



HOW TO RESUBMIT CORRECTIONS AND SUBMIT REVISIONS

KEY TERMINOLOGY

RESUBMIT/RESUBMISSIONS - plans that have not yet been approved and permitted by Cosumnes Fire Department and are required to be re-reviewed until approved and permitted.

REVISIONS – changes or revisions to plans that have been previously approved and permitted by Cosumnes Fire Department.

PERMIT RECORD – the homepage of the permit number that contains all information including application details, fees, documents, and Phase/Stage of the permit.

PHASE/STAGE - the phase or stage of the permit refers to where in the process the permit is. All permits begin at the Application stage. When an application has been accepted by administrative staff, the permit will move to the Review stage for plan review staff.

SUBMISSIONS TAB – the location of document *file folders* for first and subsequent reviews. A Submissions tab is located in each unique permit record. Within the Submissions tab, a list of file folders is displayed, with each folder containing a subcategory Details tab and Files tab. Documents for review are uploaded here. (Go to: Permit Record > Submissions > select folder > Files > Add Files). The subcategory File tab under the Submissions tab is different than the Files tab located on the permit record's home page.

FILE FOLDERS – located in the Submissions tab of a permit record. Documents for plan review are to be uploaded here (Go to: Permit Record > Submissions > select folder > Files > Add Files).

FILES TAB (main) – the location of permits and letters from completed reviews (i.e. Correction Letters, Permit Release Letters, Fire Permits, etc.). Please do not upload documents for review here.

FILES TAB (subcategory) - the location of documents to be reviewed. (Go to: Permit Record > Submissions > select folder > Files > Add Files).

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HOW TO RESUBMIT CORRECTIONS

If Cosumnes Fire Department has reviewed your plans and corrections are required, please resubmit your plans. To resubmit your plans, please follow these steps:

1. Log in to your Permit Portal account.
2. Select “**My Permits**” on the top of the 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, 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. 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



3. From the My Permits page:

- a. Select the “In Review” tab.
- b. Locate the permit number that is to be resubmitted and click the permit number hyperlink to open the permit record page.

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
T Permits In Review						
1 item • Sorted by Number • Filtered by My permits - Phase • Updated 2 minutes ago						
<input type="checkbox"/> Number	<input type="checkbox"/> Project	<input type="checkbox"/> Address	<input type="checkbox"/> Project Type	<input type="checkbox"/> Type	<input type="checkbox"/> Work Type	
1 <input type="checkbox"/> 2024-0020941	Sprinkler TI Test Project	10573 E STOCKTON BLVD, ELK G...	Commercial - Te...	Fire Suppression Systems	Existing Fire Sprinkler System Minor...	

4. From the permit record page, select the “Create Re-Submission” button on the top right of the page.

Permit
2024-0020941

Project Type: Commercial - Tenant Improvement Type: Fire Suppression Systems Stage: Review QC Review Status: Complete Issue Date:

Follow Revision Create Inspection

Review

Details Files Fees Requests Submissions Inspections Properties Revision Feed

> Applicant Details



5. A pop-up window will display. Please provide a brief description and click Next.

Permit 2024-0020941

Project Type: Commercial - Tenant Improvement Type: Fire Suppression Systems Stage: Review QC Review Status: Complete Issue Date:

Details Files Fees Requests Submissions Inspections Properties Revision Feed

> Applicant Details

> Project Details

Project: Sprinkler TI Test Project
Address: 10573 E STOCKTON BLVD, ELK GROVE, CA 95624
Suite #:
Exact Address Not Available
Location Description:
Parcel: 13410500010000
Operational Permit Required

Create Re-Submission

Please enter in the description which document you have to submit.

* Description
Providing corrections to be reviewed.

Next

6. On the next pop-up window for Submission Templates, select “Other-Resubmission. Click Next.

Permit 2024-0020941

Project Type: Commercial - Tenant Improvement Type: Fire Suppression Systems Stage: Review QC Review Status: Complete Issue Date:

Details Files Fees Requests Submissions Inspections Properties Revision Feed

> Applicant Details

> Project Details

Project: Sprinkler TI Test Project
Address: 10573 E STOCKTON BLVD, ELK GROVE, CA 95624
Suite #:
Exact Address Not Available
Location Description:
Parcel: 13410500010000
Operational Permit Required

Create Re-Submission

Submission Templates

Submission Title
Other-Resubmission

Clear Selection

Next



7. On the Submission Requests pop-up window:

- a. Locate the file name “Other-Resubmission”
- b. Upload all files related to the resubmission (corrected plans, response letter, etc.) It is important that all resubmitted files are uploaded to this folder.

My Permits My Inspections Requests More Search X

Create Re-Submission

Submission Requests

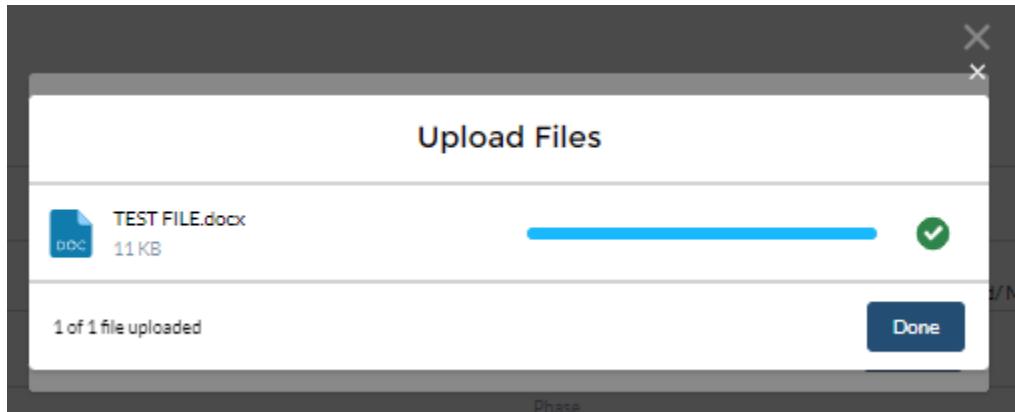
Upload your required documentation to the submission request(s) below for 2024-0020941. Ensure that each document is no larger than 1GB in size. You may upload multiple documents to each submission request.

Other-Resubmission

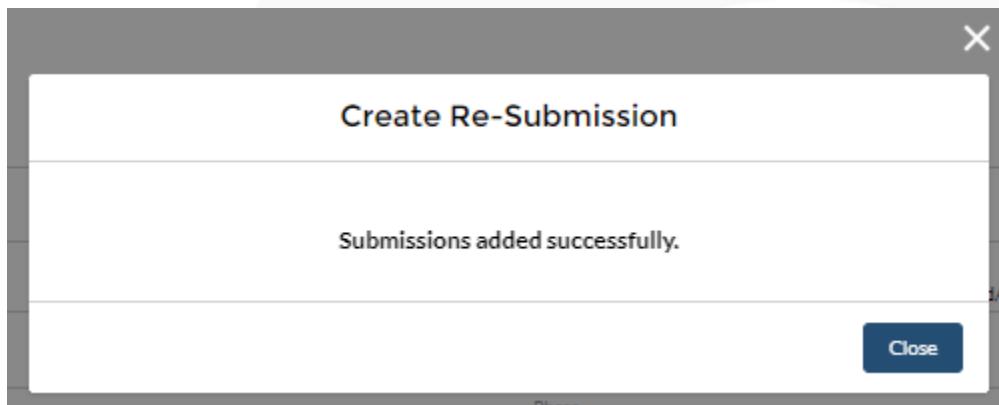
Or drop files



c. Click Done.



d. Click Close.





e. After successfully completing the resubmission, you will receive a notification on your permit portal account for confirmation. You may verify that you have added all documents or upload additional documents by going to the permit record page and selecting Submissions tab > Other-Resubmission (folder name) > Files > Add Files.

The screenshot shows a user interface for a permit portal. At the top, there is a search bar with the placeholder 'Search...' and a user icon. Below the search bar is a 'Notifications' box with a blue header. The box contains a message: 'Submission Added' with a lightning bolt icon, followed by 'A New Submission Record Added to your Permit.' and 'an hour ago'. To the right of the notifications box are buttons for 'Mark all as read' and a close 'X'. Below the notifications box is a navigation bar with several tabs: 'Details' (underlined), 'Files' (with a red plus sign), 'Fees', 'Requests', 'Submissions' (highlighted in yellow with a green bracket), 'Inspections', 'Properties', 'Revision', and 'Feed'. The 'Submissions' tab is currently active.

8. Your resubmission will be processed within 2-3 business days.
9. If applicable, provide payment for the first hour of the plan review service. Second resubmissions (technically the third review) and subsequent reviews are charged at an hourly rate. Resubmission fees are assessed during processing by administrative staff.
10. The turnaround for resubmissions is approximately 10 business days.



SUBMIT FOR REVISIONS

If Cosumnes Fire Department has previously approved and permitted your plans and you have revised plans that you need to have re-reviewed for approval, please submit the revised plans for review. To resubmit your revised plans, please follow these steps:

1. Log in to your Permit Portal account
2. Select “**My Permits**” on the top of the page.



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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. 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!

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3. Locate the permit record under My Permits:

- a. PLEASE NOTE that depending on whether or not an inspection is required, you may find the permit record in either tab for "My All Permits," "Issued," "Completed," or "Inspection." You may also use the search bar.
- b. Locate the permit number that is to be submitted for revisions and click the permit number hyperlink to open the permit record page.

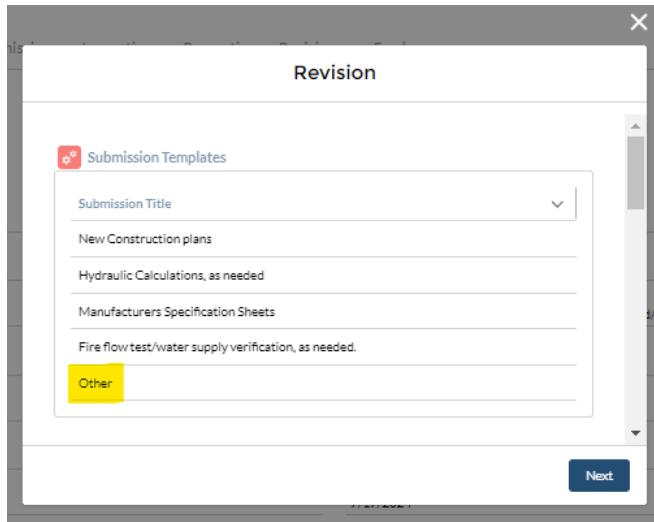
Number	Project	Address	Project Type	Type	Work Type	Stage	Due Date	Total Balance
1	FSP-2024-0020941 Sprinkler TI Test Project	10573 E STOCKTON BLVD...	Commercial - Tenant Improvem...	Fire Suppression Systems	Existing Fire Sprin...	Inspection		\$0.00

4. From the permit record page, select the "Revision" button on the top right of the page.

Project Type: Commercial - Tenant Improvement Type: Fire Suppression Systems Stage: Inspection QC Review Status: Complete Issue Date: 7/17/2024

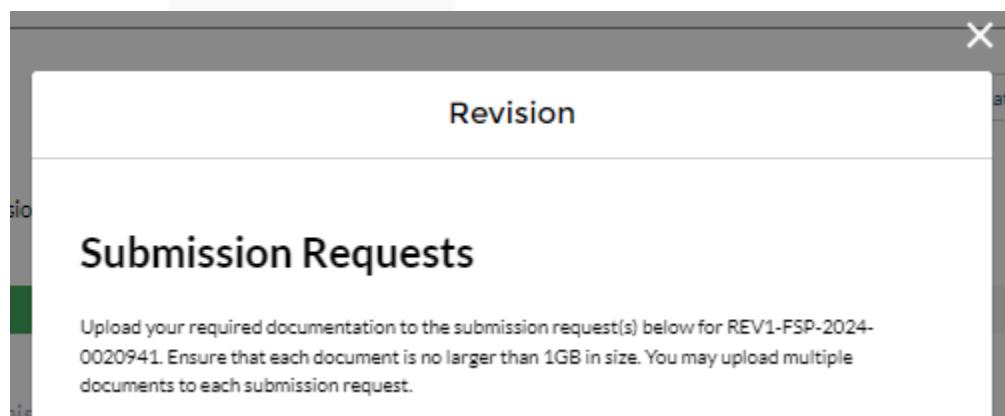


5. A pop-up window will display. Please select “Other” and click next.



6. On the Submission Requests pop-up window:

- Locate the file name “Other.”
- Upload all files related to the revision (revised plans, supplemental documents, etc.) It is important that all files related to the revised plan are uploaded to this folder.





Other

Or drop files

c. Click Done.

Upload Files



TEST FILE - REVISED.docx

11 KB



0 of 1 file uploaded

Or drop files

d. Click Next.

Other

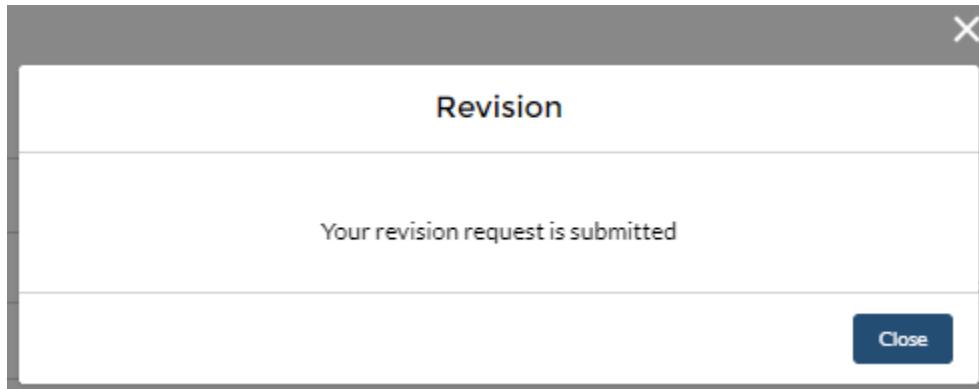
TEST FILE - REVISED.docx



Or drop files



e. Click Close.

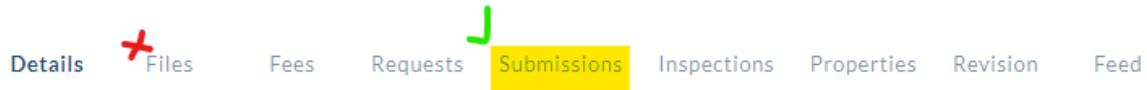


7. After successfully completing the resubmission, you may check the status on the revision from the permit record page.

- a. Select the **Revision** tab.
- b. Locate the permit number beginning in “REV” and click the permit number hyperlink to open the permit record page.



c. If you would like to ensure that you have added all documents or need to upload additional documents, you may do so by going to the permit record page and selecting Submissions tab > Other-Revisions (folder name) > Files > Add Files.



8. Your request will be processed within 2-3 business days and then will move to the plan review queue for review.
9. Please provide payment for the first hour of the plan review service. All revisions and subsequent reviews for revisions are charged at an hourly rate. Fees are assessed during processing by administrative staff.
10. The turnaround for revisions and subsequent reviews for revisions is approximately 10 business days.