

SimpliCITY – Simple Online Applications

Community Development Department

Planning Division:

Contact planning@moval.org or 951.413.3206 to discuss proposal and submittal requirements.

Building & Safety Division:

Contact permitcounter@moval.org or 951.413.3350 to discuss proposal and submittal requirements.

General instructions:

1. Register at www.moval.org/simplicity from a desktop or laptop computer to submit your application.
 - a. Your application must include all required application documents identified by Planning or Building & Safety Divisions including any notarized letters per submittal requirements and checklists.
 - b. Only PDF format allowed (150MB max per file, multiple files accepted).
 - c. Use file names that are clear and concise; internal tracking numbers are **not** recommended.
2. When your application is complete and processed, City staff will contact you by phone or email with an **official** record number.
3. For payment processing, log in to SimpliCITY and go to **"My Records"** to post your payment. Click on the new record number and then **"Add to cart"** on the right side of the screen, and then the shopping **"Cart(1)"** at the top to complete the checkout process.

File Name Examples

Always begin with the **Address or APN** followed by an underscore and preferred file name for each required attachment. Some record types may require hardcopy submittal of 24"x36" D-Size sheets*.

Planning Division Types:

Accessory Dwelling Unit*
Appeal
Architectural Design Review*
Custom Home*
Entitlement* (Plot Plan, CUP, etc.)
Home Occupation
Model Home Complex*
Plan Checks*
Research
Signage
Temporary Use Permits

Recommended File Name:

_ADU Plans, _Site Plan, _Elevations
_Appeal Letter
_Architectural Plans
_Custom Home Plans, _Site Plan, _Elevations
_Project Plans, _Site Plan, _Elevations
_Home Occupation, _Consent Form, _BL Receipt
_TTM# Model Home Plans
_Landscape
_Research Letter, _Zoning Letter, _Rebuilt Letter
_Wall Sign, _Monument Sign, _Freeway Sign, _Banner
_TUP Plans, _TUP Site Plan, _TUP Floor Plan

Building Division Types:

Pool/Spa*
Monument or Pole Signs
Truss Deferred Submittal, Hold Harmless Requests
Solar (Residential)
Certificate of Occupancy
Patio Covers, Walls, Minor Construction
Reroof
Plumbing, Electrical, Mechanical (Residential)
Plumbing, Electrical, Mechanical (Commercial)*
Signage
Demolition
New Residential, Commercial & Tenant Improvement*

Recommended File Name:

_Pool, _Spa Plans, _Structural-Engineering, _Spec Sheets
_Monument, _Pole Sign Plans, _Calcs, _Spec Sheets
_Truss Deferred Plans, _Calcs, _Spec Sheets
_Solar Plans, _Specs, _Checklist, _Utility Release
_CO Site Plan, _CO Floor Plan
_Patio Cover Site Plan, _Plan, _Spec Sheets
_Reroof CF1R
_CF1R, _Site Plan
_MEP, _Site Plan
_Signage Plans
_Demolition Site Plan
_Residential, _Commercial, _TI Plans