

Cosumnes Customer Permit Portal How to: New Construction – Propane Tanks Permit Application

Presented by Cosumnes Fire Department

April 2025

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New Construction Tank Permit Application

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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

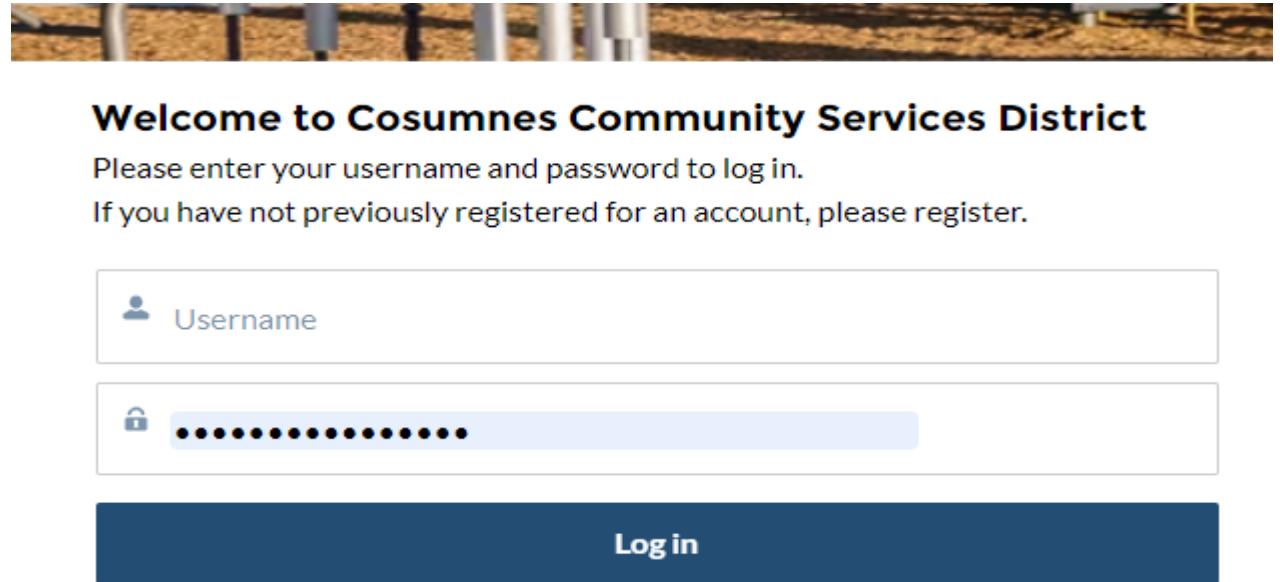


Individual Account

Register as an individual account to access Cosumnes

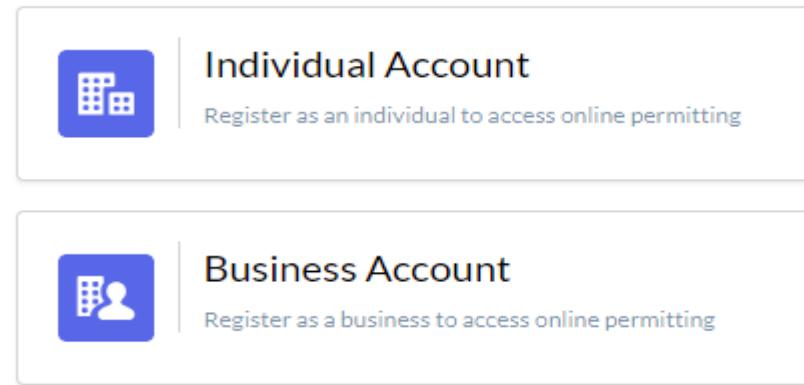
Setting up an account

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:

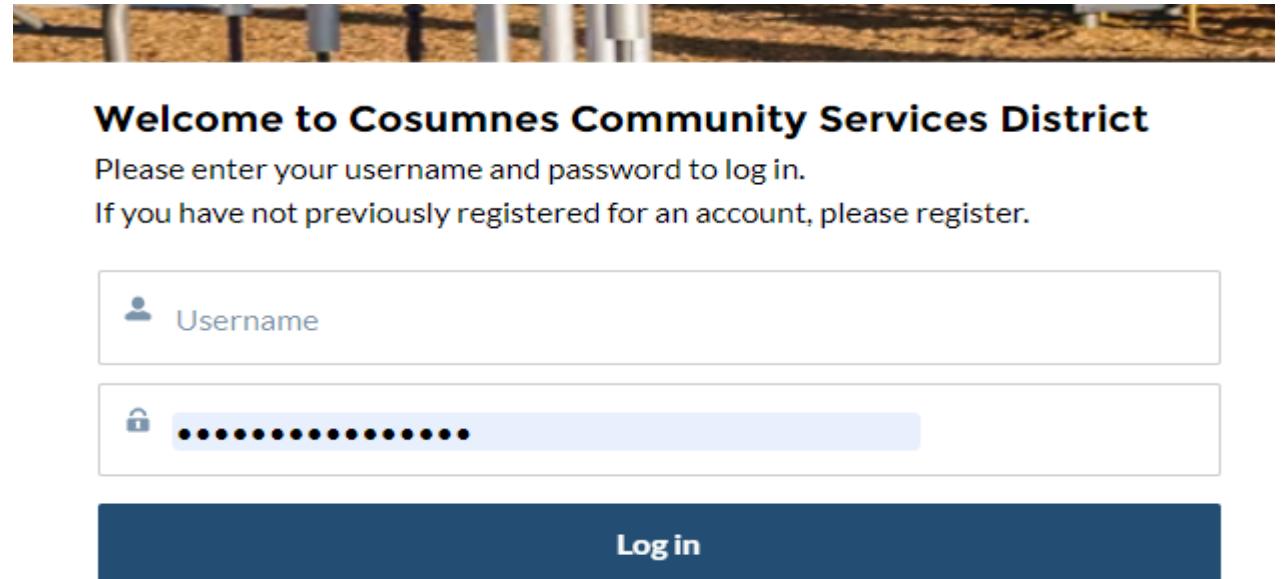
- You are a sole proprietor.
- You are the owner/builder.
- You are setting up an account to request a burn permit.
- You are paying individual citation fees.

Choose a Business Account if:

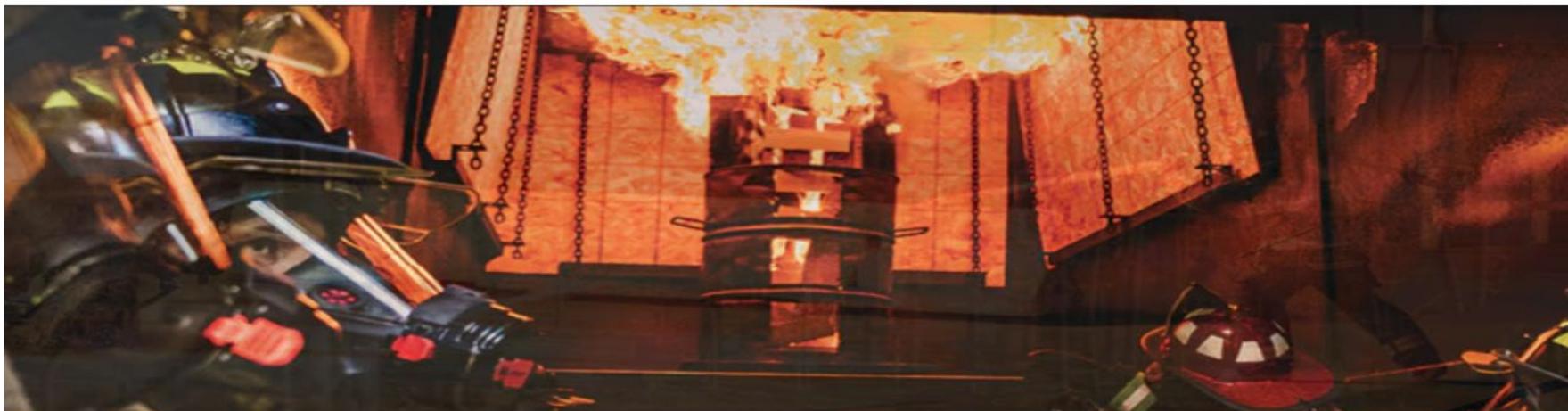
- You work for an organization that will have multiple people submitting applications for plan checks, KNOX, etc.
- You want to link all employees (contacts) within the same organization to one parent account.
- Employees can view all permit applications

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 repeating pattern of orange and black shapes. 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. Below this, a note for new users "If you have not previously registered for an account, please register." is present. The page features two input fields: "Username" with a user icon and "Password" with a lock icon. A large blue "Log in" button is centered below the fields. At the bottom, a link "Forgot your password?" is visible.

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

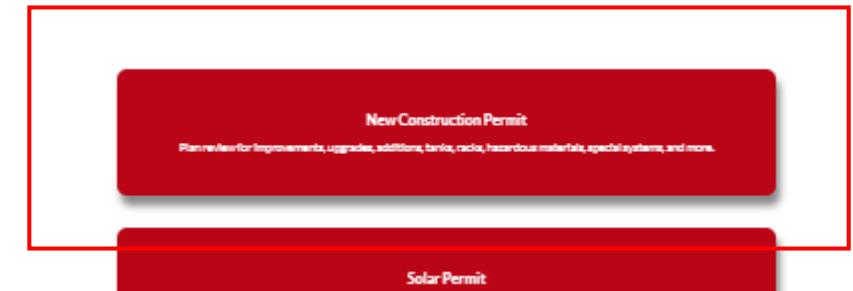
Welcome to the Cosumnes Community Services District Portal.

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. 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](#)

Fire Department Button (from the Home Page)

- New Construction Permit – Plan review for improvements, upgrades, additions, tanks, racks, hazardous materials, special systems, etc.



New Application

Application Acknowledgement Payment

Application Type

Project Type: Residential - New

Type: Tanks and Hazmat

Work Type: LPG Propane Tank Install Under 1,000 Gallons (with/without generator)

Subtype: --None--

Select from each dropdown menu.

Project Details

Project: TEST LPG

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

* Location Address: Search Addresses...

Number of Lots:

Note: If exact address not available then enter location description

* Location Description:

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:

Parent Permit NPB: Search Permits...

Add address here, if the address has not yet been established use the "Location Description field" below.

Applicant Details

Applicant Name: Pamela Dawson TEST

* Applicant Type: Homeowner

Other Interested Party: Search Accounts...

Type of Other Interested party: --None--

Unable to find Other Interested Party? No

Add information about an "interested party," such as the subcontractor or foreman. The person you list here will also see permit information.

If there is a parent permit with the Fire Department, add it here. If this information is not available, the Fire Department can add it later

Additional Details

Section: Additional Details

Additional Details

* Fire Code Edition

California Building and Fire Code

Property Use or Business Type

Custom Single Family Dwelling/Residential Accessory Building/ADU

* Scope of Work

* Solar

--None--

* Square Footage of New Building

* Square Footage Existing Building

* Square Footage of Addition/Remodel

* Square Footage(s) of Covered Porch Patios

Square Footage of Breezeways

Square Footage of Attached Garages

* Total Square Footage Including Additions

Building Permit Number from City/County

Choose the code plans are designed to.

Choose subject property use type or business type.

The program works dynamically, revealing needed fields as you complete the application. Complete all "*" fields and as many of the others that are applicable.

Include City/County Building Permit Number if available



Submission Requests

Submission Requests

Upload your required documentation to the submission request(s) below for 2024-0018594. Ensure that each document is no larger than 1GB in size. You may upload multiple documents to each submission request.

New Construction plans

 [Upload Files](#) Or drop files

Manufacturers Specification Sheets

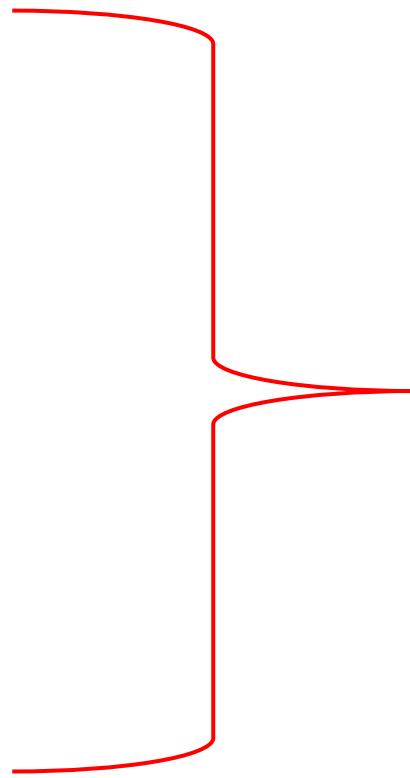
 [Upload Files](#) Or drop files

State Fire Marshal Listing Sheets

 [Upload Files](#) Or drop files

Other

 [Upload Files](#) Or drop files



The portal will provide a list of "submissions" required for the permit you have selected.

Upload each set of documents under the correct heading. Items listed are required (except "Other").

Acknowledgement

Read and acknowledge that all information you have given is correct and that fees will be based on the information submitted in the application.

New Application



Acknowledgement

I, [REDACTED] 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](#)

NOTE: If a different type of permit is needed, fees will be adjusted.

All fees must be paid before the application will enter the QC Review (Quality Control Review aka Plan Intake).

If the actual fees turn out to be less a refund will be issued.

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 website).

New Application

Fee Details

Showing 2 of 2 items

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

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.

Continue to Pay Now, to pay by credit/debit card.

Pay Now

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

Summary of Charges

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



Cart Total: \$36.05

Amount to Pay:

▼ 2024-0018940 \$36.05

Name	Payable Type	Description	Outstanding Amount	To Pay	Remove
0017938	Fee			<input type="text"/>	<input type="button" value="X"/>
0017939	Fee			<input type="text"/>	<input type="button" value="X"/>

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 will be no 3% service charge 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.

Cart

Total: \$36.05

Billing Details

* Account

Contact

Email copy to:

Payment Methods

* Choose Type

Credit/Debit

Amount

Back Cancel Cart Next: Confirm

Process Payment

Confirm all information is correct, press Process.

Cart Total: \$0.00

Billing Details

Account	Contact	Email
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Cart Details

✓ 2024-0018940

Name	Payable Type	Description	Outstanding Amount	To Pay
0017938	Fee			
0017939	Fee			

Payment Methods

Type	Amount
Credit/Debit	

[Back](#) [Process](#)

Input Credit Card Info

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

Complete fields and press Pay.

X

Paysafe:
Clariti

Card Information

Cardholder Name

Card Number

Expiry

CVV



Order Total: \$

PAY

Powered by

Paysafe:

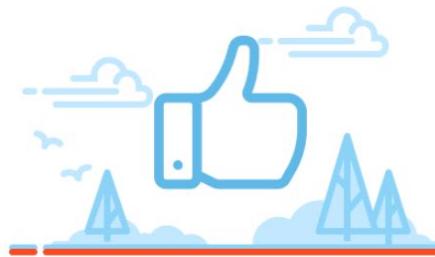
Print Receipt

If payment is successful, print receipt.

Cart

Total:

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
Phone: (916) 405-7150 | Fax: (916) 405-5600
CosumnesCSD.gov



Your payment was successful!

Account:

Date: 2/29/2024, 12:50 PM

Contact: [REDACTED]

Total Amount: [REDACTED]

Email ID:

Payment Details

Amount Paid: [REDACTED]

Receipt #: P-02292024-286

Payment Method: VirtualTerminalCard

Item

Payment Amount

2024-0018940 - [REDACTED] General/ Misc - Permit Fee - [REDACTED]

2024-0018940 - [REDACTED] General/ Misc - Service Charges - [REDACTED]

Total Amount: [REDACTED]

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 permit
How To for propane tanks!**

If you have any questions, please contact the Cosumnes Fire Department at 916-405-7100.