



Example of a Completed SimpliCITY Residential Application

Reference: Assembly Bill 2234

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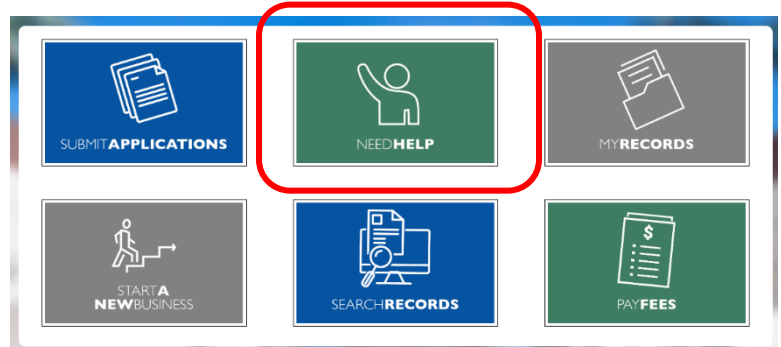
There are 2 parts of a completed SimpliCITY residential application:

- application information
- uploaded documents

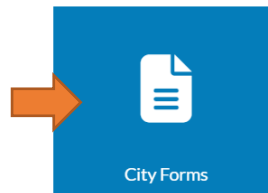
Both must be completed, following the appropriate residential checklist.

For residential forms and guides, go to www.moval.gov/simplicity and select NEED HELP.

You don't need a log-in for this section.



From NEED HELP, select CITY FORMS button



From CITY FORMS, click on BUILDING AND SAFETY header to open all City forms and guidelines. Complete the appropriate checklist under BUILDING AND SAFETY tab, based on your residential submittal.



EXAMPLE OF COMPLETED APPLICATION INFORMATION

Building Application Complex

- 1 Permit Information
- 2 Applicant Information
- 3 Professional/Co
- 4 Review
- 5 Record Issuance

Step 4: Review

Save and resume later

Continue Application »

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

Building Application Complex

Address

Edit

12345 ELF OWL LN
MORENO VALLEY CA 92555

Parcel

Edit

Parcel Number: 487180019

Owner

Edit

12345 ELF OWL LN
MORENO VALLEY CA 92555

Detail Information

Edit

Project Name: test
Detailed Description: test

Custom Fields

Application Details

Type of Application:	Accessory Dwelling Unit
Type of Building Occupancy:	Residential
What is the total estimated cost of this project?:	100000
Who is responsible for this construction? If Licensed Contractor, select NO. If Property owner, Select YES.:	No
Who is the Electric Utility Company for this address?:	Moreno Valley Utility (MVU)
Is this property on sewer or septic tank system?:	Sewer
What is the SQUARE FOOTAGE of all construction?:	1000
Are fire sprinklers installed (or being installed)?:	No

Edit

Applicant

Edit

Danae Scott
14177 Frederick St
Moreno Valley, CA, 92553
Primary Phone: 951-413-3391
Mobile Phone: 951-413-3350
E-mail: danaes@moval.org

Licensed Professional

Edit

Designer

Edit

Danae Scott
14177 Frederick St
Moreno Valley, CA, 92553
Primary Phone: 951-413-3391
Mobile Phone: 951-413-3350
E-mail: danaes@moval.org

Property Owner

Edit

Joe Cool
12345 Main St
Buena Park, CA, 90001
Mobile Phone: 951-555-1212
E-mail: JENCOOL@HOTMAIL.COM

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am authorized by the property owner and/or licensed contractor to represent them and am electronically signing and filing this application.

Note: If you are not the legal property owner or licensed contractor, please upload your notarized authorization letter and identification to this application by choosing the EDIT button in the Attachments section.

If you are the legal property owner pulling the permit, please upload the signed "Owner Builder Verification Form" to this application by choosing the EDIT button in the Attachments section.

Your application will be processed in the order received. At that time, we will provide your permit record number, fees due, and other important information. Once created, your permit number will replace your application number in the "My Records" section of SimplicITY, where you can track the status.

By checking this box, I agree to the above certification.

Date: 12/19/2023

Save and resume later

Continue Application »

Use EDIT button in for each section to correct any errors in that section.

Review the disclaimer and check the box before selecting CONTINUE APPLICATION

Use SAVE AND RESUME LATER button if you cannot complete the application right away.

Step 4: Review

Please review the information below and ensure you have uploaded all of the plans and documents for this review cycle. Click the Edit buttons to make any needed changes or to upload any remaining documents. Once you click Finish, your review cycle will begin and additional documents cannot be uploaded until after the review cycle has been completed.

EXAMPLE OF COMPLETED UPLOAD INFORMATION

General Finish Edit

Plan Review Cycle 1

Requirements Edit

This is the requirements checklist for this package.

Status	Requirement	Message
✓	OTHER ATTACHMENTS is for Reference ONLY documents (not for plan review)	
✓	PLANS = all plan sheets must be professionally signed and in landscape format	
✓	SUPPORTING DOCUMENTS = any Reports, Calculations, Specifications (typically 8.5"x11" documents)	

Use EDIT button in for each section to correct any errors in that section.

Files Edit

These are all the files that will be submitted with this package.

Name	Description	Type	Status	Uploaded By	Uploaded Date	Signature
RESIDENTIAL_CHECKLIST.pdf	ADU checklist	Other Attachments	PROCESSED	Danae Scott	12/19/2023	
RESIDENTIAL_PLAN_ASMEPT24.pdf	plans	Plans	PROCESSED	Danae Scott	12/19/2023	
RESIDENTIAL_Soils_GeoTech_Report.pdf	Soils Report 12-1-23	Supporting Documents	PROCESSED	Danae Scott	12/19/2023	
RESIDENTIAL_STRUCTURAL_CALCUS.pdf	Structural calcs 11-30-23	Supporting Documents	PROCESSED	Danae Scott	12/19/2023	
RESIDENTIAL_TRUSS_CALCUS.pdf	Truss Calcs 12-5-23	Supporting Documents	PROCESSED	Danae Scott	12/19/2023	

When everything is complete and correct, click FINISH to fully submit the entire application.

Finish

Step by Step Instructions

1. From the City's website www.moval.gov click on any SimpliCITY logo



2. If you do not have a SimpliCITY account, click REGISTER at the top right of screen.

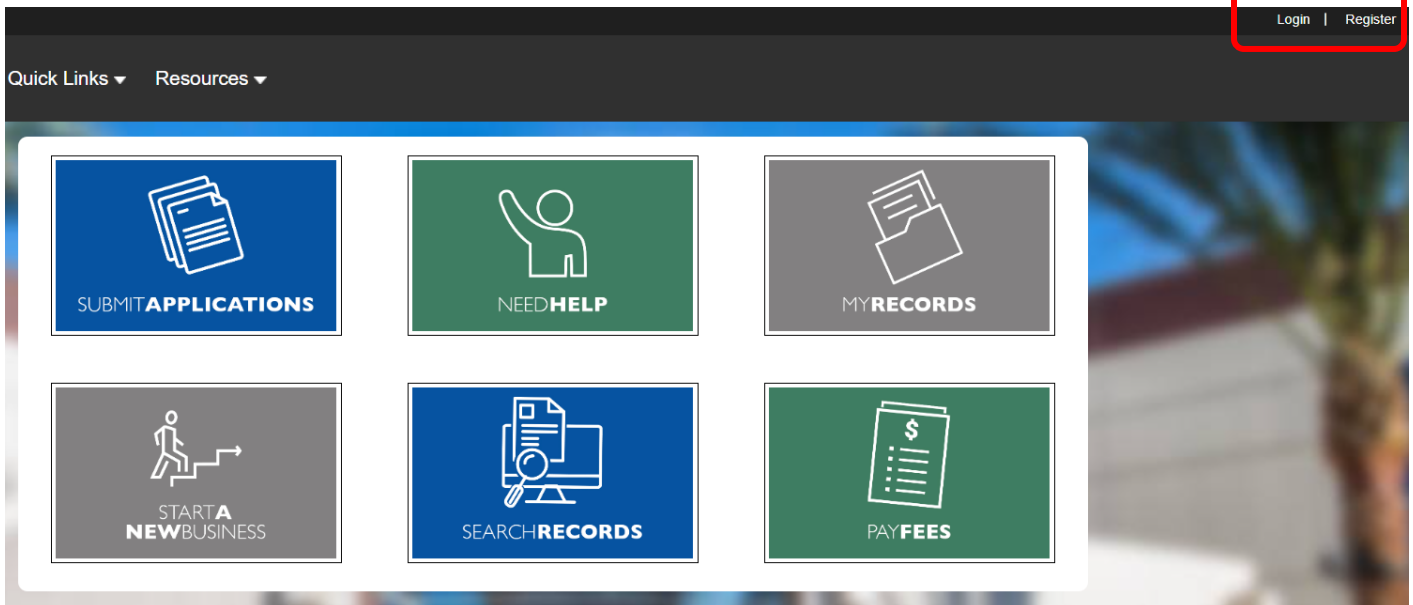
IMPORTANT! Do not create a new account if you have created one but forgot your password! You will not have access to prior projects. Click LOGIN instead.

If you forgot password, see step 3-4.

If you logged in successfully, skip to step 5.

Login | Register

Login | Register



3. At the SIGN IN screen, click FORGOT PASSWORD?

Answer your security question (case sensitive - exactly how you typed it before).

Then log in when prompted.

Sign In

USERNAME OR EMAIL: *

PASSWORD: *

Forgot Password?

4. If you can't recall how you answered your security question to reset your password 24/7, send your email address used to create the account to permitcounter@moval.org. We'll reset your account during normal business hours.

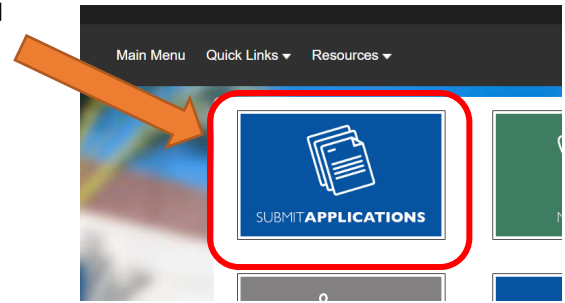
You'll receive a temporary password. Upon successful login with the temporary password, you'll be required to create a new one.

NOTE: At the NEW PASSWORD screen, the OLD PASSWORD is the temporary one you just used to successfully log in (not the one you forgot).

5. Once you are logged in, from MAIN MENU, select SUBMIT APPLICATION

For a Junior ADU, skip to step 7.

For a multi-family complex, housing tract, single family home, duplex, or new ADU (both attached and detached), see step 6.



6. **IMPORTANT!** When your new residential project requires a new address (per Entitlement Conditions of Approval COAs), then you must submit a new address request first. Plans require the new addressing to be on the site plan and title block areas.

Tracts will continue to use the tract map # on plans. However, a tract address request must be submitted prior to full plan submittal

For NEW ADDRESS REQUESTS make the appropriate selection after SUBMIT APPLICATION.

Moreno Valley SimpliCITY Guide

The City of Moreno Valley is pleased to offer our residents, businesses, developers, and visitors access to our "Always-Open" Online Development Services Counter, twenty-four (24) hours a day, seven (7) days a week.

The SimpliCITY Guide offers a straightforward, easy-to-navigate guide to simplify the application and permitting process.

Allow our SimpliCITY Guide to lead the way.

To get started, select one of the services below:

Residential – Apartment / Condo / House Applies to all single family homes or apartment/condo complex locations	
Commercial – Office / Retail Applies to all commercial, office, or retail locations	
Industrial Applies to all industrial or warehouse locations	
New Address Request To create new address(es) for your project as required per the Conditions of Approval	

7. For submitting plans for review, select RESIDENTIAL

Moreno Valley SimpliCITY Guide

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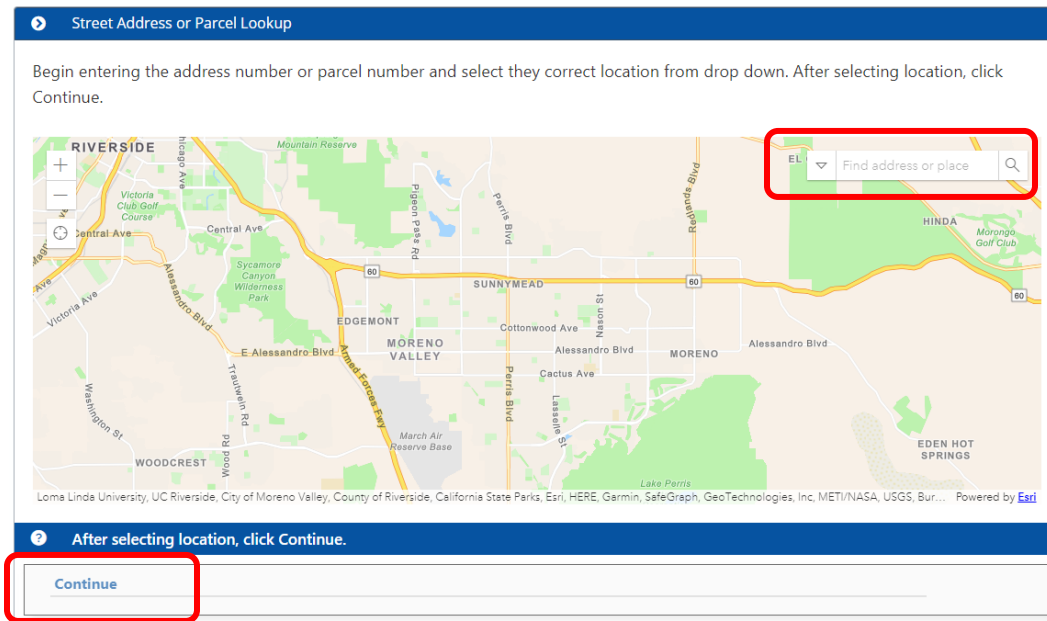
- At the “Street Address or Parcel Lookup” screen, start to type the new address in the upper right box. In a moment, it will pull up all valid addresses starting with that street number within our city limits

NOTE: this map is interactive so if you enter and select something and then click somewhere else on the map, you’ve changed the selection

- Tracts – use the main APN
- Single Family Home/Duplex/ADU – use new address
- Multi-Family Complex – use address for community building or leasing office
- Junior ADU – use existing house address

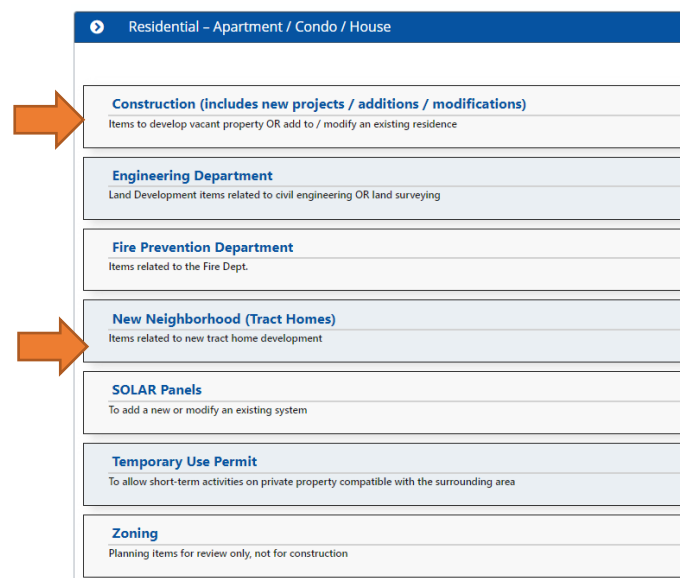
Click CONTINUE and follow the prompts afterward.

NOTE: Making false selections that don’t correspond with your actual project may require a voided application and resubmittal of a new application as certain fields change in your application based on your selection.



- Make the correct selection based on your submittal.

- For all residential construction (except tracts), select CONSTRUCTION
- For Tract Development, select NEW NEIGHBORHOOD



10. Make the correct selection based on your submittal.

- For JADU, detached ADU, or attached ADU, select ACCESSORY DWELLING UNIT



- For Multi-Family complex, select NEW APARTMENT/ CONDO COMPLEX



- For new single-family home or duplex, select NEW CUSTOM HOME



Construction (includes new projects / additions / modifications)

- Accessory Dwelling Unit**
To build a new or modify an existing structure to ADD additional habitable space
- New Accessory Structure**
Examples: Balcony, Deck, Enclosure, Garage, Gazebo, Guest/Pool House, Patio, Shed, Workshop, etc.
- Addition or Remodel of existing residence**
Does NOT include Accessory Structures / Dwelling Units
- Demolition**
To remove damaged / existing structure(s) and/or unpermitted construction
- Electrical Only**
To perform electrical work only
- Existing Window / Door Replacements**
To modify existing openings - NOT increasing in size (framing changes)
- Mechanical / HVAC Only**
To perform mechanical / HVAC work only
- New Apartment / Condo Complex**
To propose or construct a new apartment / condo complex
- New Custom Home**
To propose or construct a new single family home

11. After selecting your correct project type, you'll be given information to prepare for your application.

- DOCUMENT SUBMISSION REQUIREMENTS (see below) - Refer to your completed correct RESIDENTIAL CHECKLIST to determine which DOCUMENT TYPE you should select for which file.
- TYPE OF APPLICATION (see below) – make sure this matches what you are submitting for. If not, do not continue, click on MAIN MENU and start a correct application.

NOTE: "Document Submission Requirements" are also given again later, in the document submittal process, but is listed here for information ahead of time.

IMPORTANT: If you do not have the necessary documentation, DO NOT click CONTINUE TO APPLICATION. It creates unnecessary temporary records that may cause confusion and lead to submitting duplicate applications.

Let's start your Application

Preparing for your application:
Your application is started and linked to your SimpliCITY online user account. To complete the remaining steps, you will be asked to upload various documentation before your application can be approved.

Document Submission Requirements

- OTHER ATTACHMENTS is for Reference ONLY documents (not for plan review)**
Examples: Water/Sewer Acknowledgement, Formal New Address Letter, Receipt, etc.
- PLANS = all plan sheets must be professionally signed and in landscape format**
One combined set (A, S, M, E, P, T24, etc.) is preferred - For additional Building requirements/information click the link icon.
- SUPPORTING DOCUMENTS = any Reports, Calculations, Specifications (typically 8.5"x11" documents)**
Examples: Title 24 Report, Soils Report, Structural/Truss Calcs, Manufacturer Specs

Application Info
Temporary ID: 23TMP-016426
Record Type: Building Application Complex
Application Info:
Type of Application: Accessory Dwelling Unit

Continue to Application

12. This screen is simply showing the information you selected from the “Street Address or Parcel Lookup” (Step 8). This is for reference only. This information is not editable by the applicant.

➤ If the information is correct, proceed to step 13.

If the information is wrong, follow the screen directions in red to submit a new application, returning to step 5 in this guide. Do not click SAVE AND RESUME LATER on incorrect applications.

Building Application Complex

1 Permit Information 2 Applicant Information 3 Professional/Co... 4 Review 5 Record Issuance

Step 1: Permit Information > Location Details

This screen is pre-populated from previously entered information and is not editable on this screen. If any of the below information is incorrect please restart your application.

* indicates a required field

Address

*Street No.: Street Name: Street Type:

City: State: Zip:

Unit Type: Unit No.:

Parcel

*Parcel Number:

Owner

Address Line 1:

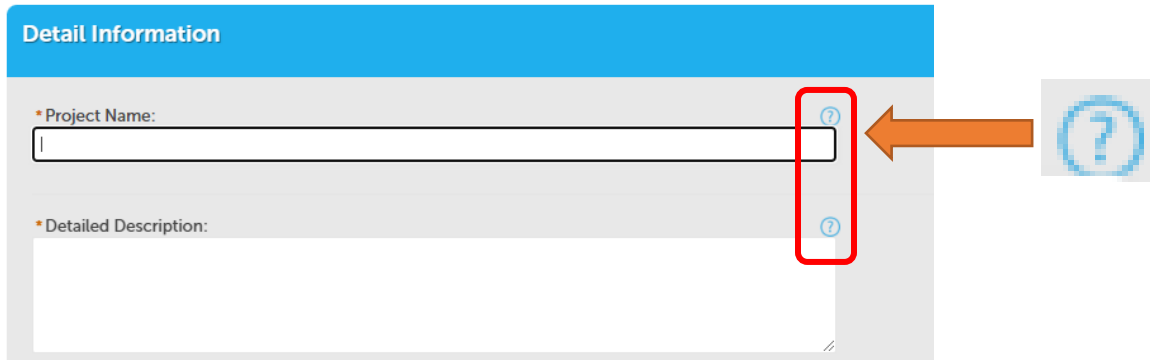
City: State: Zip:

[Continue Application »](#)



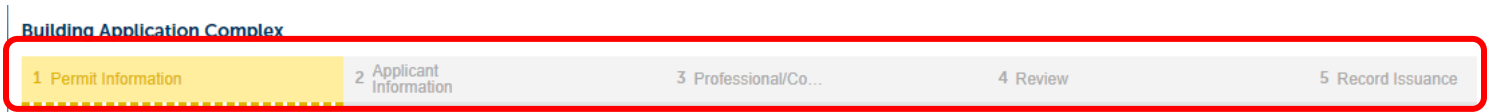
13. See the HELP BUBBLE on each entry field for guidance.

- PROJECT NAME - brief description, like the name of the project
- DETAILED DESCRIPTION – give a FULL description of all aspects of construction included on this plan & application
- Do not include a list of separate submittals here. Anything that will be on separate submittals (e.g. pool, leasing office, playground, monument sign, landscaping, grading, fire sprinklers, walls, etc.) would be listed under SEPARATE SUBMITTALS on the plans title sheet only.



EXAMPLE OF A GOOD DETAILED DESCRIPTION: Apartment Complex (2) 12,000 SF buildings [(4) 1000 SF 1 bed/1 bath units w/ 100 SF patio, (4) 1500 SF 2 bed/2 bath units w/ 100 SF balcony, 2000 SF garages], (2) 24,000 SF buildings [(8) 1000 SF 1 bed/1 bath units w/ 100 SF patio, (8) 1500 SF 2 bed/2 bath units w/ 100 SF balcony, 4000 SF garages] (10) light poles, (1) trash enclosure, (1) 200 SF shade structure with electrical for BBQ area, 10,000 LF tubular metal fencing and gates w/ electrical

14. Finish all application information steps (shown at the top of the screen). Please note that RECORD ISSUANCE step is to issue you a Building Application #, not issuing a permit.



- IMPORTANT! if you do not have all the required information for an application page, click SAVE AND RESUME LATER button on the bottom left of any application page. You can return to that TMP application via MY RECORDS to input the missing information and move forward. Do not select incorrect information just to move forward.

15. Read ALL instructions on each page so that it is completed properly.

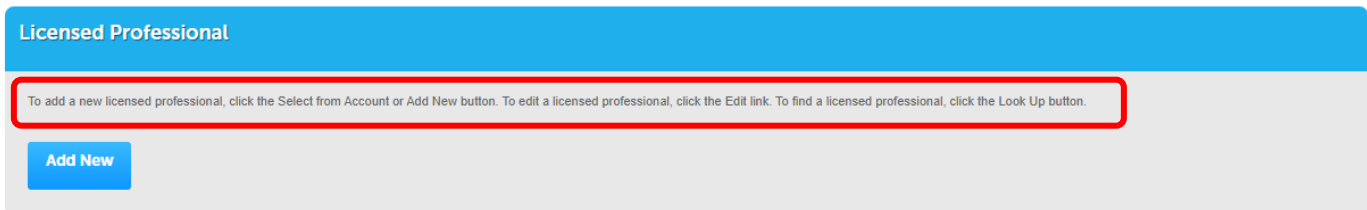
- For example, for Step 3 "Professional/Contact > Enter Contractor", if you don't know who your licensed contractor for the construction at time of plan submittal, leave this blank and click CONTINUE. This is not for the licensed engineer/architect.

Building Application Complex



Step 3: Professional/Contacts > Enter Contractor

* indicates a required field.



16. Once all application fields are completed, The review screen gives your application summary. You must correct any errors before proceeding. You cannot make changes after you've clicked FINISH.

➤ See page 2 of this guide for example

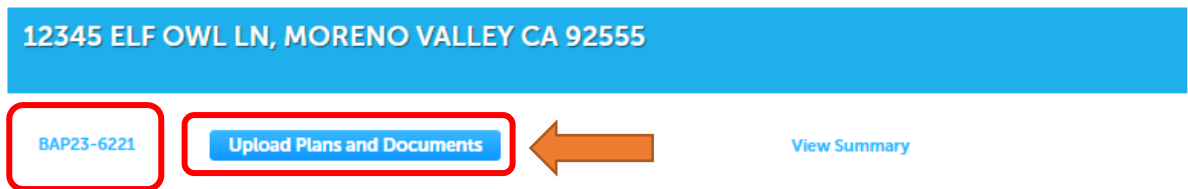
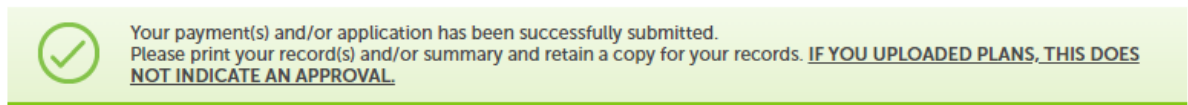
17. On this next screen it gives you a formal application # BUT this is an incomplete application until the submittal documents are uploaded.

Click the UPLOAD PLANS & DOCUMENTS button to add the required items per your residential checklist.



Step 3: Receipt/Record issuance

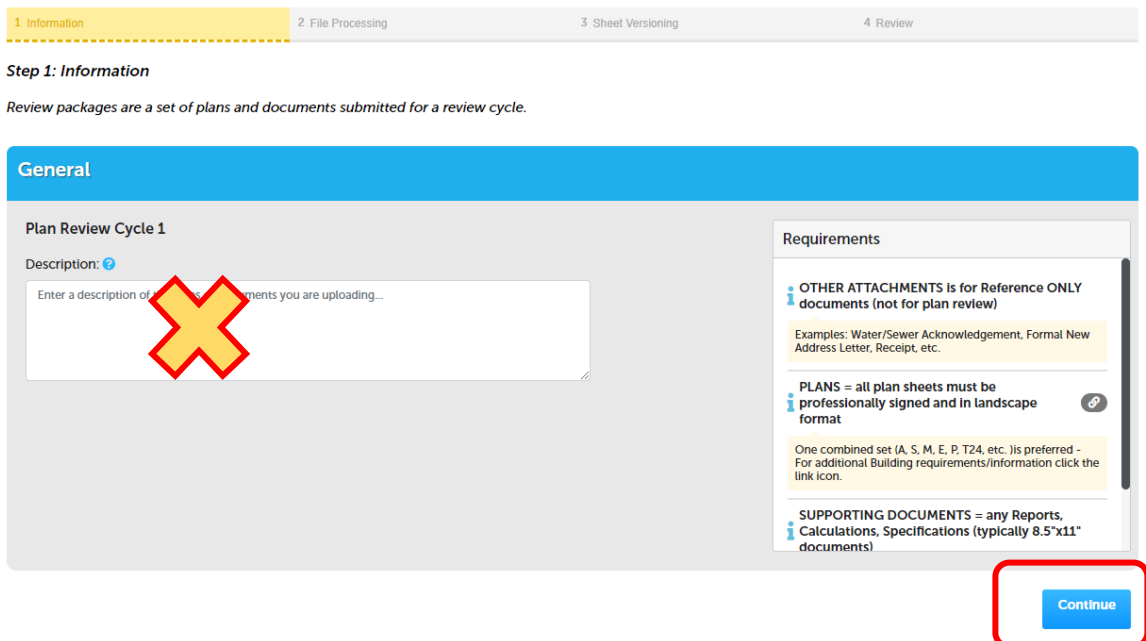
Receipt



18. In Submittal / Upload Step 1, this screen gives the same DOCUMENT TYPE definitions, as previously given in step 11 for reference.

➤ You don't need to enter anything in this document submittal description field as the application's "Detailed Description" field (step 13) clearly explains the scope of work.

➤ Simply click CONTINUE



19. In Submittal / Upload Step 2, there are important instructions at the top of the screen.

- Upload documents from your directory by clicking BROWSE button, and selecting the files to upload.

1 Information 2 File Processing 3 Sheet Versioning 4 Review

Step 2: Add & Process Files

Browse or drag and drop the desired files to upload. Once all files are added, the Upload and Validate button is displayed. Click on it to validate the files and add them to your review package. When all of the desired files are uploaded and validated, click the Process Files button to prepare your files for review.

Note: Please do not combine plans and documents of various types into a single PDF document.

Drag and drop files here
or
Browse

Requirements

- OTHER ATTACHMENTS is for Reference ONLY documents (not for plan review)
Examples: Water/Sewer Acknowledgement, Formal New Address Letter, Receipt, etc.
- PLANS - all plan sheets must be professionally signed and in landscape format
- One combined set (A, S, M, E, P, T24, etc.) is preferred - For additional Building requirements/information click the link icon.
- SUPPORTING DOCUMENTS = any Reports, Calculations, Specifications (typically 8.5"x11" documents)

Files

Name	Description	Type	Status	Uploaded By	Uploaded Date	Signature
No results found!						

Continue

20. Make the correct DOCUMENT TYPE selection for EACH file. Add a description of what that file is if the filename doesn't explain the type (e.g. soils report, anchor bolt specification, truss calculations, etc.)

- Click UPLOAD & VALIDATE to verify files are NOT password protected, encrypted nor corrupted.

Note: Please do not combine plans and documents of various types into a single PDF document.











Drag and drop files here
or
Browse

RESIDENTIAL_CHECKLIST.pdf	Other Attachments	ADU checklist
RESIDENTIAL_PLAN_ASMEPT24.pdf	Plans	plans
RESIDENTIAL_Soils_GeoTech_Report.pdf	Supporting Documents	Soils Report 12-1-23
RESIDENTIAL_STRUCTURAL_CALCS.pdf	Supporting Documents	Structural calcs 11-30-23
RESIDENTIAL_TRUSS_CALCS.pdf	Supporting Documents	Truss Calcs 12-5-23

Upload and Validate

21. After files are validated, you can correct the document type if you selected the wrong one (EDIT/PENCIL icon) or delete a document that should've have been uploaded (REMOVE/ TRASHCAN icon).

- When everything is correct, select PROCESS FILES button (which saves the documents into the record). When processed, this button changes to CONTINUE.


Name	Description	Type	Status	Uploaded By	Uploaded Date	Signature
RESIDENTIAL_TRUSS_CALCUS.pdf	Truss Calcs 12-5-23	Supporting Documents	VALIDATED	Danae Scott	12/19/2023	 
RESIDENTIAL_STRUCTURAL_CALCUS.pdf	Structural calcs 11-30-23	Supporting Documents	VALIDATED	Danae Scott	12/19/2023	 
RESIDENTIAL_Soils_GeoTech_Report.pdf	Soils Report 12-1-23	Supporting Documents	VALIDATED	Danae Scott	12/19/2023	 
RESIDENTIAL_PLAN_ASMEPT24.pdf	plans	Plans	VALIDATED	Danae Scott	12/19/2023	 
RESIDENTIAL_CHECKLIST.pdf	ADU checklist	Other Attachments	VALIDATED	Danae Scott	12/19/2023	 

[Process Files](#)

22. From Upload Step 3 you can correct plan sheet orientation, correct sheet number to match what plan sheet actually says, add an optional sheet description, etc. This step is extremely important to make sure the SimpliCITY sheet number field EXACTLY matches the actual sheet.

You cannot delete duplicate sheets from this step. If you have duplicate sheets, you must return to Upload Step 2 and delete duplicate file. The filename for each sheet is listed on the screen.

Do not make up sheet numbering in the data field to avoid the “duplicate sheet” error. Correct your plan file as each sheet must be unique on both the plans and in SimpliCITY

 **An error has occurred.**
Sheet number is required. Please check that all the plan sheets have a sheet number assigned.

Digital Plan Room [Need help](#)

Record: BAP23-6221
Address: 12345 - 12345 ELF OWL LN, MORENO VALLEY CA 92555
Status: **INTAKE**

Record Details | Summary | **Uploads** | Issues | Conditions | Notes | Approved




1 Information | 2 File Processing | **3 Sheet Versioning** | 4 Review

Step 3: Version Plan Sheets

Displayed below are the sheets extracted from files in this review package. Please review the sheet numbers that automatically populated for each title block to ensure they are correct and match the plan page. If any title block is missing the corresponding sheet number, you will need to manually enter that number. You can save your work and come back later if needed, or click Continue when you are done.

Sheets

Showing a total of 1 sheet Show only error sheets

Title Block	Thumbnail	Sheet number and title
		 <input type="text" value="Sheet number"/> <small>Sheet number is required</small> <input type="text" value="Sheet title (optional)"/> RESIDENTIAL_PLAN_ASMEPT24.pdf (Page: 1)

23. For the example of completed upload information see page 3 in this guideline. You can verify a successful submittal by the RECORD STATUS changing to SUBMITTAL RECEIVED. If it is anything else, you have not completed your submittal.
24. Applications are reviewed in the order received. You can check the status of your submittal via SimpliCITY under RECORD INFO and also viewing the RECORD STATUS.
25. If an application is rejected, an automated email from noreply@moval.org will be sent with the items to correct. Please make sure your email settings accept that email address so that it isn't routed to spam/junk.
26. If you have additional questions, please contact our office at permitcounter@moval.org. Please reference the location of the proposed work in your email.