



# ADU for YOU

Accessory Dwelling Unit - Step by Step Guide

# planning

## step ONE |

I have confirmed the zoning designation for my property is residential and allows for an Accessory Dwelling Unit by visiting [HERE](#), emailing [planningemail@moval.org](mailto:planningemail@moval.org), or calling 951-413-3206.

## step TWO |

My property is developed with either a single or multiple family residence or I am prepared to submit plans for approval of a new single or multiple family residence at the same time as I submit for my Accessory Dwelling Unit.

## step THREE |

I have reviewed the development standards for my property and am working with a designer to prepare the required plans to ensure that all development standards are met.

# planning

Please note that there are fees associated with new development. Some of which are based on the size of your property and the size of the building you wish to construct. You are encouraged to reach out to the Planning Division by emailing [planningemail@moval.org](mailto:planningemail@moval.org) or calling 951-413-3206 for more information.

# Building & SAFETY

Please have your Plan Designer prepare the following plans.

- Architectural Elevations sheets Four sides
- Floor Plan
- Electrical Plan
- Plumbing Plan
- Mechanical Plan
- Foundations Plan
- Structural Frame Plans 1st floor frame plan, 2nd floor frame plan, roof plans, construction notes, detail sheets
- Truss Calculations and layout plan (if applicable, as determined by the plans designer)
- Energy Calculations
- Solar Plans
- California Green Building Standards Mandatory required sheets.

There are a few additional plans that you may need to prepare which we will walk you through in the next steps.

# fire PREVENTION

## step FOUR |

If your property is located within a High or Very High Fire Severity Zone as identified on the State Fire Hazard Severity Zone Viewer located at <https://egis.fire.ca.gov/FHSZ/> your designer will need to prepare plans that comply with Title 7A (Construction) Title 14 (Fire setbacks), and prepare a Fuel Modification Plan.

## step FIVE |

Your ADU will need fire sprinklers if they are installed in the primary dwelling. Please work with you designer to prepare plans.

# fire PREVENTION

## step SIX |

You will need to have a will serve letter that is less than 12 months old from your water service provider which identifies the amount of water that is available to your property.

If you have a water flow over 1000 gallons per minute at 20 pounds per square inch, you can move to the next step.

If your will serve letter identifies that your water flow is below 1,000 gallons per minute and above 500 gallons per minute at 20 pounds per square inch for one hour, you will need to have a fire sprinkler plan designed for your ADU.

If your will serve letter identifies that you are below 500 gallons per minute at 20 pounds per square inch for one hour, you will need to contact your water service provider to develop a plan for service.

Your service provider is identified on your water bill.

You can reach Eastern Municipal Water District [www.emwd.org](http://www.emwd.org), email [Customerservices@emwd.org](mailto:Customerservices@emwd.org), or call 800-426-3693.

You can reach Box Springs Mutual Water Company at [INFO@BSMWC.ORG](mailto:INFO@BSMWC.ORG) or 951-653-6419.

# fire PREVENTION

## stepSEVEN |

If a fire hydrant is within 400 feet of your property, you can move to the next step.

If a fire hydrant is between 400 feet and 600 feet of your property, you will need to have a fire sprinkler plan designed for your ADU.

If a fire hydrant is greater than 600 feet from your property, please contact your water service provider to develop a plan for service.

You can reach Eastern Municipal Water District [www.emwd.org](http://www.emwd.org), email [Customerservices@emwd.org](mailto:Customerservices@emwd.org), or call 800-426-3693.

You can reach Box Springs Mutual Water Company at [INFO@BSMWC.ORG](mailto:INFO@BSMWC.ORG) or 951-653-6419.

Please note that not all water fixtures that look like fire hydrants are. You will want your designer to confirm that it is a Fire Hydrant. You can confirm by contacting the City Fire Prevention Division by email at [fireprevention@moval.org](mailto:fireprevention@moval.org) or call 951-413-3370.

# fire PREVENTION

## step EIGHT |

If your ADU will be within 150 feet of a City street or fire access road, you can move to Step 10.

If your ADU will be farther than 150 feet from a City street or fire access road, you will need to have a fire sprinkler plan designed for your ADU.

If you do not have a city street or fire access road within 900 feet of your ADU, you will need to have an access road plan designed for your ADU. Standard street and road designs can be found [HERE](#)

## stepNINE |

Your designer will need to prepare a site electrical plan for your ADU.

If you would like to have separate electrical meter for your ADU, you will need to contact your electrical service provider to confirm an additional service can be provided.

You can reach Moreno Valley Utility by visiting [HERE](#), email [mvutility@moval.org](mailto:mvutility@moval.org) or call 844-341-6469.

You can reach Southern California Edison by visiting [www.sce.com](http://www.sce.com), or call 800-655-4555. Additional fees may be required by the electric utility to connect an additional meter.

If you are able and decide to have a second electrical meter, you will need to obtain an encroachment permit for connection work within City right of way.

For more information on encroachment permits please visiting [HERE](#), email [Landdevelopment@moval.org](mailto:Landdevelopment@moval.org), or call 951-413-3120.

The ADU will require a separate address. Addresses are assigned by the Building and Safety Division please contact them for more information by email at [building@moval.org](mailto:building@moval.org) or call 951-413-3350.

## stepTEN |

Your designer will need to prepare a site water plan for your ADU.

If you would like to have separate water meter for your ADU, you will need to contact your water service provider to confirm an additional service can be provided. They will need to provide you with a water service acknowledgment form for the additional meter.

You can reach Eastern Municipal Water District at [www.emwd.org](http://www.emwd.org), email [Customerservices@emwd.org](mailto:Customerservices@emwd.org), or call 800-426-3693.

You can reach Box Springs Mutual Water Company at [INFO@BSMWC.ORG](mailto:INFO@BSMWC.ORG) or 951-653-6419.

If you are able and decide to have a second water meter, you will need to obtain an encroachment permit for connection work within City right of way.

For more information on encroachment permits please visiting [HERE](#), email [Landdevelopment@moval.org](mailto:Landdevelopment@moval.org), or call 951-413-3120.

The ADU will require a separate address. Addresses are assigned by the Building and Safety Division please contact them for more information by email at [building@moval.org](mailto:building@moval.org) or call 951-413-3350.

## stepELEVEN |

If you are currently on sewer, have your designer prepare a sewer plan.

If you are currently on a septic system, you will need to contact the sewer provider for your area to find out if you are within 200 feet of a sewer main and if you will be able to connect.

You can reach Eastern Municipal Water District at [www.emwd.org](http://www.emwd.org), email [Customerservices@emwd.org](mailto:Customerservices@emwd.org), or call 800-426-3693.

You can reach Edgemont Community Services District at [edgemontcsd.specialdistrict.org](http://edgemontcsd.specialdistrict.org), email [jessica@edgemontcsd.org](mailto:jessica@edgemontcsd.org), or call 951-784-2632.

If you are located more than 200 feet from a sewer main, contact the Riverside County Environmental Health Department at 888-722-4234. They also provide information [HERE](#) to assist you in obtaining approval of a septic system.

## stepTWELVE |

Have your designer prepare a detailed Site Plan, Title Cover/Sheet, and a Soils Report.

## step THIRTEEN |

Once all of the plans you have identified above as being required have been prepared and assembled by your designer, please submit your completed Building Plan Set to the Building and Safety Division for Plan Check online [HERE](#).

The number of Plan Checks is dependent on the accuracy of the information provided on the plans. All Plan check comments are provided online through the City's Simplicity portal.

The cost of your Building Plan Check will vary based on the type of ADU you decide to build. For an estimate please contact the Building and Safety Division by email at [building@moval.org](mailto:building@moval.org) or call 951-413-3350. Submittal fees are also available [HERE](#).

## step FOURTEEN

If you plan to move 50 cubic feet of dirt (approximately 38, 40 pound bags of soil you see at your local home improvement store) OR add enough dirt to your property to raise the foundation of your proposed ADU by a minimum of one foot you will need to have your designer prepare a Grading Plan and an Erosion Control Plan. The Plan will need to be submitted to the Land Development Division for Plan Check online [HERE](#).

Submittal fees are available [HERE](#).

The number of Plan Checks is dependent on the accuracy of the information provided on the plans. All Plan check comments are provided through the City City's Simplicity portal. If you have any questions always feel free to contact the Land Development Division by email at [Landdevelopment@moval.org](mailto:Landdevelopment@moval.org), or call 951-413-3120.

Prior to issuance of your grading permit, you will be required to Pay Multiple Species Habitat Conservation Fees. For an estimate, please contact the Planning Division by email at [Planningemail@moval.org](mailto:Planningemail@moval.org), or call 951-413-3206.

## step FIFTEEN

If you are not completing grading as discussed in Step 14 please proceed to the next step.

If you will be completing grading, once the Plan Check for your plan submittal is approved, you may proceed to pull Grading Permits. In order to pull a grading permit you will need to hire a Grading Contractor. If you do not have someone in mind, you may wish to speak with your Grading and Erosion Control Plan Designer or you may want to look at the Contractors State License Board (CSLB) for the State of California [www.cslb.ca.gov](http://www.cslb.ca.gov) While the City cannot recommend contractors, we can assist you in identifying the correct licenses the contractor you hire should have. Feel free to email [Landdevelopment@moval.org](mailto:Landdevelopment@moval.org), or call 951-413-3120.

Please note you may request a fee estimate at any time prior to pulling Grading permits. Land Development Division can be reached by email at [Landdevelopment@moval.org](mailto:Landdevelopment@moval.org), or call 951-413-3120.

Prior to issuance of your grading permit, you will be required to Pay Multiple Species Habitat Conservation Fees. For an estimate please contact the Planning Division by email at [Planningemail@moval.org](mailto:Planningemail@moval.org), or call 951-413-3206.

## stepSIXTEEN |

Prior to the issuance of your Building Permit, you will need to provide the Land Development Division with a copy of your a Pad Certification and Soils Compaction Report.

Pad Certification is a process where your Engineer confirms that the pad has been constructed pursuant to the requirements of the of the Grading Plan.

A Soils Compaction Report is a process where your engineer confirms that the pad has been constructed pursuant to the requirements of the Soils Report.

If a pad was previously established on your property which you intend to utilize for your ADU, you will need to still provide the Pad Certification and a Soils Compaction Report. Recertification of the Pad along with an updated Soils Compaction Report will potentially be required for an existing pad based on various reasons. Please contact the Land Development Division for any questions or clarifications on this requirement at [Landdevelopment@moval.org](mailto:Landdevelopment@moval.org), or call 951-413-3120.

# Special Districts

## step SEVENTEEN

When constructing an ADU on your property, you will be required to annex into appropriate Special District(s) for your area. The Annexation will need to occur before you can obtain an occupancy release, move into, your ADU.

Please contact Special Districts by email at [SDAdmin@moval.org](mailto:SDAdmin@moval.org) or call 951-413-3470 for additional information. Please note that your Property Tax Bill identifies any special districts you are currently within.

## step EIGHTEEN |

Once your Pad has been certified, your Soils compaction report has been accepted by the City and your Building Plan Check has been approved by the City, you will now be able to pull a building permit. Unless you are constructing the ADU as an owner builder, you will need to hire a Contractor. If you do not have someone in mind, you may wish to speak with your Building Plan Designer or you may want to look at the Contractors State License Board (CSLB) for the State of California <https://www.cslb.ca.gov/> While the City cannot recommend contractors, we can assist you in identifying the correct licenses the contractor you hire should have.

You may request a fee estimate at any time prior to pulling Building permits by contacting the Building and Safety Division by email at [building@moval.org](mailto:building@moval.org) or call 951-413-3350.

Please note that Development Impact Fees may be due to your School District prior to the issuance of building permits. For more information on school fees for the Moreno Valley Unified School District please visit [HERE](#), call 951-571-7500, or complete their contact us form [HERE](#). For more information on school fees for the Val Verde Unified School District please visit [HERE](#) or call 951-940-6100.

## step NINETEEN |

During the Construction process you will have various inspections. Please work with your contractor to coordinate these inspections.

Prior to final inspections, payment of Development Impact Fees are required for ADU's exceeding 750 square feet in size. Additionally, annexation into special district must be completed.

Once you have paid applicable fees, been annexed into appropriate Special Districts, and have passed all final inspections you will be granted a certificate of occupancy.