



Revised 1/2/23 (B)

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### IMPORTANT INFORMATION BEFORE STARTING

- THIS IS NOT A MOBILE APP. You must access SimpliCITY via a computer/laptop only.
- If your screen does not show items (example: "Add to Cart") as this instruction shows, change your screen resolution to "recommended settings" so the entire webpage can be viewed.
- If you get an error attempting to open SimpliCITY, clear your cache/browsing data on your computer. Search online for instructions per your specific browser (i.e. Google Chrome, Microsoft Edge)
- The visuals in this document are for example only, they do not list your specific record number.
- We'd advise you not to bookmark the SimpliCITY portal but instead bookmark the City's website [www.moval.org](http://www.moval.org). Sometimes links/bookmarks are broken when updates are made to the system.

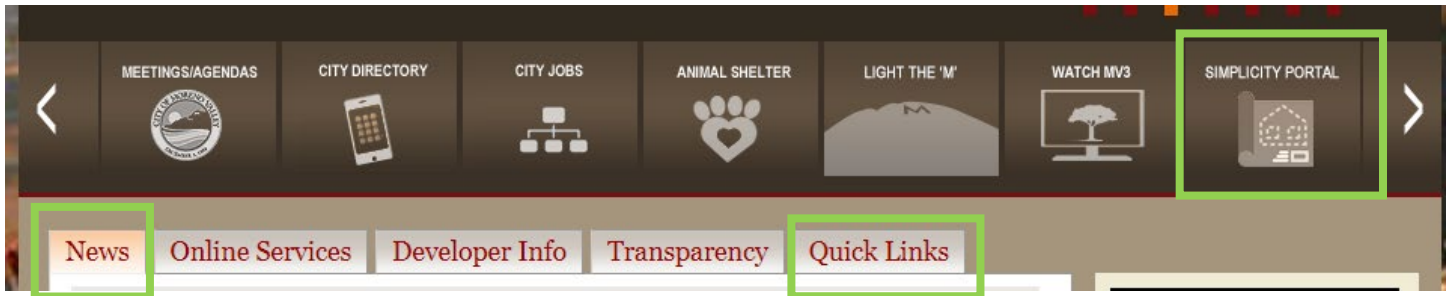
## GETTING STARTED

1) On the City's website [www.moval.org](http://www.moval.org), there are multiple ways to get to the SimpliCITY portal. The main ones can be located as follows:

- Select the "Quick Links" tab and click the "SimpliCITY" box
- Select the "News" tab and Click the "Submit Plans Electronically"
- Scroll through the menu bar above those tabs and click on SIMPLICITY PORTAL button

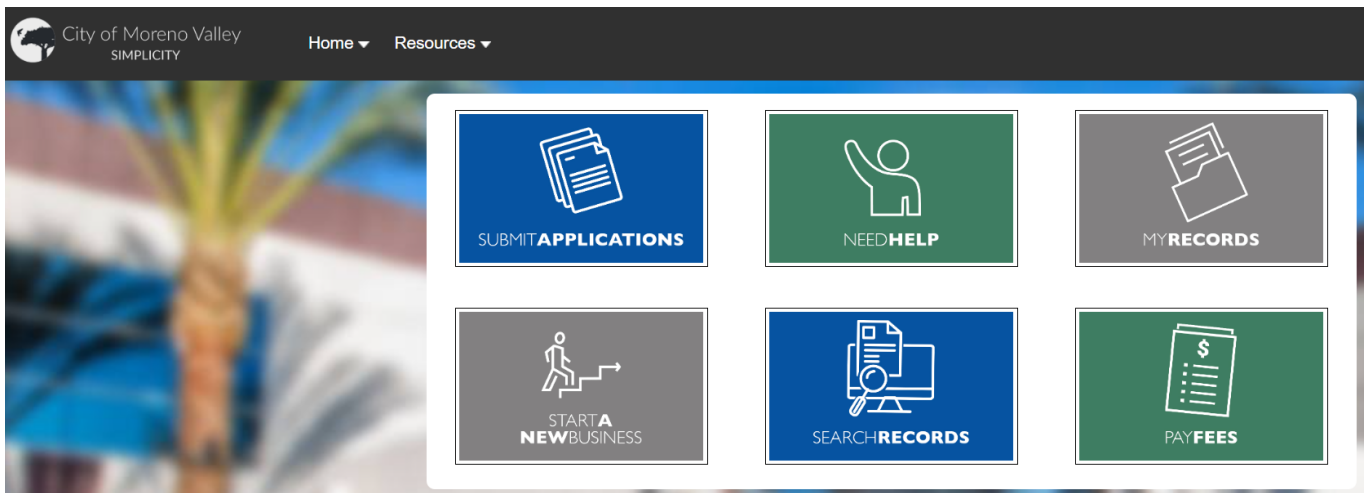


Development just got easier!  
Use Electronic Plan Review in the new Digital Plan Room to submit and review plans for commercial, residential, and industrial development. SimpliCITY saves time and money.



2) As a registered user, SimpliCITY offers you the ability to

- Create and submit online applications that now include uploading your plan documents
- Get helpful information, video tutorials, plan submittal requirements, etc.
- View MY RECORDS, which are the application and records that your account is directly linked
- New Quick Start Information to start a new business
- Search record information for status and historical information
- Pay fees using the record # make online payments,

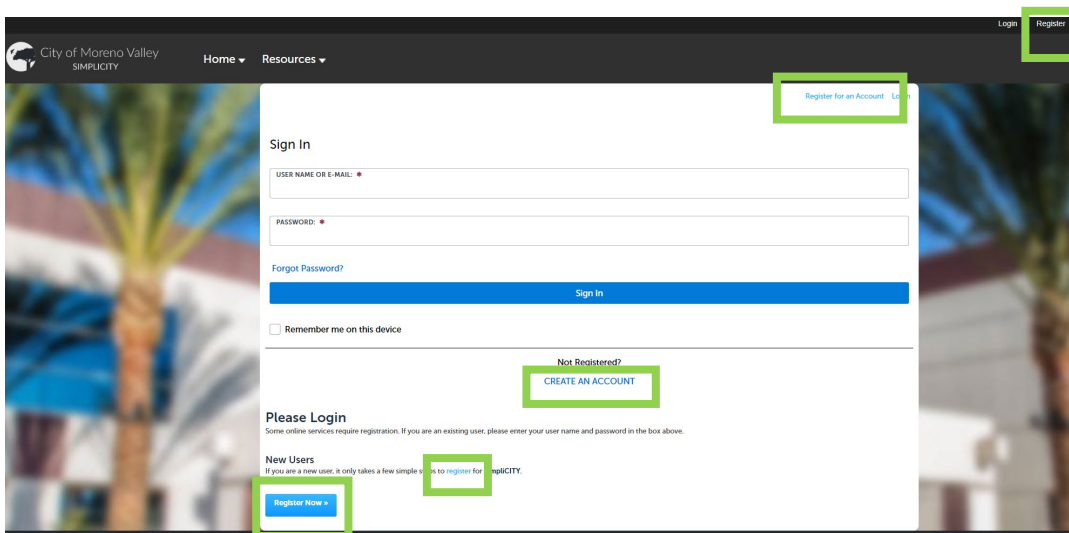


**You have the power of managing your projects even outside of normal business hours through the Moreno Valley's SimpliCITY portal.**

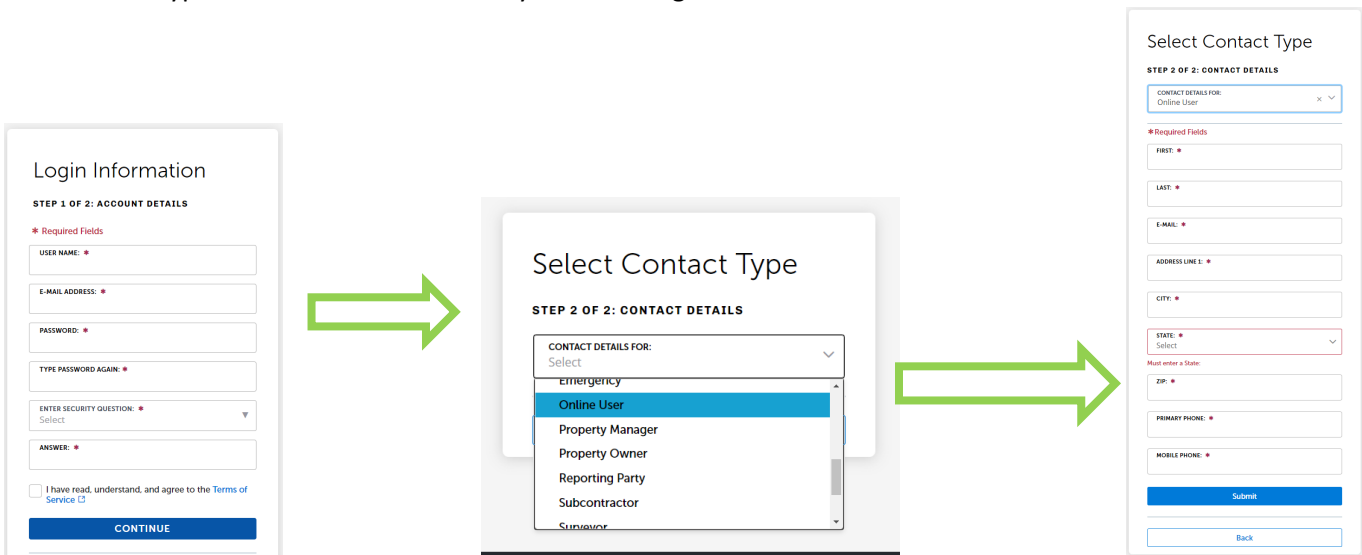
- 3) To perform and research or activity in SimpliCITY you must have your own SimpliCITY account
  - If you already have an account then enter it in the SIGN IN fields (see below)
  - If you need to create an account, there are 5 areas that lead to the same place (highlighted below)

**IMPORTANT INFORMATION ABOUT ACCOUNTS:**

- If you are a single user, this is your personal account, do not share it (example a designer would have their own account and the homeowner would have their separate account)
- If you are a company and have an email distribution group that can simultaneously be working on the same project, use the distribution group email to register. In the top right, select “New Users: Register for an Account”.
- Only the online user has access to make updates to the record. Other contacts’ emails that are added to the application get the same automated emails for their information only.
- Your online user account does not have to be linked to the record in order to pay fees or view status. Refer to “Project Management” section on how you can manage any custom designed list of projects.



- 4) There are 2 simple Log-In Steps. Once saved and registered, you’ll use that information to log in.
  - PLEASE VERIFY THERE ARE NOT TYPOS before proceeding to the next step.
  - Contact Type - Select ONLINE USER only at Initial Registration

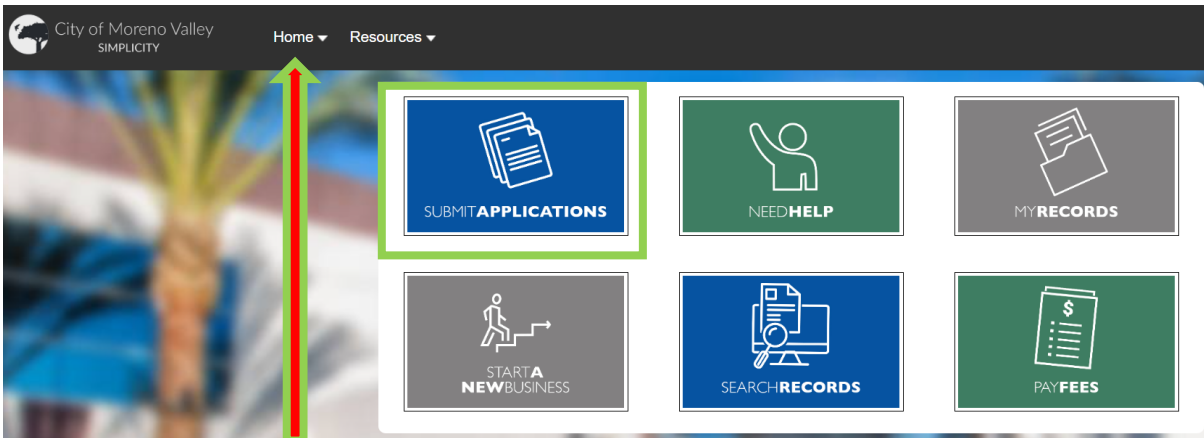


# SUBMIT ONLINE APPLICATIONS

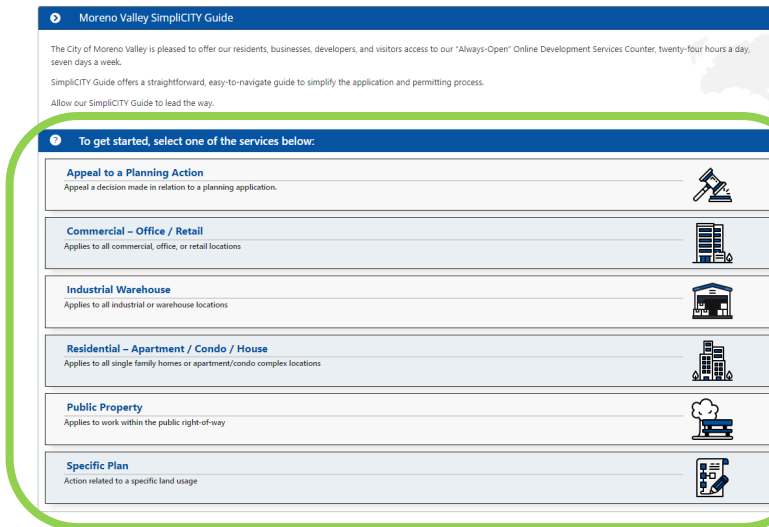
- 1) Contact the appropriate department to discuss proposal and submittal requirements before proceeding. The department contact information is at [www.moval.org](http://www.moval.org) and click DEPARTMENTS tab. Select the department you need and the contact information will be under RESOURCES at the bottom.



- 2) Once you are ready to submit, follow the GETTING STARTED information on page 2 and select SUBMIT APPLICATION.

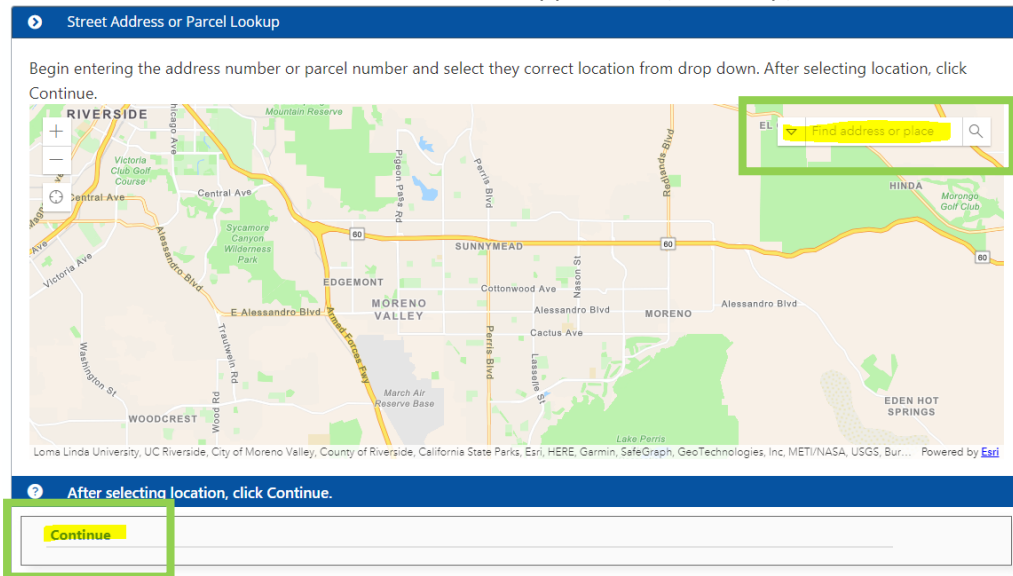


- a. IMPORTANT! If you make a selection error, do NOT click the BACK button (can cause errors). Instead click the HOME tab to return to the main menu to start again.
- b. For file processing requirements, click the NEED HELP button
- c. The SimpliCITY Wizard will ask certain questions to automatically route you to the appropriate application based on your selections. Please read all options in each selection list to make sure you are selecting the most correct answer.

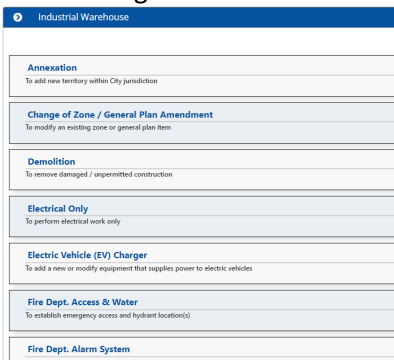


Example of the 1<sup>st</sup> selection list

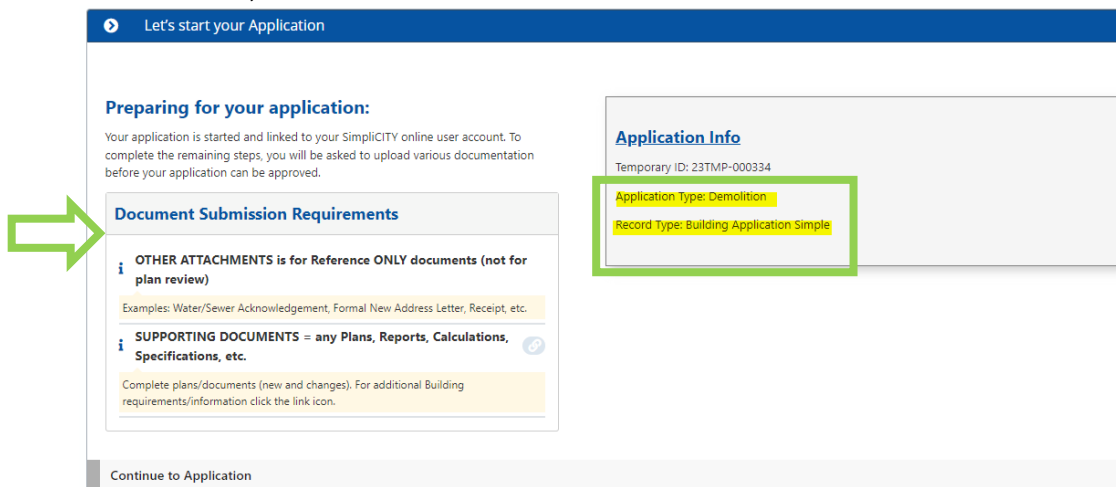
- d. Use the interactive map to select the correct address and/or location for your project. After selecting, click the CONTINUE button below
  - For projects with an address, start by entering **Street #** then then the drop down filter valid Moreno Valley addresses. If you start to type the **Street Name**, it will filter the list further.
  - For projects without an address (e.g. vacant land) but have an APN, enter the APN or zoom into the map and click on the correct parcel.
  - For projects in the public right-of-way (ROW), zoom into the map and click on the approximate location and describe the location in the application (later step).




- e. Next, make the correct selection(s) based on your scope of work. There may be additional selections to make, depending on what you are submitting.

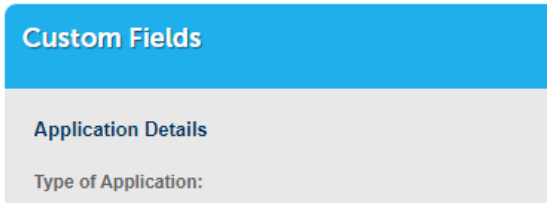


- f. After all selections needed are answered, SimpliCITY will give you the plan upload requirements, give you the department AND type of permit you are applying for. This is not an application yet. If you made an error, click HOME and start over.



- g. CUSTOM FIELDS – read each field completely and answer correctly. Some custom fields have “HELP BUBBLES” to provide additional information. 

**Step 1: Permit Information > Permit Details**

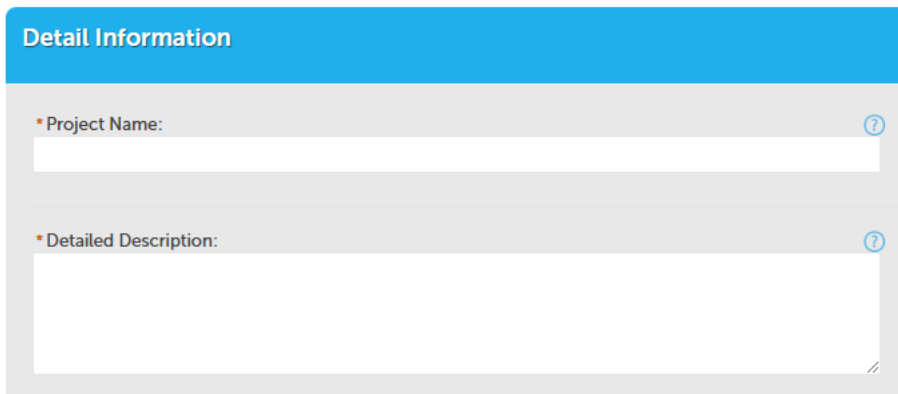


**IMPORTANT!** - If you do not have all the information to complete this section click the SAVE AND RESUME LATER button on the bottom right to save the work you’ve done so far. You can return to it via MY RECORDS section in SimpliCITY.



- h. DETAIL INFORMATION – See the HELP BUBBLES for further information.
- Example of a Project Name – ABC Market – new building & site work
  - Example of a Detailed Description – ABC Market – New 20,000 SF “built to suite” M occupancy with 2 loading docks, refrigeration system, 1000 LF of concrete tilt-up wall, MEP’s and site work (10 light poles and 3 EV chargers - includes Certificate of Occupancy (ref: PEN22-0001)

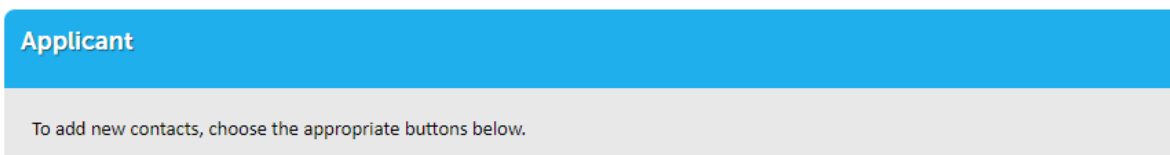
**Step 1: Permit Information > Description of Work**



- i. APPLICANT – SimpliCITY autofills this for you based on who is logged in. The person that should be applying is the one who will be answering and correcting any plan corrections OR be the lead coordinator to have those issues/corrections answered by multiple team members.
- If it is going to be someone else that’s answering those questions, that person needs to create their own SimpliCITY account and you’ll need to request us to manually add that account AFTER your application is created and submitted. (do not give your account to someone else).
  - We’ll need the Contact Name and Email they listed when creating their account from the applicant associated with that record. It must be the original applicant who gives permission to City staff to manually add another online user.

**Step 2: Applicant Information > Applicant**

Applicant is the person applying for this permit. Email is required for applicant to allow for email correspondence.





- j. LICENSED PROFESSIONAL – This is linked to [www.CSLB.ca.gov](http://www.CSLB.ca.gov) and pulls their current data.
  - Follow directions on the page to type in the CSLB license # and click TAB on your keyboard to validate the information
  - This will pull CSLB’s information from their website. You will need to fill in other “starred” information that the CSLB link fill in.

- NOTE: 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](http://www.moval.org/city_hall/forms/building-safety/build-perm-owner-verific0113.pdf)

- k. DESIGNER - this is for project where there is a formal designer/engineer/architect that is responsible for the design. Input their information correctly. They will receive the same automated emails as the applicant but it is for informational only as they don’t have access unless their SimpliCITY account is linked to the record.
  - Select from Account - If the Designer is also the applicant
  - Add New – if the designer is not the applicant

- l. OWNER - this is the PROPERTY OWNER (on title deed), not a business owner/tenant. Input their information correctly.
  - Select from Account - If the Property Owner is also the applicant  
NOTE: if the property owner is completing this application. See NOTE under J regarding the required “Owner/Builder Verification form”
  - Add New – if the Property Owner is not the applicant  
NOTE - If applicant is not the property owner, do not enter your email as their email. Obtain a valid email from the property owner. Inform them it’s to provide automated status of their project. It is an identical email as the applicant receives but is only informational. They do not need to do anything in SimpliCITY (except they can track status).

- m. REVIEW – this is you last chance to correct anything before the online application is saved. If you need additional information. Click the SAVE AND RESUME LATER button.

Step 4: Review

Save and resume later

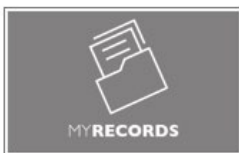
Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

To edit any section click its EDIT button

Edit

- n. CONTINUE APPLICATION – This is the formal step that actually saves and creates an real application # for tracking purposes. You can view all your submitted applications and records in the “My Records” section of SimpliCITY.



o.

**THIS IS NOT THE END OF THE APPLICATION**

If you do not proceed with next step the application has not been formally submitted yet.

- 3) Click the UPLOAD PLANS AND DOCUMENTS button to upload the documents you were previously informed were required at Step 1 and 2f of this section
  - For Upload Assistance, click NEED HELP, to see the plan requirements and scroll to the bottom under RESOURCES and click VIDEO TUTORIALS

Helpful resources



Watch these 2 videos

SimpliCITY Tutorials

Get started using SimpliCity by watching these tutorials.



**\*\*Certain applications will require you to upload your plans & supporting documents directly after creating the application #**

- Follow the directions based on the application selections you made.
- See Section 3 under SUBMIT APPLICATIONS for uploading tutorials

**\*\*Certain applications only require reference attachments section as part of the online application.**

- Follow the directions based on the application selections you made.
- See detailed instructions on that webpage to attach documents properly and save them to your application

**REMINDER...DOCUMENT TYPE IS IMPORTANT!**

Plans = all plan sheets in one PDF (24"x 36") (see pg. 9 for sheet order and numbering)

Supporting Documents = any calculations, reports, specifications, etc.

Other Attachments = items for reference only or what is needed by Permit Tech (not plan reviewer)



# RECOMMENDED SHEET ORDER & NUMBERING

## 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 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	"			

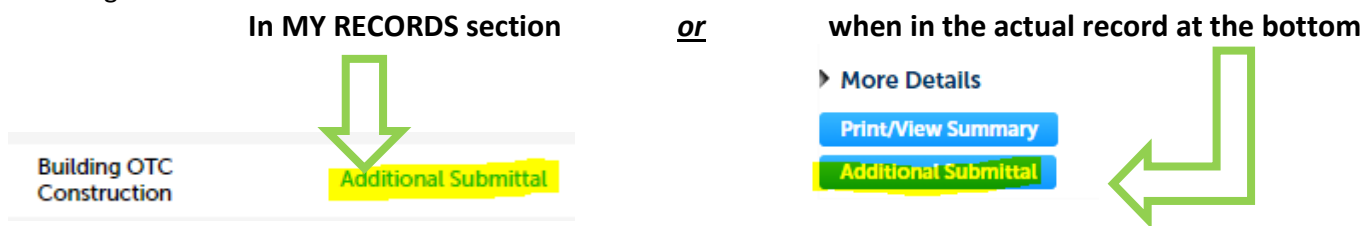
## REVISIONS TO APPROVED PLANS OR DEFERRED SUBMITTAL

- 1) This is ONLY for submittal AFTER the permit has been approved AND issued for construction. If you want to make changes when you are still in the permit issuance phase, you'll need to complete the tasks for permit issuance first, then you can proceed as stated below.

NOTE: Refer to the video tutorial found under the previously mentioned NEED HELP button on the main page.



- 2) **For Revisions/Deferreds to any Digital Plan Room (DPR) approved plans** – SimplicITY has 2 ways to get started



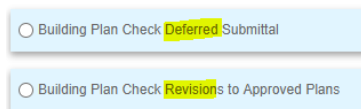
- 3) In either case, select the correct button

- Revisions = revisions to the approved **plans** that either changes or adds additional sheets. If revisions to any **supporting documents**, it must be a complete new set to replace the former

NOTE: the revised title sheet with clouds/deltas in sheet index must be included. Unless otherwise directed, ONLY submit changed or added sheets. SimplicITY will auto slip sheet them for the plan reviewer to access the original and new changes

- Deferred Submittals = pre-approved by the Building Official prior to initial submission to be allowed as a deferred submittal (e.g. truss calcs for tilt up industrial buildings, storefront canopy anchoring, etc.)

NOTE: this is not the same a SEPARATE SUBMITTALS (e.g. fire sprinkler plans, landscape, etc. that are separate plans to be reviewed by different individual departments).



- 4) This will have a Project Name & Detailed Description (like under Online Application step 2h) EXCEPT the do not put the exact same information as the original permit.

- *Project Name example: ABC market field corrections and owner changes*
- *Detailed Description example: list a detailed summary of changes. If too many, list the main overall changes here AND include a detailed itemized narrative/summary (upload as SUPPORTING DOCUMENTS)*

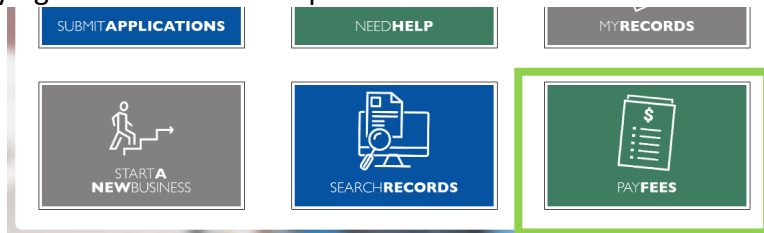
\* Project Name:

\* Detailed Description:

**For Rare cases of Revisions to original hardcopy approved plans: contact that department for process**

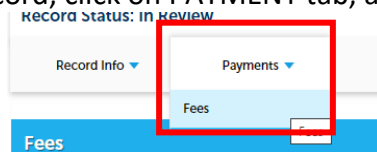
## PAY FEES

- 1) Once an application is converted to a record, an automated email will be sent to pay fees. Search **ONLY** by record #, making sure that every letter and number is correct so that you are not accidentally paying for someone else's permit.



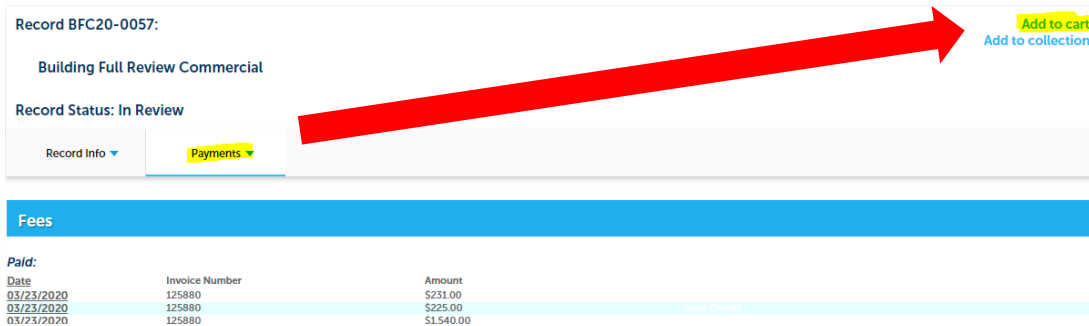
**Note: Refunds can take 6 weeks processing when you pay the wrong permit.**

- 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.



- 3) Click **ADD TO CART** on the far right of screen. You cannot pay for only portions of invoiced fees via SimpliCITY. It must be the entire invoiced amount.

*Note: If you do not see this, see Important Information in Getting Started about screen resolution*



- 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.



DEVELOPMENT SERVICES COUNTER HOURS

**NOTE: From the Cart, you can pay for multiple permits or just single permits**

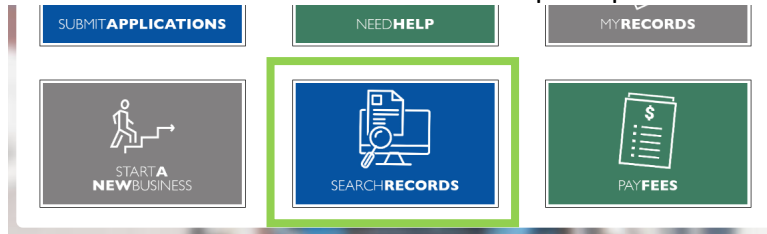
- 5) Click **CONTINUE SEARCHING** to open additional records and repeat steps 1-4 for each record to continue adding all permits to your cart. Then select **CHECK OUT** when complete.
- 6) Click **CHECKOUT** when all items are in your cart to pay  
NOTE: If you added a permit # in error, you can delete it by **EDIT CART**.



- 7) **You must save your receipt immediately as you must upload a PDF of it (finish all upload steps) to return the record to the City for processing. There is no automated notification when applicants pay fees.**

## SEARCH RECORDS

1) Search for records in GENERAL SEARCH. See below for helpful tips.



2) When searching for record #, always include the dash as part of the record #

3) Do not enter address and record # (either option, but not both)

4) All record #'s are as follows:

1. The first 3 characters of a record # are always letters, so it would be an letter O, not the number zero. These relate to the department and record type
2. Next 2 numbers relate to the year the record was created
3. The last 4 numbers after the dash are simply an auto-generated number

5) Never put the street type with the name (example: Main, not Main St)

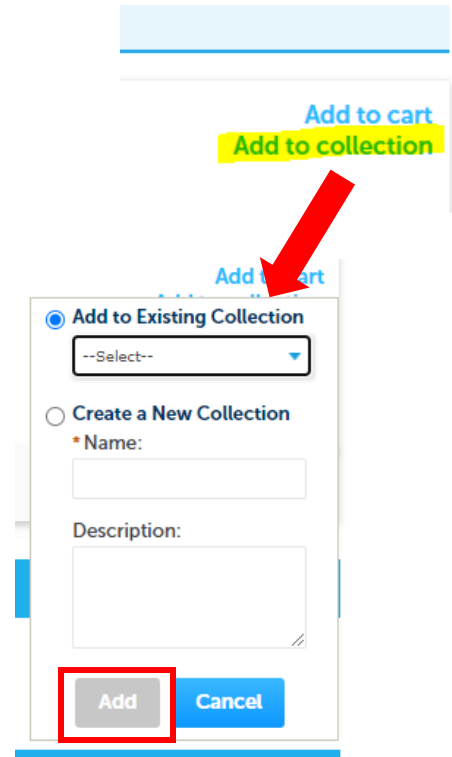
6) If you enter a range of addresses in the Street No. section you'll also get any addresses across the street as it cannot give just odd or just even addresses

7) For just one address, you still must enter the one Street # in the From and To sections

A screenshot of the 'General Search' form. The form has a blue header with the text 'General Search'. Below the header are several input fields: 'Street No.' with 'From' and 'To' sub-fields, 'Street Name', 'Parcel No.', 'Record Number', 'Start Date' (with a calendar icon), and 'End Date' (with a calendar icon). At the bottom of the form are two buttons: 'Search' and 'Clear'. A red arrow points from a light blue box on the left containing a magnifying glass icon and the text 'Search Records' to the 'Search' button.

## 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”.
  - Search for your permit number(s) for a particular project, or week’s worth of submittals, etc.
  - Open the record # and click the ADD TO COLLECTION at the far right.
  - 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”).
  - Select the Add button to save your work.



- 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).

The screenshot shows a user dashboard for Danae E Scott. The top navigation bar includes 'Home', 'Building and Safety', 'Code Compliance', 'Fire Prevention', 'Land Development', 'Planning', 'Special Districts', and 'Transportation'. The 'Dashboard' tab is active. Below the navigation, there are two main sections: 'Saved in Cart (0)' and 'My Collection (6)'. The 'Saved in Cart' section contains the text 'There are no items in your shopping cart right now.' and a 'View Cart' button. The 'My Collection' section contains a list of records: 'test record' (1 record, last updated 12/04/2020), 'BFS DPR' (0 records, last updated 10/04/2020), 'BFR DPR' (0 records, last updated 10/04/2020), and 'BFP DPR' (1 record, last updated 10/04/2020). A 'View Collections' button is highlighted with a red box in the top right corner of the 'My Collection' section.

- 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

- Click on the RECORD NUMBER inside that collection if you want to view it.
- Once you're in the record you want, click on RECORD INFO, then WORKFLOW STATUS.

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 Records

Attachments

Inspections

Project Description:  
REVISIONS\_UAT\_MOVAL\_BLDG\_DEFERRED CREATE  
REVISION RECORD  
REVISIONS\_UAT\_MOVAL\_BLDG\_DEFERRED CREATE  
REVISION RECORD

More Details

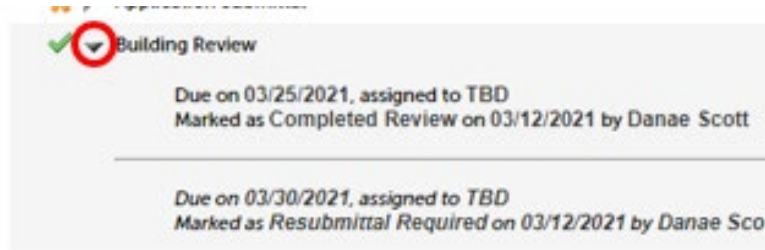
- The green checkmarks mean that task is completed. An hourglass means that is in process. Click the black arrow to see additional details for that task.

**Workflow Status**

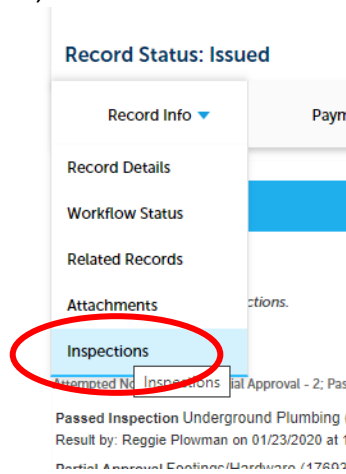
- Application Submittal
- Building Review**
  - Due on 03/25/2021, assigned to TBD  
Marked as Completed Review on 03/12/2021 by Danae Scott
  - Due on 03/30/2021, assigned to TBD  
Marked as Resubmittal Required on 03/12/2021 by Danae Scott
- Planning Review
- Fire Review
- Land Development Review
-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



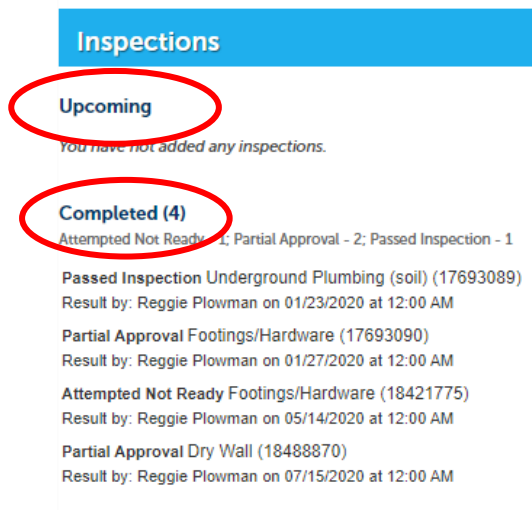
- 7) The black triangle arrows next to the icons allow you to expand or collapse the task to view additional information such as estimated due date, plan check status, who the task is assigned to (as applicable), etc.



- 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: [moval.gov/EDD/dev-helpdesk.html](http://moval.gov/EDD/dev-helpdesk.html)**