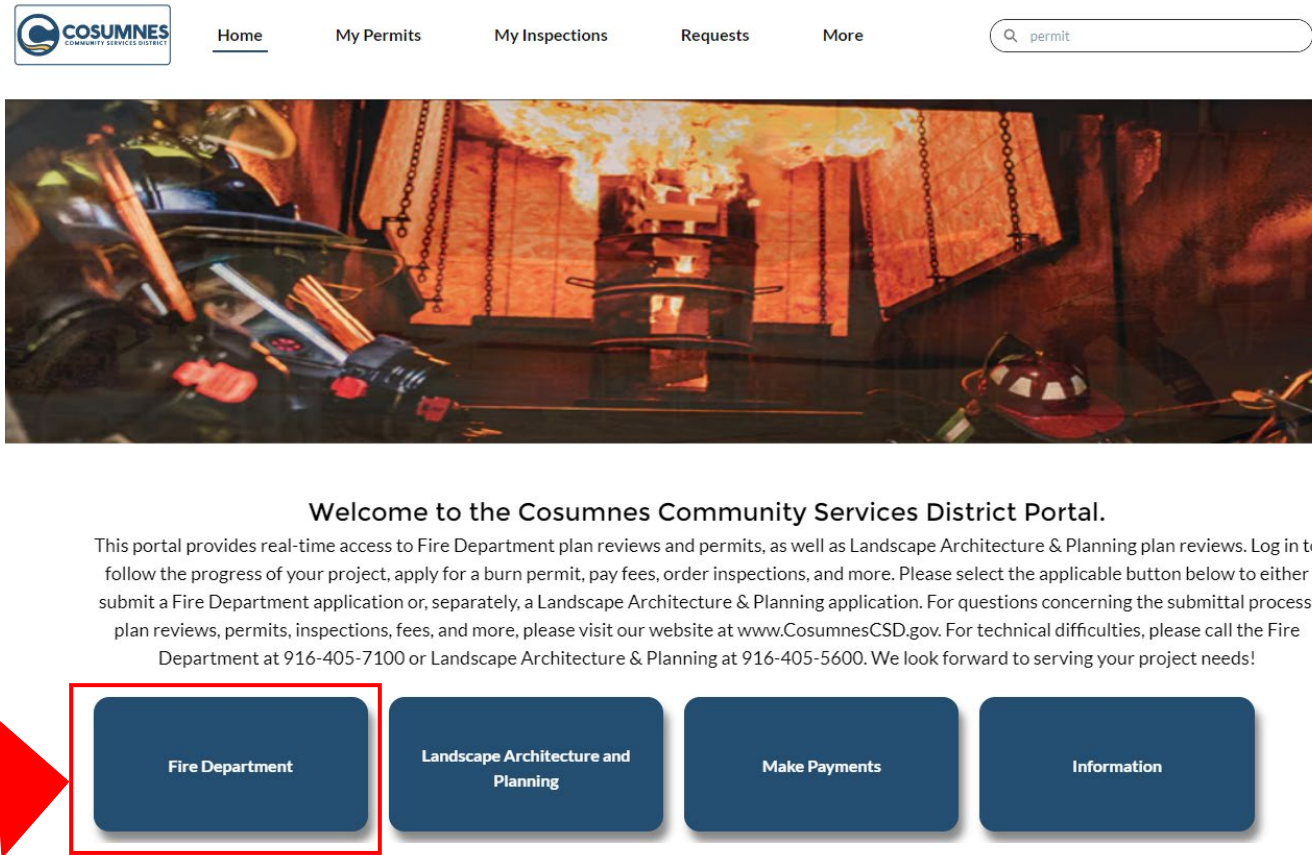


.....

Log in

[Forgot your password?](#)

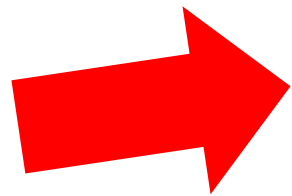
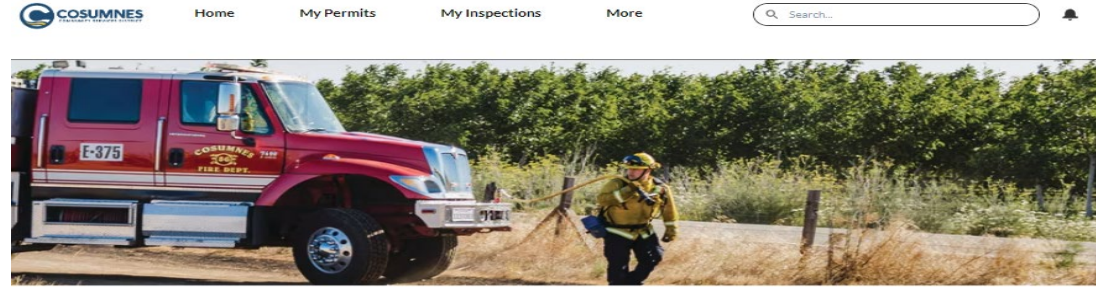
At the Home Page



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.

The screenshot shows the 'New Application' form for COSUMNES. The form is divided into three main sections: Application, Acknowledgement, and Payment. The 'Application' section is currently active and contains two main parts: 'Applicant Details' and 'Project Details'.

Applicant Details:

- Applicant Name:** Pam Dawson
- * Applicant Type:** --None--
- Other Interested Party:** Search Accounts...
- Type of Other Interested party:** --None--
- Unable to find Other Interested Party?** No

Project Details:

- Project:** Search undefined...
- Note:** If project is not available in project lookup then enter project name below
- Project Name:**
- Parcel Number Search:** Search Parcel Numbers...
- Note:** Input Known parcel number and search. If parcel number does not come up, complete "Parcel Number"
- Parcel Number:**

Fireworks stand details:

- Fireworks Stand Location:** Search Addresses...
- Charitable Organization Lookup:** Search Accounts...
- Note:** If charitable organization is not found in charitable organization lookup then enter below fields.
- * Charitable Organization Name:**
- Charitable Organization Address:**
 - Country:** US
 - Street:**
- * Alternate Contact Name:**
- * Alternate Contact Phone:** Enter 10 digit Number
- * Fireworks Distributor:**
- * Fireworks Sales Start Date and Time:** [Calendar icon] [Clock icon]
- * Storage Methods to be used:** --None--
- Home Phone:**

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.

[Home](#)[My Permits](#)[More](#)

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)

 Upload Files Or drop files

Site Plan showing booth location

 Upload Files Or drop files

Other

 Upload Files Or drop files

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.



COSUMNES
COUNTY OF SONOMA

[Home](#)

[My Permits](#)

[My Inspections](#)

[More](#)



New Application

✓

✓

Payment

Fee Details

Showing 2 of 2 items

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

Exit


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.

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

New Application

Do you want to create another fireworks stand application?

YesNo

New Application

Application

Acknowledgement

Payment

Application Type

Applicant Details

Project Details

Fireworks stand details

Applicant Name

Pam Davison

* Applicant Type

--None--

Other Interested Party

Search Accounts...

Type of Other Interested party

--None--

Unable to find Other Interested Party?

No

Fireworks Stand Location

Search Addresses...

Charitable Organization Lookup

Search Accounts...

Note: If charitable organization is not found in charitable organization lookup then enter below fields.

Project

Search undefined...

Note: If project is not available in project lookup then enter project name below

Project Name

Parcel Number Search

Search Parcel Numbers...

Note: Input Known parcel number and search. If parcel number does not come up, complete "Parcel Number"

Parcel Number

* Fireworks Sales Start Date and Time

* Storage Methods to be used

--None--

☐ Your organization will be installing electrical appliances in your booth

Next

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”

The screenshot shows the 'New Application' interface. At the top is the 'COSUMNES' logo and navigation links: Home, My Permits, My Inspections, and More. A search bar and user profile icon are on the right. Below the navigation is a progress bar with three steps: 'Application' (green with a checkmark), 'Fee Details' (green with a checkmark), and 'Payment' (blue). The 'Fee Details' section contains a table with two items:

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

At the bottom, there are two buttons: 'Exit' on the left and 'Pay Now' on the right.

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.

Amount Owing

\$1,157.72

Pay Now

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	X
Name	Payable Type	Description	Outstanding Amount	To Pay			Remove
0021287	Fee		\$367.00	\$367.00			x
0021288	Fee		\$11.01	\$11.01			x
✓	2024-0020413					\$378.01	X
Name	Payable Type	Description	Outstanding Amount	To Pay			Remove
0021286	Fee		\$11.01	\$11.01			x
0021285	Fee		\$367.00	\$367.00			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	<div>\$46.14</div>	<div>x</div>
0008958	Fee		\$1,538.05	<div>\$1,538.05</div>	<div>x</div>

Cancel Cart

Next: Billing Details

Billing Details

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

Press Next Confirm.

Cart

Total: \$36.05

Billing Details

* Account

Contact

Email copy to:

Payment Methods

* Choose Type

Amount

Credit/Debit

\$756.02


Back

Cancel Cart

Next: Confirm

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.

×

Paysafe:

Clariti


Card Information

Cardholder Name

Card Number

Expiry

CVV



Order Total: \$756.02

PAY

Powered by

Paysafe:

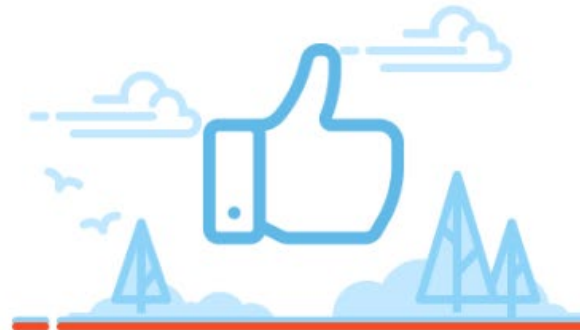
Print Receipt

If payment is successful, print receipt.



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.

<div>Cosumnes Community Services District 8820 Elk Grove Blvd. Elk Grove, CA 95624 support@claritisoftware.com Phone: (916) 405-7150 Fax: (916) 405-5600 CosumnesCSD.gov</div>		<div> COSUMNES COMMUNITY SERVICES DISTRICT</div>										
<div>Your payment was successful!</div>												
<div>Account: Applicant Contact: Applicant Email ID: Applicant_email</div>	<div>Date: 4/3/2024, 11:29 AM Total Amount: \$756.02</div>											
<div>Payment Details</div>												
<div>Amount Paid: \$756.02 Payment Method: VirtualTerminalCard</div>		<div>Receipt #: P-04032024-385</div>										
<table><thead><tr><th>Item</th><th>Payment Amount</th></tr></thead><tbody><tr><td>2024-0020414 - Commercial - New - Special Events - Permit Fee</td><td>\$367.00</td></tr><tr><td>2024-0020414 - Commercial - New - Special Events - Service Charges</td><td>\$11.01</td></tr><tr><td>2024-0020413 - Commercial - New - Special Events - Service Charges</td><td>\$11.01</td></tr><tr><td>2024-0020413 - Commercial - New - Special Events - Permit Fee</td><td>\$367.00</td></tr></tbody></table>		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	<div>Total Amount: \$756.02</div>
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2024-0020413 - Commercial - New - Special Events - Service Charges	\$11.01											
2024-0020413 - Commercial - New - Special Events - Permit Fee	\$367.00											
<div>Thank you for your payment. We appreciate your business and look forward to working with you on this project.</div>												
<div>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.</div>												
<div>Powered By: </div>		<div>Page 1 of 1</div>										

Follow

Follow your application(s) to receive updates.

 Permit
2024-0020414

✓ Following

Revision

Create Inspection

Create Request

▼

Project Type
Commercial - New

Type
Special Events

Stage
Application

QC Review Status
Pending

Issue Date

Application

Review

Inspection

Complete

Details

Files

Fees

Requests

Submissions

Inspections

Properties

Revision

Feed

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

Subtype

Stage
Review

Submitted Date

4/3/2024

Issue Date



Home

My Permits

My Inspections

Requests

Cart

Search...

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

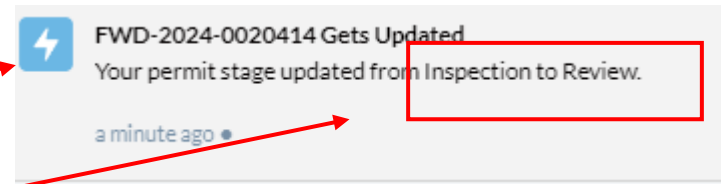
The Cosumnes Fire Department will review your application and submissions and issue an approval, conditionally approved, or corrections required.

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.

T

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

Revisi

Inspections (1)

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

Inspection
FI-FWD-2024-0020414-1

Status
Scheduled

Inspection Type
Target Hazard

Inspection Scheduled Date and Time
4/4/2024, 12:00 PM

Details

Files

Fees

Submissions

Requests

Properties

▼ Applicant details

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 📍

(916) 405-7100 📞

CosumnesCSD.gov/Fire 🌐

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!