



Multi-Family Dwelling Minimum Plan Submittal Requirements

Examples of Multi-Family Dwellings are Tri- & Fourplexes, apartment complex, condominiums, townhomes, etc.. In order for your construction plan submittal to be processed for review, the following items must be included in your submittal. Selecting the correct document type is important in SimpliCITY. Merge all plan sheets into ONE (1) PDF file.

Document Type = PLANS

- Planning Entitlement Record # PEN**_____ - _____ **Conditions of Approval** (preferably copied onto plan sheets)
- Sheet numbering should utilize standardized page numbering (see Page 5 – SimpliCITY’s automated page sorting order).
- You have obtained valid NEW City Address(es)** – This can be requested after FINAL MAP is approved. Follow instructions in the “New Address Request Requirements” at https://moval.gov/city_hall/forms/building-safety/AddressRequest.pdf.
- Title Sheet** (see page 2 for additional details)
- Site Plan** (see page 3 for additional details)
- Floor Plan** - doors, windows, exterior/interior walls, features, complete dimensions, etc.
- Electrical Plan** - location of equipment, switches, outlets, panels, sub-panels, service entrance, load calcs, panel schedules, Single Line Diagram, etc. stamped by appropriate Electrical Engineer
- Plumbing Plan** - location of fixtures routing & size to sewage disposal system, water, gas, isometrics, pipe size, material, lengths, DWV (Drain-Waste-Vent), etc. stamped by appropriate Plumbing Engineer
- Mechanical Plan** - location of equipment like furnace, A/C, HVAC, ductwork diagram, piping sizes, equipment schedules, etc. stamped by the appropriate Mechanical Engineer
- Exterior Elevations of all sides of structure(s)** – including location of illuminated address numbers, showing both new and existing construction
- Construction Notes** - applicable code sections which the structure must comply, material specifications, other notes, etc.
- Foundation Plan** - floor plan, structural details, etc.
- Framing Plan (Wall, Floor and/or Roof)** – layout, elevations
- California Green Building Standards Mandatory Measures**
- Title 24 Energy Calculations** – required signed sheets printed onto plan sheets
- Separate Submittals Section** – list all construction elements that will be separate plans/permit to either Building or other departments (e.g. grading, fire sprinkler, fire alarm, landscape).

Note: for Deferred Submittals - any requested deferred submittal must be authorized by the Building Dept. before listing it as a deferred submittal.

Document Type = SUPPORTING DOCUMENTS

- Soils / GeoTech Report** - for all new foundation construction
- Truss Calculations** – layout plans & structural calculations if not using conventional roof framing (cannot be deferred)
- Structural Calculations** – calculations for construction items that are not using conventional designs / standards



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Document Type = OTHER ATTACHMENTS

- City Approved Address Letter
- This Completed Minimum Plan Requirements Checklist & Acknowledgement (all 4 pages)

A Comprehensive Title Sheet must contain the following (at a minimum):

- Valid NEW City Address(es)
- Assessor's Parcel Number (APN)
- Legal Description of Property
- Complete Scope of Work Statement, listing all aspects of construction for the permit. *IMPORTANT: Anything not listed, regardless of being shown on plans will not be included in permit for construction and is deemed reference only*
- Square Footage (SF) of each structure and any Linear Feet (LF) for any block wall
- Occupancy Group(s)
- Floor Area (SF) for Living Area, Garage, Porch/Patio, Deck, etc.
- Number of Stories
- Construction Type
- Code Editions
- Vicinity Map
- Fire Sprinklers (Yes or No)
- Solar Panel Installation (Yes or No) **NOTE: if "Yes", on site plan, show proposed solar panel layout for reference**
- Sheet Index
- Property Owner's Information
- Plan preparer with name, address, email and phone #
- Signature of designer/architect/engineer of record (electronic signature is acceptable)



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A Comprehensive Site Plan must contain the following (at a minimum):

- North Arrow
- Use, size & dimensioned location of existing and proposed structures
- Any existing or proposed walls, especially retaining walls
- Show and label all property lines
- Location of existing and proposed sewage disposal systems (septic tanks) or public sewer lateral connections
- Zoning Setbacks/easements
- Driveway leading to garage
- Site Drainage – using arrows showing direction of drainage away from foundation

See page 4 for required acknowledgement sheet



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Acknowledgements – read and initial each acknowledgement

- I understand/acknowledge I will hold the City, its officials, directors, officers, employees and agents free and harmless from any claim or liability arising out of any delay or alleged failure to obtain required Release(s) and/or Clearance(s).
- I acknowledge that grading plans will be required as a separate submittal to Land Development and that it will be submitted before or concurrently with my Building construction plan submittal. Delay with grading approvals will delay my project for permit issuance. I will contact them at 951-413-3120 or landdevelopment@moval.org to obtain submittal information.
- I acknowledge that submittals and/or approvals for any required Fire Dept. systems (e.g. fire sprinkler, alarm, underground fire line systems, fire access) will delay my project for permit issuance. I will contact them at 951-413-3370 or fireplancheck@moval.org to obtain submittal information.
- I acknowledge that separate fees for Special Financing Districts will be required for any new dwelling unit. I will contact Special Districts at 951-413-3470 or sdadmin@moval.org for further information and understand that completion is required for permit issuance.
- I acknowledge that my school district will require fees and certification prior to permit issuance. I will contact my applicable school district for further information:
 - MVUSD** 951-571-7500 ext 17376 **OR** **VVUSD** 951-940-6100 VVUSD
- I acknowledge that if a septic tank and leech lines are required, due to distance from existing sewage system lines, I will be required to forward an electronic copy of approved Health Plans to permitcounter@moval.org (list your Building permit record #) prior to permit issuance.
- I acknowledge that solar panel installation is a required separate plan and permit. However, proposed PV layout on Building construction plans is required.
- I acknowledge that a separate plan and permit is required for any pool and/or spa.
- I acknowledge that a separate plan and permit is required for any exterior block walls. There are city standards for retaining, freestanding, combination, and pilasters available at SimpliCITY “NEED HELP” button, then “City Forms” button, then “Building & Safety” button.
- I acknowledge that it is my responsibility as the property owner to contact my applicable water & sewer purveyor(s) to determine their requirements and complete those requirements prior to permit issuance. Failure to obtain the required First Release(s) and/or Final Clearance(s) may result in a delay in permit issuance and/or final occupancy.

checkmark the agencies you have contacted applicable to your project

Water

- Eastern Municipal Water District
951.928.3777
P O Box 8300 Perris, CA 92572-8300
Box Springs Mutual Water Company
Melissa Martinez, Admin. Supervisor
- 951.653.6419
21740 Dracaea Ave. Moreno Valley, CA
92553

Sewer

- Eastern Municipal Water District
951.928.3777
P O Box 8300 Perris, CA 92572-8300
Edgemont Community Services
District
- Jessica Pfalmer, General Manager
951.784.2632
P O Box 5436 Riverside, CA 92517

Septic

- Riverside County
Health Dept
951.955.8980

Designer/Applicant Name (print)	Designer/Applicant Signature	Date
Property Owner Name (print)	Property Owner Signature	Date



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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	08
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	"			

If your plans do not follow this sheet order and numbering system, SimpliCITY will automatically sort your plans per this order.

This will cause your final approved plans to not match your original order when printing them.