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A = 8/31/21 revisions



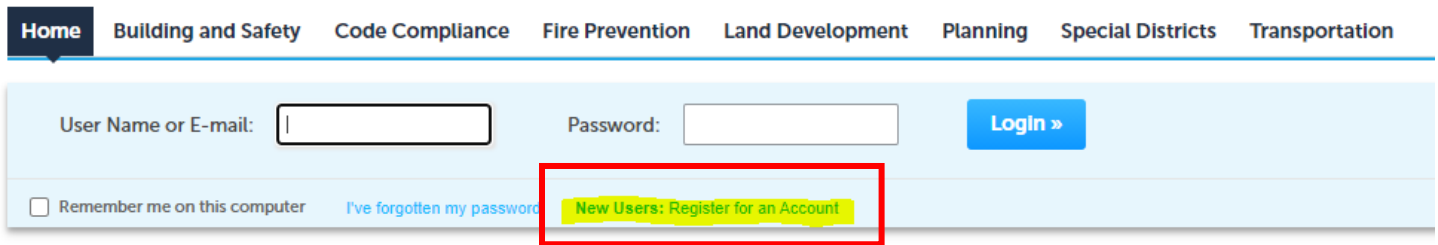
REGISTRATION INSTRUCTIONS

Important Information:

- A) THIS IS NOT A MOBILE APP. You must access SimpliCITY via a computer/laptop only.
- B) If your screen does not show items (example: "Add to Cart") as this instruction shows, correct your screen resolution to recommended setting so the entire webpage can be viewed.
- C) If you get an error attempting to open SimpliCITY (before getting to log in screen), clear your cache/browsing data on your computer. Search online for instructions per your specific browser (i.e. Google Chrome, Internet Explorer)
- D) The visuals in this document are for example only, they do not list your specific record number.

As a registered user, SimpliCITY offers you the ability to create online applications, make online payments, upload documents for plan review, and create collections for your specific projects. You have the power of managing your project 24 hours a day, 7 days a week through the Moreno Valley's Simplicity portal.

- 1) Click on link: www.moval.org/simplicity (or www.moval.org, select "Quick Links" tab and the "SimpliCITY" box)
- 2) In the top right, select "New Users: Register for an Account".



- 3) Check the "I have read and accepted the above terms" box after reading it, and then click **Continue Registration**.
- 4) Complete the required fields in the **Login Information**, and then click **Add New** under Contact Information. Complete the required fields, and then click **Continue**. Confirm you have not made any typographical errors before saving the information.

Note: the answer to your security question you create is case sensitive. Please write it down as it's the only way you can retrieve your account if you forget your password.

- 5) If no previous account is found, a notice at the top of the webpage screen will appear stating "The information you entered is not found". Click **Continue** to create a new account.

NOTE: if you are registered at a different jurisdiction using that same email, sometimes it thinks you already have an account with the City of Moreno Valley. Contact our office at 951-413-3350 if you know you haven't created an Moreno Valley account but may have an account elsewhere. You can also use a different email instead.

- 6) Click **Continue** at the bottom of the webpage to create a new account.
- 7) Click **Continue Registration**, a green checkmark will appear stating "Your account is successfully registered". If you get an error, please refer to Note in step 5.
- 8) Select **Login Now** and enter your **User Name** (or Email) and **Password**, and then click **Login**.
- 9) You will be taken to the **Dashboard** within SimpliCITY, where you can add records to pay or add to custom collections. The **Home** tab is where you can search for those records.

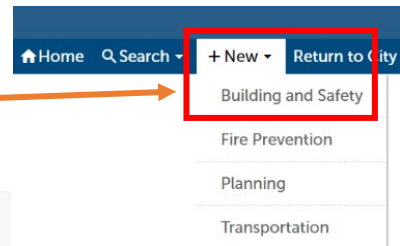
ON-LINE APPLICATIONS

- 1) Contact either permitcounter@moval.org or 951.413.3350 to discuss proposal and submittal requirements.
- 2) Once you are ready to submit, you must be already registered on SimpliCITY (see page 2).

- a. Your application must include the following based on the submittal type (see page 4-9).
- b. Only PDF format allowed, 150MB max per file (multiple files accepted)
- c. Compile the plan sheets into ONE PDF labeled with the project address before uploading. Any supporting documents (calcs, specs, reports, etc.) must be an individual PDF for each document.

NOTE: some permits will require FULL plans/calcs/specs/reports upload AFTER the permit # is created. Only submit what is requested per page 4-9 instructions based on what you are submitting. Documents attached to an application are reference only to assist staff in creating the correct permit type & fees. Plans cannot carry over to the permit record.

- d. When you are ready to submit, log into SimpliCITY, and select the **+New** tab in the top left of the page. Then in the pull down menu select the **Building and Safety** to start an application.



- e. For the address section in the application:

- Only enter the **Street #**, then click the **SEARCH** button per instructions on the screen.
- If multiple options, click the **RADIO** button next to the correct address and click the **SELECT** button.
- The window will refresh after it pulls the Parcel Data into your application.
- Scroll down in that window to click **SELECT** to formally add that data to your application.
- This eliminates users from accidentally creating applications for areas on in Moreno Valley.
- If a valid city address does not show, call 951-413-3350 for City Staff to research BEFORE you submit your application.



- f. For the contractor Information, Type in the numeric CSLB license # and then tap your **TAB** button on your keyboard.
 - This will alert the system to pull CSLB's information from their website. You will need to fill in other "starred" information that the CSLB link doesn't supply.
 - If property owner is responsible for the construction, then leave skip this section and attach the owner/builder verification form w/ a copy of your identification per the instructions on the form. http://www.moval.org/city_hall/forms/building-safety/build-perm-owner-verific0113.pdf
- g. For Owner Information, Check the "associated owner" that auto-filled based on selected address. If the current property owner is different, select "New" and fill this section with the current owner information **and** attach proof of deed/title from the current owner.
- h. Once completed, you will receive a BAP# for tracking purposes. You can view all your submitted applications and records in the "My Records" section of SimpliCITY.

- 3) Once we review your application (BAP#), we can proceed with converting it to a permit record. It will automatically update your MY RECORDS section.
- 4) Once the record # is started, you will be sent emailed instructions to pay fees and upload the COMPLETE submittal (see pages 4-9). This is when you'll submit the COMPLETE set of plans, calculations, specifications, reports, or other documents. Reminder: any plans in your online application do not transfer into the formal Dgital Plan Room (DPR). You must select the correct document type to be properly processed.

Online Applications cont'd - SIMPLE PERMITS (AKA: OVER THE COUNTER) PERMITS

➤ Residential TANK Water heater change outs

(See Plumbing instructions if relocating tank water heater or changing to from tank to tankless water heater)

- Select ALL OTHER PERMITS
- EXAMPLE PROJECT NAME = WATER HEATER [property owner] residence
- EXAMPLE DESCRIPTION = Replace 50 gal water heater in garage
- No attachments required with application

➤ Residential Solar (new and additional systems)

- Select SOLAR PERMIT
- EXAMPLE PROJECT NAME = SOLAR [property owner] residence
- EXAMPLE DESCRIPTION = New solar 7.77 kw, 7 panels, 7 inverters (subpanel & MSP on separate permit)
- **Attach SOLAR CHECKLIST, SIGNED PROPERTY OWNER CONTRACT, MVU CLEARANCE **** (contact Moreno Valley Utilities (MVU) at 951-413-3500 to obtain clearance)

****REQUIRED FOR UPLOAD AFTER PERMIT RECORD IS CREATED** – full wet-stamped plans, specs, calcs, etc.

****DOCUMENT TYPE = SUPPORTING DOCUMENTS ONLY** (DO NOT SELECT “PLANS” for any solar submittal, including BFR’s and revisions)

➤ Residential or Commercial Re-roof

- Select RE-ROOF PERMIT
- EXAMPLE PROJECT NAME = RE-ROOF [property owner] residence
- EXAMPLE DESCRIPTION = tear off existing roof & add new comp shingles 20 squares CRRC#0890-0016A
- **Attach Completed 2 page Re-roof Compliance form** (see http://www.moval.org/city_hall/forms/building-safety/reroof-compliance.pdf)

➤ Residential Simple Mechanical changes

- Select ALL OTHER PERMITS
- EXAMPLE PROJECT NAME = MECHANICAL [property owner] residence
- EXAMPLE DESCRIPTION = HVAC change out 16 SEER, 3 Ton condenser in same location, 80K BTU furnace in closet, new coil
- **No attachments required with application****

****REQUIRED FOR UPLOAD AFTER PERMIT RECORD IS CREATED** – completed CF1R form

****DOCUMENT TYPE = OTHER ATTACHMENTS**

Residential Simple Electrical changes

- Select ALL OTHER PERMITS
- EXAMPLE PROJECT NAME = ELECTRICAL [property owner] residence
- EXAMPLE DESCRIPTION = upgrade MSP from 100A to 200A panel for solar – MVU (or SCE) release
- **No attachments required with application****

****REQUIRED FOR UPLOAD AFTER PERMIT RECORD IS CREATED** - Attach simple site plan showing location of work http://www.moval.org/city_hall/forms/building-safety/plotplan-patiocov-r0605.pdf

****DOCUMENT TYPE = OTHER ATTACHMENTS**

Residential Simple Plumbing changes (including tankless water heaters)

- Select ALL OTHER PERMITS
- EXAMPLE PROJECT NAME = PLUMBING [property owner] residence
- EXAMPLE DESCRIPTION = new gas line for BBQ and Fire pit in rear yard and install single sweep cleanout on sewer line in front yard
- **No attachments required with application****

****REQUIRED FOR UPLOAD AFTER PERMIT RECORD IS CREATED** - Attach simple site plan showing location of work http://www.moval.org/city_hall/forms/building-safety/plotplan-patiocov-r0605.pdf

****If TANKLESS Water Heater, you must upload the manufacture specifications**

****DOCUMENT TYPE = OTHER ATTACHMENTS**

- **Residential Patio Covers (City/ICC/IAPMO or other approved standard only)**
http://www.moval.org/city_hall/forms/building-safety/patio-covers-0108.pdf
 - Select ALL OTHER PERMITS
 - EXAMPLE PROJECT NAME = PATIO COVER [property owner] residence
 - EXAMPLE DESCRIPTION = 100 SF (10'x10') wood solid cover attached patio cover in rear using city standard
 - **Attach simple site plan only**** http://www.moval.org/city_hall/forms/building-safety/plotplan-patiocov-r0605.pdf

****REQUIRED FOR UPLOAD AFTER PERMIT RECORD IS CREATED** – complete site plan with ICC/IAPMO specs/calcs with the specific information for your patio cover circled AND highlighted **OR** City standard with the design details circled.

****DOCUMENT TYPE = SUPPORTING DOCUMENTS**

- **Residential Walls (retaining, free-standing, combo, pilasters) using City standard only (see links)**
http://www.moval.org/city_hall/forms/building-safety/wall-masonrypilaster.pdf
http://www.moval.org/city_hall/forms/building-safety/fs-blockwall0518.pdf
http://www.moval.org/city_hall/forms/building-safety/retaining-walls0114.pdf
http://www.moval.org/city_hall/forms/building-safety/wall-BlockWallAtop2ftRetainingWall.pdf
 - Select ALL OTHER PERMITS
 - EXAMPLE PROJECT NAME = WALLS [property owner] residence
 - EXAMPLE DESCRIPTION = 100 LF retaining wall at rear of property and 200 LF combo wall on east side of property using city standards
 - **Attach simple site plan only**** http://www.moval.org/city_hall/forms/building-safety/plotplan-patiocov-r0605.pdf

****REQUIRED FOR UPLOAD AFTER PERMIT RECORD IS CREATED** – complete site plan showing location and LF of wall(s) and types (if multiples) and city standard(s) with the design details circled.

****DOCUMENT TYPE = SUPPORTING DOCUMENTS**

- **Residential Window/Door retro-fit (replacement)**
 - Select ALL OTHER PERMITS
 - EXAMPLE PROJECT NAME = WINDOW/DOOR REPLACEMENT [property owner] residence
 - EXAMPLE DESCRIPTION 10 retro-fit windows (3 bedrooms, living rm., dining rm., kitchen, 2 bathrooms) and 2 retro-fit sliding glass doors (dining rm, bedroom)
 - **Attach simple site plan only**** http://www.moval.org/city_hall/forms/building-safety/WindowReplacementRequirements.pdf

➤ ****REQUIRED FOR UPLOAD AFTER PERMIT RECORD IS CREATED** – complete site plan with detail list of the window/door type, height, etc. per the guideline (see above link)

****DOCUMENT TYPE = SUPPORTING DOCUMENTS**

- **Residential Minor Construction (can be a combination of multiple trades)**
 - Select ALL OTHER PERMITS
 - EXAMPLE PROJECT NAME = CONSTRUCTION [property owner] residence
 - EXAMPLE DESCRIPTION = Replace 2 toilets, 2 faucets, 2 vanities, new electrical outlets/switches, 10 can lights, 1 ceiling fan, 10 LF new interior wall, 7 retrofit windows, 1 patio sliding door, (1) tub to shower, relocate overhead vents, replace stucco on exterior
 - **Attach simple floor plan only showing location/scope of work****

****REQUIRED FOR UPLOAD AFTER PERMIT RECORD IS CREATED** – floor plan as previously attached w/ additional details as needed (example elevations of framing)

****DOCUMENT TYPE = SUPPORTING DOCUMENTS**

➤ **Residential Pool/Spa construction**

http://www.moval.org/city_hall/forms/building-safety/pool-safety-features.pdf

- Select ALL OTHER PERMITS
- EXAMPLE PROJECT NAME = POOL/SPA [property owner] residence
- EXAMPLE DESCRIPTION = 500 SF gunite pool with 100 SF spa, rock slide, grotto, pool equipment, electrical lighting and stub outs for future BBQ and fire pit
- **Attach site plan only showing location/scope of work****

****REQUIRED FOR UPLOAD AFTER PERMIT RECORD IS CREATED** – full site plan and wetstamped engineered specifications/calculations, with signed city standard pool safety features form. (see above link)

****DOCUMENT TYPE = SUPPORTING DOCUMENTS**

➤ **Residential Pool/Spa demolition**

- Select ALL OTHER PERMITS
- EXAMPLE PROJECT NAME = POOL/SPA demolition [property owner] residence
- EXAMPLE DESCRIPTION = 1000 SF pool and 100 SF spa demolition
- **Attach site plan only showing location/scope of work****

****REQUIRED FOR UPLOAD AFTER PERMIT RECORD IS CREATED** – site plan showing location of pool to be demolished

****DOCUMENT TYPE = OTHER ATTACHMENTS**

➤ **Commercial Certificate of Occupancy (CofO) - *change of business or change of owner only – no construction***

- Select ALL OTHER PERMITS
- Attach completed CofO application and floor plan (labeling the rooms with dimensions)
- EXAMPLE PROJECT NAME = COFO - [business name] –[suite #] - [xxxx] SF
- EXAMPLE DESCRIPTION = COFO - [business name] – [suite #] - [xxxx] SF – no changes from prior approved business – [MVU or SCE] release
- VALUATION = input \$0 (no construction changes)
- **ATTACH THE FOLLOWING WITH YOUR APPLICATION:**
 - ~ Completed CofO packet (all forms) located at http://www.moval.org/city_hall/forms/building-safety/Certificate-of-Occupancy-Packet.pdf
 - ~ Floor plan showing the layout/design of your business
 - ~ Site plan showing the location of your business within the commercial parcel
 - ~ Either completed business license or proof of business license application online submittal at <https://morenovalley.hdlgov.com/Apply/GettingStarted/BusinessLicense>
 - ~ Any other required forms per the front page of the CofO packet

➤ **Commercial Wall Signs** (after Planning sign approval and Certificate of Occupancy for business)

- Select ALL OTHER PERMITS
- Reference the approved Planning record in description (PSN#)
- EXAMPLE PROJECT NAME = WALL SIGN - [business name]
- EXAMPLE DESCRIPTION = Wall sign for [business name] – [suite #] – [# of signs and description of them] – [PSN#]
- **No attachments required with application****

****REQUIRED FOR UPLOAD AFTER PERMIT RECORD IS CREATED** – Planning approved/stamped plans

****DOCUMENT TYPE = SUPPORTING DOCUMENTS**

➤ **Commercial or Residential Demolition permit**

- Select ALL OTHER PERMITS
- EXAMPLE PROJECT NAME = DEMO – [address] – ref: [CCR/BSR/BNV # as applicable]
- EXAMPLE DESCRIPTION = Full demolition of SFD due to structural integrity issues after fire per BSR21-xxxx report
- **Attach a simple site plan of location of demolition****

****REQUIRED FOR UPLOAD AFTER PERMIT RECORD IS CREATED** Attach 1) Asbestos report, 2) AQMD 10 day notice, 3) BSR or BNV assessment report, and 4) site plan

****DOCUMENT TYPE = OTHER ATTACHMENTS**

- **Power Pole/Meter box (temp power pole for construction trailer/construction, meter box for irrigation/lighting, etc.)**
 - 1) Must submit address request form with your online application
 - Input "0" (zero) as street number and select SEARCH to select "0 Unassigned" as the address
 - Use APN of exact location of meter
 - Select ALL OTHER PERMITS
 - EXAMPLE PROJECT NAME = NEW temp power pole for construction trailer (approved under PTUxx-xxxx)
 - EXAMPLE DESCRIPTION = 200 amp meter & poles to power construction trailer and equipment
 - **Attach clear site plan showing the location of the scope of work AND a completed address request form.****

****REQUIRED FOR UPLOAD AFTER PERMIT RECORD IS CREATED:**

****DOCUMENT TYPE = DOCUMENT TYPE = SUPPORTING DOCUMENTS for site plan, showing work and new address (which will be on the record #)**

****NOTE: address will need to be created first and then you'll add it to your site plan before uploading**

City of Moreno Valley Sheet Numbering / Sheet Order Guide

* = designates USNCS Standard V6

Sheet Numbering Format:

{Discipline Code}{Sheet Type}{Sheet Number}

A = Alpha character & N = Numerical Character

{AA}{N}{NN}

{AA} - 2 characters - see *Discipline Code* below

either 2 alphas, or 1 alpha with a hyphen

{N} - 1 character - see *Sheet Type* below

{NN} - 2 characters - see *Sheet Numbering* below

Sheet Numbering Examples:

Architectural, Plans, 3rd sheet A-103

Architectural Demo, Plans, 3rd sheet AD103

Architectural Demo, Elevations, 1st sheet A-201

Electrical, General Notes, 1st sheet E-001

Site Plan, Plans, 1st sheet SP-101

Site Plan, Details, 1st sheet SP-501

Interiors, Elevations, 3rd sheet I-203

Discipline Code	Discipline Description	Sheet Type	Sheet Type Description	Sheet Numbering
CS	Cover Sheet/Title Sheet	0	General Notes, Symbol legend, abbreviation list, etc.	01
CA	Conditions of Approval	1	Plans	02
H-*	Hazardous Materials	2	Elevations	03
G-*	General	3	Sections	04
SP	Site Plan	4	Large Scale Drawings plans, elevations, sections (NOT DETAILS)	05
A-*	Architectural	5	Details	06
AD	Architectural Demo / Details / Accessibility	6	Schedules and Diagrams	07
S-*	Structural	7	User Defined	...
SD	Structural Details	8	User Defined	98
E-*	Electrical	9	3D Drawings, isometrics, perspective, photos, etc.	99
EL	Electrical Lighting			
EP	Electrical Power			
ES	Photometrics			
M-*	Mechanical			
MP	Mechanical Piping			
P-*	Plumbing			
EN	Title 24 / Energy documents			
Q-*	Equipment			
R-*	Resource			
X-*	Other Disciplines			
F-*	Fire Protection			
FA	Fire Alarm			
FS	Fire Sprinklers			
FX	Fire Suppression			
V-*	Survey/Mapping			
B-*	Geotechnical			
W-*	Distributed Energy			
C-*	Civil			
CD	Civil Demolition			
CG	Civil Grading			
L-*	Landscape			
LI	Landscape Irrigation			
PG	Preliminary/Grading Plan			
I-*	Interiors			
IN	Interior Design			
D-*	Process			
TI	Telecommunications Intercom			
TT	Telecommunications Telephone			
Z-*	Contractor/Shop Drawings			
O-*	Operations			
T-*	Telecommunications			
Y-	Security			
QL	Laboratory Equipment			
DAB				
1	Numeric (e.g. Land Development submittals)			
2	"			
3	"			
4	"			
5	"			
6	"			
....	"			
98	"			
99	"			

Residential room additions, major remodels or damage repairs

- Select ALL OTHER PERMITS
- EXAMPLE PROJECT NAME = REMODEL (or ADDITION) at [address]
- EXAMPLE DESCRIPTION = Remodel existing 200 SF dining room into kitchen expansion includes MEP's and construct new 300 SF dining room and family room addition to existing 1200 SF home
- **Attach plans ONLY for reference/review to create the permit record****

****REQUIRED FOR UPLOAD AFTER PERMIT RECORD IS CREATED:**

****DOCUMENT TYPE = PLANS for all full size plans** (preferable to be 1 PDF, not separate files)

****DOCUMENT TYPE = SUPPORTING DOCUMENTS for letter size documents** (calcs, specs, reports, etc.)

➤ **New Single Family Dwellings (SFD) or Duplex or New Accessory Dwelling Units (ADU)**

- 2) Must have Planning Entitlement completed before submitting construction plans to Building
 - 3) Must submit address request form and have confirmation of new address via address letter
- Select ALL OTHER PERMITS
 - EXAMPLE PROJECT NAME = NEW SFD (or DUPLEX) 3600 SF custom home w/ 1000 SF Garage
 - EXAMPLE DESCRIPTION = New 3600 SF 4 bed/2 bath custom home with 1000 SF 3 car garage
 - **Attach address letter and plans ONLY for reference/review to create the permit record****

****REQUIRED FOR UPLOAD AFTER PERMIT RECORD IS CREATED:**

****DOCUMENT TYPE = PLANS for all full size plans** (preferable to be 1 PDF, not separate files)

****DOCUMENT TYPE = SUPPORTING DOCUMENTS for letter size documents** (calcs, specs, reports, etc.)

➤ **New Commerical or Industrial Buildings or Multi-Family Buildings (Hotels/Motels/Apartments/Condos/Townhomes...)**

- 1) Must have Planning Entitlement completed before submitting construction plans to Building
 - 2) Must submit address request form and have confirmation of new address(es)
- Select ALL OTHER PERMITS
 - EXAMPLE PROJECT NAME = NEW 10,000 SF commercial center "ABC Village"
 - EXAMPLE DESCRIPTION = New 10,000 SF "ABC Village" commercial center – (1) 5000 SF shell anchor store, (5) shell suites (1000 SF each), trash enclosure, 10 lightpoles, one grease interceptor for future restaurant
 - **Attach address letter and plans ONLY for reference/review to create the permit record and completed Fire Survey http://www.moval.org/city_hall/departments/fire/pdfs/fire-plan-review.pdf****

****REQUIRED FOR UPLOAD AFTER PERMIT RECORD IS CREATED:**

****DOCUMENT TYPE = PLANS for all full size plans** (preferable to be 1 PDF, not separate files)

****DOCUMENT TYPE = SUPPORTING DOCUMENTS for letter size documents** (calcs, specs, reports, etc.)

➤ **Tenant Improvement (TI's) to existing Commerical or Industrial Buildings**

NOTE: Depending on scope of changes, prior Planning Entitlement may be required. Contact them at 951-413-3206 to confirm

- Select ALL OTHER PERMITS
- Attach cover sheet with complete scope of work listed and floor plan sheet
- Attach completed Fire Survey http://www.moval.org/city_hall/departments/fire/pdfs/fire-plan-review.pdf
- EXAMPLE PROJECT NAME = TI for "AZ business" – [suite # if any]
- EXAMPLE DESCRIPTION = Remodel existing 2000 SF commercial suite #A1 with electrical, plumbing, mechanical changes to create office spaces and new restroom
- **Attach plans ONLY for reference/review to create the permit record and completed Fire Survey http://www.moval.org/city_hall/departments/fire/pdfs/fire-plan-review.pdf****

****REQUIRED FOR UPLOAD AFTER PERMIT RECORD IS CREATED:**

****DOCUMENT TYPE = PLANS for all full size plans** (preferable to be 1 PDF, not separate files)

****DOCUMENT TYPE = SUPPORTING DOCUMENTS for letter size documents** (calcs, specs, reports, etc.)

➤ **New Commerical Pool and/or Spa**

- 1) Must have Planning Entitlement completed for project before submitting construction plans to Building
- Select ALL OTHER PERMITS
 - EXAMPLE PROJECT NAME = NEW pool and spa for “ABC Hotel”
 - EXAMPLE DESCRIPTION = New 1000 SF pool and 100 SF spa for “ABC Hotel”, includes 100 SF pump/equipment room and 200 SF restroom building and 2000 LF 6’H wrought iron fencing/gates
 - **Attach cover sheet and architectural sheets for reference/review to create the permit record****

****REQUIRED FOR UPLOAD AFTER PERMIT RECORD IS CREATED:**

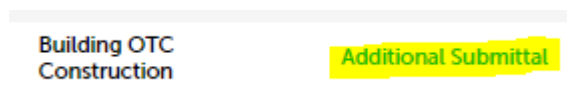
****DOCUMENT TYPE = PLANS for all full size plans** (preferable to be 1 PDF, not separate files)

****DOCUMENT TYPE = SUPPORTING DOCUMENTS for letter size documents** (calcs, specs, reports, etc.)

➤

Online Applications cont'd – Revisions to Approved Plans or Deferred Submittal

For Revisions/Deferreds to any Digital Plan Room (DPR) approved plans – Simplicity will have a link next to your Issued Record # in the “My Records” section as ADDITIONAL SUBMITTAL.



Searching by Record # to submit Revisions/Deferred submittals – You can also search for the record an at the bottom of the Record Info screen, under MORE DETAILS, select ADDITIONAL SUBMITTAL.

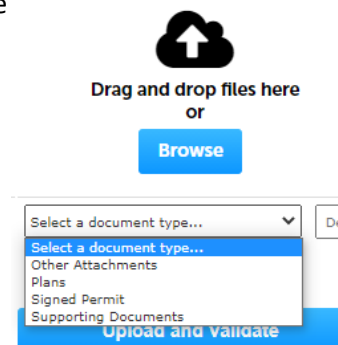


- b) Click that link, select “deferred submittal” or “revisions to approved plans”
- c) Add Project Name = “Revisions to [record #] for [residence or business name]” or “Deferred Truss Calcs for [record #] – [XYZ building]”
- d) Add Description = Summary of changes from the original approved plans to these new changed sheets
- e) If changes are lengthy, attach a written narrative and select as OTHER ATTACHMENTS
- f) Upload ONLY the changed or new plan sheets (DPR will slip sheet these into the original approved plan set)
- g) Upload a COMPLETE document if changed or added (DPR cannot change slip sheet supporting documents)

For Revisions to original hardcopy approved plans: if the original approved plans were hardcopy (not currently in DPR) you would submit differently.

h) It will be the same process EXCEPT you will need to submit the following in the upload portion:

- a) Upload scanned PDF of entire approved job set (plans & all documents) for reference
 - Document Type = ATTACHMENTS (not plans)
 - Document Description = “approved job set”
- b) Upload any original job set of supporting documents that remain the same
 - Document Type = SUPPORTING DOCUMENTS
 - Document Description = “original job set of [calcs/specs/report]”
- c) Upload any NEW supporting documents (e.g if calcs/specs/reports changed)
 - Document Type = SUPPORTING DOCUMENTS
 - Document Description = “revised [calcs/specs/report]”
- d) Upload FULL set of revised plans (not just changed sheets) with changes clouded and deltas. Coversheet should also include the delta and indicate which sheets changed in this revision in the sheet index
 - Document Type = PLANS
 - Document Description = “revised plans”



NOTE: If changes are lengthy, attach a written narrative and select as OTHER ATTACHMENTS

Contact our office at 951-413-3350 or permitcounter@moval.org before proceeding to get the latest information or if you have questions.

ON-LINE PAYMENT / ADD TO CART TOOL

1) Once created, search for your **RECORD NUMBER** in **GENERAL SEARCH** or look in the **MY RECORDS** section (if you submitted the original application)

1. *always include the dash as part of the record #*
2. *Do not enter address and record # (either but not both)*
3. *The first 3 characters of a record # are always letters, so it would be an letter O, not the number zero*
4. *Never put the street type with the name (example: Main, not Main St)*
5. *If you enter a range of addresses in the Street No. section you'll also get any addresses across the street as it cannot give just odd or just even addresses*
6. *For just one address, you still must enter the one Street # in the From and To sections*

Search Records

General Search

Street No. Street Name: Parcel No.:

From - To

Record Number: Start Date: End Date:

01/01/2016 03/19/2021

Search Clear

2) Confirm you're in the correct record # by reading the description. Once you've confirmed it's the correct record, click on **PAYMENT** tab, and then **FEES** in that pull down menu.

Record Status: IN REVIEW

Record Info Payments

Fees Fees

Note: Refunds can take 6 weeks processing when you pay the wrong permit.

3) Click **ADD TO CART** on the far right of screen.

Note: If you do not see this, see Important Information in Registration Section.

Record BFC20-0057:

Building Full Review Commercial

Record Status: In Review

Record Info ▾ **Payments** ▾

[Add to cart](#)
[Add to collection](#)

Fees

Paid:

Date	Invoice Number	Amount	
03/23/2020	125880	\$231.00	
03/23/2020	125880	\$225.00	View Details
03/23/2020	125880	\$1,540.00	
03/23/2020	125880	\$187.00	View Details
03/23/2020	125880	\$1,017.00	

< Prev Additional Results: 1 2 Next >

Total paid fees: \$3,354.00

4) Click CART icon, at the top right, to proceed with payment. The system will route you to a specific payment portal to pay with MasterCard or Visa only.

Note: If you do not see this, see Important Information in Registration Section

City of Moreno Valley
COMMUNITY DEVELOPMENT

SIMPLICITY
DEVELOPMENT JUST GOT EASIER!

Logged in as: Danae E Scott Collections (6) ▾ **Cart (0)** Reports (1) ▾ Account Manager

DEVELOPMENT SERVICES COUNTER HOURS

5) From the Cart, you can pay for multiple permits or just single permits

7. Click CHECKOUT when all items are in your cart to pay
8. Click CONTINUE SEARCHING to open additional records and repeat steps 1-4 for each record to continue adding all permits to your cart. Then select CHECK OUT when complete.
9. If you added a permit # in error, you can delete it by EDIT CART. You cannot pay only certain fees on an invoice. The entire amount must be paid.

Checkout » Edit Cart » Continue Searching»

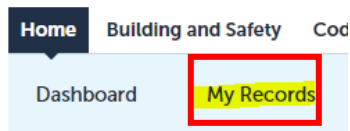
UPLOADS/ATTACHMENTS TO YOUR RECORD

- 1) When required by the Building Dept. to upload documents (e.g. receipt, plans, specs, calcs, signed permits, owner/builder form, notarized letter, CofO packets, etc.), this must be done via SimpliCITY.

****Note: this only works if you submitted the application that is related to that record OR City Staff manually adds your registered user info to the record.****

- 2) After logging into SimpliCITY, from your Dashboard page, click on MY RECORDS.

DEVELOPMENT SERVICES COUN
City Hall is currently closed due to
City staff is available by phone on
Monday through Thursday 7:30AM



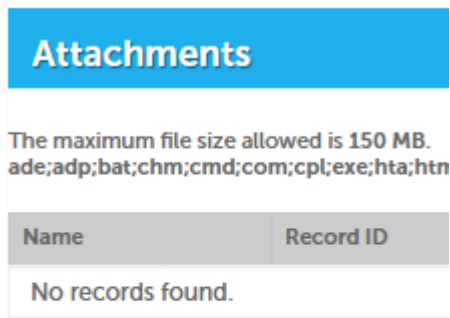
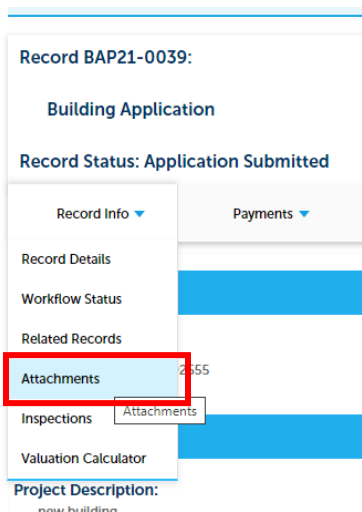
- 3) Click on the record # if you need to submit ATTACHMENTS (like signed permits, photos, clarification, etc.). Then see Step 5-6.
- 4) Click on UPLOAD PLANS if you were notified to upload a plan submittal package. The email gives further tutorials on uploading plans.

Showing 1-10 of 100+ | Download results | Add to collection | Add to cart

<input type="checkbox"/>	Record Number	Address	Description	Status	Date	Related Records	Record Type	Action
<input type="checkbox"/>	BOC21-0012 R001	12345 CLOUDBURST TR, MORENO VALLEY CA 92555	revised electrical	In Review	03/18/2021	1	Building Plan Check Revisions to Approved Plans	
<input type="checkbox"/>	BAP21-0039	12345 ELF OWL LN, MORENO VALLEY CA 92555	new building 1000 sf and trash enclosure and 100LF walls	Application Submitted	03/18/2021	0	Building Application	
<input type="checkbox"/>	BFP21-0004	12345 CLOUDBURST TR, MORENO VALLEY CA 92555	Test for training - full review permit - need upload	Submittal Received	03/18/2021	3	Building Full Review Pool/Spa	Upload Plans

- 5) From the record main screen, under RECORD INFO > ATTACHMENTS for items like signed permits, photos, clarification documents

- 6) Click the add button and follow directions to add the applicable documents. Verify you are in the correct record # before proceeding.



PROJECT MANAGEMENT / ADD TO COLLECTION TOOL

1) To save time managing your projects but not having to search for your record # every time follow these steps to create multiple “collections”.

10. Search for your permit number(s) for a particular project, or week’s worth of submittals, etc.
11. Open the record # and click the ADD TO COLLECTION at the far right.
12. Select either “...Existing Collection” or “...New Collection” with a name and description for your collection (example: “ABC industrial building” or “Solar submittals week of 4/4/21”).
13. Select the Add button to save your work.

Add to cart
Add to collection

Add to cart

Add to Existing Collection
--Select--

Create a New Collection
*Name:
Description:

Add Cancel

2) This allows you to create your own custom collection of record #'s. You can add any combination of Land, Planning, Fire, or Building records to your custom collection

You can access these records easily from your DASHBOARD (example below).

Home Building and Safety Code Compliance Fire Prevention Land Development Planning Special Districts Transportation

Dashboard My Records

Hello, Danae E Scott

Saved in Cart (0) View Cart

There are no items in your shopping cart right now.

My Collection (6) View Collections

1 Records	test record Last Updated 12/04/2020
0 Records	BFS DPR Last Updated 10/04/2020
0 Records	BFR DPR Last Updated 10/04/2020
1 Records	BFP DPR Last Updated 10/04/2020

3) Click on **VIEW COLLECTIONS** on the far right to see the list of your collections. Click on the Collection you want to view by selecting the Collection name (in blue). You can also delete collections that you no longer need to track by clicking the Delete button on the far right

NOTE: You cannot retrieve that collection once you click DELETE. You'd have to recreate it.

Collections

Your selected records are listed below for quick and simple access. To manage a collection, click the collection name.

Showing 1-6 of 6

Date Modified	Name	Description	Number of Records	
10/04/2020	BFC DPR		0	Delete
10/04/2020	BFP DPR		1	Delete
10/04/2020	BFR DPR		0	Delete
10/04/2020	BFS DPR		0	Delete
10/04/2020	BFT DPR		0	Delete
12/04/2020	test record		1	Delete

4) Click on the **RECORD NUMBER** inside that collection if you want to view it.

5) Once you're in the record you want, click on **RECORD INFO**, then **WORKFLOW STATUS**.

6) The green checkmarks mean that task is completed. An hourglass means that is in process. Click the black arrow to see additional details for that task.

Create an Application Search Records

Record BFR21-0013:

Building Full Review Residential

Record Status: Issued

Record Info Plan Room P:

Record Details

Workflow Status

Related Recd Workflow Status

Attachments 2555

Inspections

Project Description:

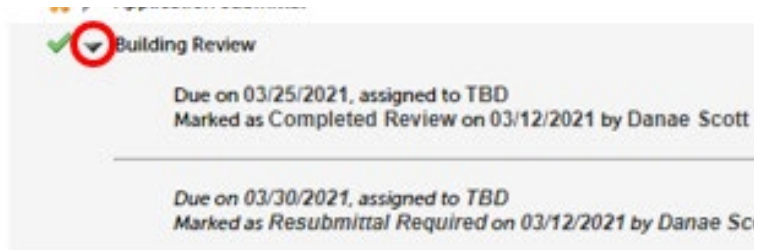
REVISIONS_UAT_MOVAL_BLDG_DEFERRED CREATE
 REVISION RECORD
 REVISIONS_UAT_MOVAL_BLDG_DEFERRED CREATE
 REVISION RECORD

▶ More Details

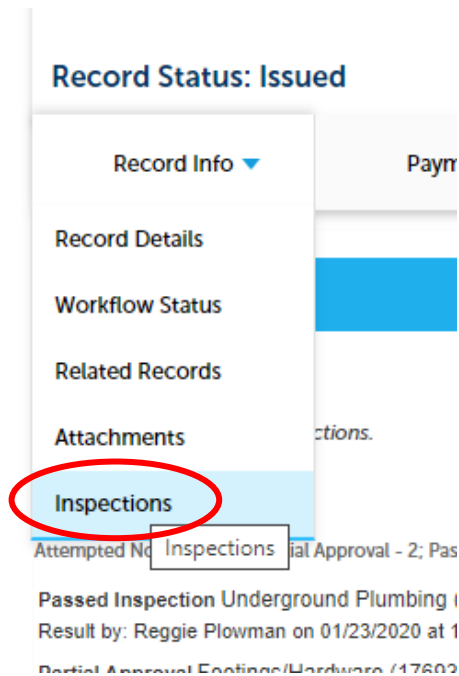
Workflow Status

- Application Submittal
- Building Review**
 - Due on 03/25/2021, assigned to TBD
Marked as Completed Review on 03/12/2021 by Danae Scott
 - Due on 03/30/2021, assigned to TBD
Marked as Resubmittal Required on 03/12/2021 by Danae Scott
- Planning Review
- Fire Review
- Land Development Review
- Parks Review
- Permit Review Decisions
- Issuance Approvals
- Ready to Issue
- Inspections
- Occupancy Approvals
- Temporary Occupancy
- Final Inspection

7) The black triangle arrows next to the icons allow you to expand or collapse the task to view additional information such as estimated due date, plan check status, who the task is assigned to (as applicable), etc.

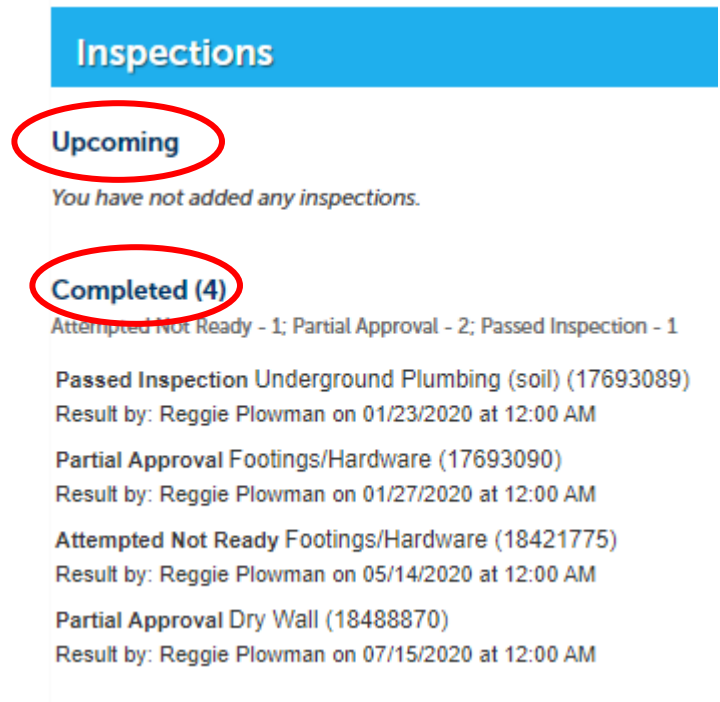


8) Once the permit is issued, you can easily view the inspections that have taken and what inspections are scheduled by selecting RECORD INFO, then INSPECTIONS



9) This will allow you to track if inspections have been scheduled and what their status is from here.

You can check if someone actually called in an inspection and the date it's scheduled for.



With this valuable project management tool, you will know exactly which department to contact directly. You can contact those departments with open folders and track the status of your project 24/7.

A listing of department and utility contacts can easily be found toward the bottom of the following webpage: http://www.moval.org/city_hall/developer_zone.shtml

If you have any problems with submitting BUILDING PERMITS, please contact our Department via email or phone at 951-413-3350 or permitcounter@moval.org.