



CITY OF MORENO VALLEY  
Community Development Department  
Building and Safety Division  
**ACCESSORY DWELLING UNIT REQUIREMENTS**

This handout provides a brief overview of the City’s streamlined process for Accessory Dwelling Units (ADUs). A list of department-specific requirements are summarized below. The attached tables provide a summary of ADU requirements. For all requirements applicable to ADUs, please refer to Section 9.09.130 of the Municipal Code.

**PLANNING DIVISION**

- **ADUs plan submittals can be submitted directly to Building Division via SimpliCITY portal** as provided for in Municipal Code Section 9.09.130 (C). Please confirm with Planning staff **prior** to submittal. Hardcopy plans are not accepted.
- **Multi-Species Habitat Conservation Plan (MSHCP) Fee** - A pass-through MSHCP fee will apply for ADUs that are 750 square feet or larger.
- **City’s Development Impact Fees (DIF)** – DIF fees will apply to ADUs that are 750 square feet or larger.

**BUILDING AND SAFETY DIVISION**

- **Address Request** – all Accessory Dwelling Units (ADU’s) require a new address. Once we create the address, you will be sent a “New Address Assignment” letter. Junior ADU’s (JADU) are exempt.
  - **Form:** [https://moval.gov/city\\_hall/forms/building-safety/AddressRequest.pdf](https://moval.gov/city_hall/forms/building-safety/AddressRequest.pdf) (Attach the completed form along with the site plan and floor plan only for reference)
  - **Online Portal Guide:** [https://moval.gov/city\\_hall/forms/building-safety/SimpliCITY-Help.pdf](https://moval.gov/city_hall/forms/building-safety/SimpliCITY-Help.pdf) (Use current House Address for the online application process)
- **Water and Sewer Acknowledgement** - A release for water and sewer is required prior to issuance. Utility Purveyors vary by location. Contact our division to determine your purveyor contacts. A form will be sent to you prior to routing 1<sup>st</sup> submittal to be completed by applicant and property owner.
- **School District Fees** – Your school district will have fees related to creating an additional dwelling unit on your property. District fees vary by school district which is based on location.
- **Junior ADU (JADU)** – JADU’s must have its own entrance but must also have connectivity to the residence. The bathroom may be shared with the residence. An efficiency kitchen is required. A new address is not required (see Municipal Code Section 9.09.130 (G) for more detailed requirements).
- **A pad compaction report** is required for ADUs requiring a new foundation. A soils report may be required as determined by Building & Safety.
- **6 mil (mm) vapor barrier is required** –The ADU plans must specify the installation of 6mil (mm) minimum, with a top-coat slab over the existing concrete. Most garages have a step down and are sloped, so the topcoat slab provides a cover for the 6mil (mm) and also levels the floor for the new remodeled living space.
- **Required Project Plans** - Site Plan (including sufficient information regarding drainage and grading), Roof Plan (include Pitch), Preliminary Floor Plan, and complete Architectural Plan (All Sides of the Structure + Compatibility with Primary Residence). See “[SFD/ADU/Room Addition Guidelines](#)” for complete details
- **Formal submittal via SimpliCITY portal** – submit an online application for plan submittal via SimpliCITY portal only. Only attach the title sheet, site plan, floor plan, and the New Address Assignment Letter for reference. The plan sheets should be updated to show the new ADU address (n/a if JADU). See previously mentioned SimpliCITY Help for submittal instructions.

**DIVISION CONTACTS**

Planning:

[PlanningEmail@moval.org](mailto:PlanningEmail@moval.org)  
(951) 413-3206

Building and Safety:

[permitcounter@moval.org](mailto:permitcounter@moval.org)  
(951) 413-3350

Special Districts:

[sdadmin@moval.org](mailto:sdadmin@moval.org)  
(951) 413-3470

Fire Prevention:

[fireprevention@moval.org](mailto:fireprevention@moval.org)  
(951) 413-3370

Land Development

[landdevelopment@moval.org](mailto:landdevelopment@moval.org)  
(951) 413-3120

***See subsequent pages for further information.***

## SPECIAL DISTRICTS

- **Building an Accessory Dwelling Unit (ADU) on your property adds to the number of residents who can live on one parcel.** The City builds parks, open spaces and/or trail systems based on the number of residents. Because an ADU creates a new dwelling unit and increases the need for park services, the City requires the property owner provide a funding source for the maintenance of these facilities.
- **There are two options to fulfill this requirement: annex into the Parks Maintenance District or fund an endowment.** The City's Fee Schedule includes costs to annex. The process for either option must be initiated prior to Special Districts sign off of a requested Building Permit. Please contact the Special Districts Division at 951-413-3470 or [sdadmin@moval.org](mailto:sdadmin@moval.org) if you have any questions about this requirement.

## FIRE PREVENTION DIVISION

- **Fire Sprinklers** – Fire sprinklers are not required if ALL of the following are met:
  - The primary residence does not have fire sprinklers, the accessory detached dwelling does not exceed 1,200 square feet, and the unit is on the same lot as the primary residence.
  - For additions to existing dwellings fire sprinkler would be required if: An addition is 33% or more of the existing building area, and the resulting building area exceeds 3,600 square feet OR An addition exceeds 1,500 square feet and the resulting building area exceeds 3,600 square feet.
- **Fire Department Access** – Fire department access is required for all accessory dwelling units. Fire department access roads shall be 24' in width, have 13'6" vertical clearance and extend within 150' of all exterior sides of the structure. Where access road exceeds 150' in length, an approved fire department turn around shall be provided.
- **Water Supply** – Fire flow shall be provided from the local water purveyor within 6 months of review. Fire Flow Requirements can be issued by fire department personnel upon request. A public fire hydrant will need to be in place within 400' for detached un-sprinklered ADU's or 600' for sprinklered ADU's.

## LAND DEVELOPMENT /PUBLIC WORKS

- **A Geotech/Soils Report may be required,** based on scope of work.

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(951) 413-3120

*See Table 1 & Table 2 on subsequent pages for additional information.*

# TABLE 1

## Accessory Dwelling Units - New construction and conversion of accessory buildings

	Conversion of Accessory Building per State law	NEW CONSTRUCTION	
		Detached ADU (single-family)	Detached ADU (multi-family)
<b>Required Main Use on the Lot</b>	Existing single-family dwelling	Existing or proposed single-family dwelling	Existing multi-family dwelling
<b>Minimum dwelling size</b>	None	Determined based on compliance with building and health and safety codes	Determined based on compliance with building and health and safety codes
<b>Unit size maximum</b>	None, plus 150 SF maximum addition for ingress/egress subject to all this section	No greater than 850 SF for an efficiency or one bedroom; For two or more bedrooms: No greater than 1,000 square feet.	For multi-family, no greater than 850 SF for an efficiency or one bedroom; For two or more bedrooms: No greater than 1,000 square feet.
<b>ADU Height/Story Limit</b>	None	At least 16 feet is permitted, but above 16 feet the ADU may not exceed the height of the existing primary dwelling on the site.	16 feet
<b>ADU Front setback</b>	Not applicable	Front setback standard of the underlying zone applies.	Front setback standard of the underlying zone applies.
<b>ADU Minimum Side and Rear Yard Setbacks</b>	Not applicable	If ADU is 16 feet or less in height: 4 feet for interior side yard and rear If ADU is more than 16 feet in height: Interior side and rear yard setbacks of the underlying zone would apply.	4 feet for interior side yard and rear
<b>Corner setback (Street side)</b>	Not applicable	10 feet*	10 feet*
<b>Minimum Distance between Structures (Primary Dwelling and ADU)</b>	Not applicable	The standard of the underlying zone will apply where feasible, however, the City must still accommodate an ADU of up to at least 800 square foot or less, 16 feet in height, and with four foot rear and/or side yard setbacks	
<b>Parking</b>	None	See parking requirements under this section, Item H.	

\* The setback may be as little as four feet if necessary to accommodate an ADU that satisfies the State's requirements. If the required setback is less than 10 feet, then the height of the ADU may not be more than 16 feet.



*If you have questions regarding this table, contact the Planning Division.*

[planningemail@moval.org](mailto:planningemail@moval.org)

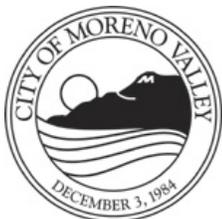
(951) 413-3206

# TABLE 2

## Junior and Attached Accessory Dwelling Units

	Junior ADU per State law	Internal ADU (Proposed ADU contained within Existing SFD)	Attached ADU (addition to residence)	Attached Multiple family ADUs per State law
<b>Minimum Unit size</b>	150 SF	Determined based on compliance with building and health and safety codes		
<b>Unit Size maximum</b>	500 SF	No greater than 850 SF for an efficiency or one bedroom; For two or more bedrooms: No greater than 1,000 square feet.		No more than 800 square feet.
<b>ADU/JADU height limit</b>	Not applicable, except height limit of the underlying zone would apply if constructed in conjunction with new single-family residence	Not applicable, except height limit of residential zone would apply if constructed in conjunction with new single-family residence	For an addition, height can be equal to the existing height of the single-family residence, or 16 feet whichever is greater; building height of the underlying zone would apply if constructed in conjunction with a new single-family residence	16 feet
<b>Front Setback</b>	Not applicable; JADU must be within walls of primary dwelling unit	Front setback standard of the underlying zone applies.		
<b>ADU/JADU minimum Side and Rear Yard Setbacks</b>	Not applicable, setbacks of the underlying zone would apply if constructed in conjunction with new single-family residence	Not applicable, setbacks of the underlying zone would apply if constructed in conjunction with new single-family residence	An attached ADU shall meet the requirements of the underlying zone, except that if the attached ADU is 800 square feet or less and no taller than 16 feet, the side setbacks may be four feet.	4 feet for ADU portion if new building or addition
<b>Corner (Street side setback)</b>	Not applicable, except setbacks of the underlying zone would apply if constructed in conjunction with a new single-family residence	Not applicable, except setbacks would apply if constructed in conjunction with new single-family residence	10 feet*	10 feet*
<b>Parking</b>	Parking is not required for a JADU constructed within the existing area of the primary dwelling, but may be required if the garage is converted to a JADU subject to the requirements in H. of this section.	See parking requirements under this section, Item H.		

\* The setback may be as little as four feet if necessary to accommodate an ADU that satisfies the State's requirements. If the required setback is less than 10 feet, then the height of the ADU may not be more than 16 feet.



***If you have questions regarding this table, contact the Planning Division.***

***[planningemail@moval.org](mailto:planningemail@moval.org)***

***(951) 413-3206***

## REQUIREMENTS FOR RESIDENTIAL CONSTRUCTION PLANS FOR SINGLE-FAMILY DWELLINGS (SFD) / ROOM ADDITIONS / ACCESSORY DWELLING UNITS (ADUs)

Plans and supporting documents (calculations, specifications, reports, etc.) must be submitted electronically via SimpliCITY portal at [www.moval.org/simplicity](http://www.moval.org/simplicity).

Please see page 8 of the SimpliCITY Help guide for City recommended and Industry standard sheet numbering and sheet order. See below for the requirements for Title/Coversheet and plan preparation.

### TITLE / COVERSHEET MUST CONTAIN THE FOLLOWING PROJECT DATA:

- A. Valid City Address(es)
- B. Assessor's Parcel Number (APN)
- C. Legal Description of Property
- D. Complete Scope of Work Statement: *New 2000 SF custom home w/ garage & patio cover & block wall OR Room Addition OR ADU*
- E. Square Footage (SF)/Linear Feet (LF block wall): *2000 SF SFD, 200 SF garage, 400 SF ADU, 200 SF room addition, 100 LF retaining wall*
- F. Occupancy Group(s): *R-3, U1*
- G. Floor Area (SF): *(example: Living area, Garage area, porch/patio area, other area)*
- H. Number of Stories: *1 story, 2 story, etc\*
- I. Construction Type: *(example: VB, IIIA, IIIB, etc.)*
- J. Seismic Design Category: *(SDC factor)*
- K. Code Editions: *(example: 2019 California Building, Residential, Mechanical, Electrical and Plumbing, Energy, Green Building Standards / Codes)*
- L. Detailed Site Plan *(see reverse side for further information)*
- M. Fire Sprinklers? *Yes or No*

### PREPARATION OF ELECTRONIC SUBMITTALS MUST INCLUDE:

- A. Plans must identify the plan preparer with name, address, email and phone # on the title block of the drawings.
- B. The designer must sign the drawings (electronic signature is acceptable)
- C. An licensed Architect or Engineer-of-Record must sign the structural drawings and/or calculations
- D. Detailed Site Plan: See page 2 of this handout for specific requirements.
- E. Floor Plan: Showing doors, windows, interior walls and features, and complete dimensions of structure.
- F. Electrical Plan: Show location of service entrance, size and location of any panels or sub-panels, and location switches, outlets, and any fixed equipment.
- G. Plumbing Plan: Show the location of all fixtures and the routing and size of the sewer, water, and gas piping.
- H. Mechanical Plan: Show the location of all equipment and the routing of all duct work.
- I. Building Exterior Elevation Plan: Drawn to scale showing all four sides, including (N) & (E) construction.
- J. Construction Notes: Including applicable codes to which structure must comply, material specifications, and other notes.
- K. Foundation Plans: Provide plans and structural calculations for the foundation. A soils report is required for all new construction.
- L. Wall, Floor (if applicable), and Roof Framing Plans: Provide plans and structural calculations for all framing for both vertical and lateral load resisting systems.
- M. Truss Calculations (if applicable): Provide wet stamped and signed roof truss calculations and layout plans.
- N. Title 24 Energy Calculations: Include required sheets printed on the plans.
- O. California Green Building Standards mandatory measures.
- P. Sprinkler systems are required for all new single-family dwellings (custom or tract homes). There is specific criteria for new room additions and ADU's. Contact the Fire Dept. at 951-413-3370 to determine if fire sprinklers are required for your construction.

# REQUIREMENTS FOR CONSTRUCTION PLANS FOR SFDs / ADUs / ROOM ADDITIONS

Page 2

## SITE PLAN REQUIREMENTS

- \* Use, size, and dimensioned location of existing and proposed structures, including retaining walls. Show and label all property lines.
- \* Location of existing and proposed sewage disposal systems, or if public sewer, show location of lateral connections.
- \* Names of streets abutting the property.
- \* Elevations on the building site and the surrounding lot area.
- \* Obtain lot certification from Public Works.
- \* Note the "North" arrow.
- \* Note the setbacks to all property lines.
- \* Show the driveway leading to the garage.
- \* Show graphically (by arrows) drainage away from the building foundation and, if applicable, conform to the geotechnical report's recommendations for site drainage and roof drainage disposal.
- \* Indicate the location of the APPROVED illuminated address numbers for the property in such a position to be plainly visible and legible from the street or road fronting the property.

## SEPARATE REVIEW / PERMIT IS REQUIRED FOR:

- \* If separate permits are required, a "Separate Submittals" block must be added to the Title/Coversheet. These plan reviews must also be electronic plan submittals.
- \* Examples of common separate submittals would be:
  - **Septic Tank and Leach Lines** (must submit approved Riverside County Health Plans to the Building Dept. for separate permit - Contact them at 951-955-8980.
  - **Site Walls** (City standards for retaining, freestanding, combo walls and pilasters are at [www.moval.org](http://www.moval.org) under Building Dept. Online forms). Any special walls require engineered plans and calcs.
  - **Pools/Spas**
  - **Fire Sprinklers** (contact Fire Dept. at 951-413-3370 to determine if this is required for your project)
  - **Grading Plans** (contact Land Development Dept. at 951-413-3120 to determine if this is required for your project)

**NOTE: This list is not to be considered as all inclusive.**

**For more information, contact:**  
Building and Safety Division  
Phone (951) 413-3350 or [permitcounter@moval.org](mailto:permitcounter@moval.org)



## ADDRESS REQUEST FORM REQUIREMENTS

Please read the following instructions for address requests. Address requests are submitted via SimpliCITY online Building applications using a completed "Address Request Form (Section A)" and specific plan sheets for reference.

**NOTE:** Most projects will require Planning Entitlement (Conditions of Approval) and/or Final Map approvals before requesting addressing.

Helpful information for the SimpliCITY application for "address requests":

- 1) Review SimpliCITY Help guide [https://moval.org/city\\_hall/forms/building-safety/SimpliCITY-Help.pdf](https://moval.org/city_hall/forms/building-safety/SimpliCITY-Help.pdf) for registration and online applications. If you already have an account, you do not need to register again.
- 2) Project Name example: "NEW ADDRESS REQUEST – [business/project name] – [PEN# \_\_\_]"
- 3) Project Description example: "NEW ADDRESS REQUEST - [business/project name] - [describe complete scope of construction work] approved under [PEN#- \_\_\_]"
- 4) Type: Select "All Other Permits"
- 5) Address: Type "0" (zero) for the Street #, then SEARCH, then select "0 Unassigned"
- 6) Valuation: Enter the number 0 (as this is not a construction permit – field cannot be left blank)
- 7) Attachments must include:
  - a. Completed Address Request Form Section A Completed
  - b. Plan sheets: Title/Cover Sheet, Site Plan and Floor Plan
- 8) Use the Building Application (BAP) # to track the progress via SimpliCITY under your MY RECORDS section. Applications are processed in the order received.

### COMMERCIAL PROJECTS

**One (1) Commercial Address** – If it is a suite in an existing building – see Multiple Commercial Address section)

- PDF of Site map of the entire parcel of land to be developed which shows the location of the driveway and building footprint along with surrounding areas and closest major cross streets and location of main entrance (i.e.; main office/lobby).

**Multiple Commercial Addresses** (shopping centers, industrial parks, office buildings, etc.)

- PDF of Site map of the entire parcel of land to be developed with lot lines, approved street names, building footprints, units, and/or suite layout, major cross streets and a vicinity map. Please include maximum number of unit/suite splits possible (even if it is not intended to be split that way upon submittal) to allow enough numbering room for additional units/suites.

### RESIDENTIAL PROJECTS

**One (1) Single Family Dwelling (SFD)**

- PDF of Site map of the entire parcel of land to be developed which shows the location of the driveway and building footprint along with surrounding areas and closest major cross streets and front entrance.

**Tract Homes** (SFD, Townhomes, Condominiums, ADUs, Multiple Addresses)

- PDF of Site map<sup>1</sup> of the entire parcel of land to be developed with lot lines approved street names (per final map) within the development, building and driveway location, major cross streets and a vicinity map. The map does not need to include the elevation contours, general slope lines or any type of grade references. For homes on corner lots show the location of main entry.

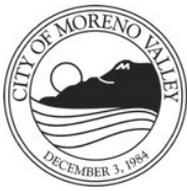
### MISCELLANEOUS ADDRESSING PROJECTS

**Temporary Power Poles** (Construction Trailers, Sales Trailers & Construction Equipment)

- PDF of Site map of the entire parcel of land to be developed with lot lines, approved street names, location of trailer, location of meter boxes & poles (if applicable) and include the Approved TUP number under comments. Include major cross streets and a vicinity map.

**Pedestal Meters** (irrigation and light poles)

- PDF of Site map of the entire parcel of land to which the pedestal is/will be located with lot lines, location of meter box, approved street name, closest major cross streets and a vicinity map.



**City of Moreno Valley • Building & Safety Division**  
**Address Request Form**

**Section A: REQUIRED INFORMATION**

Date Submitted: \_\_\_\_\_ Planning Entitlement Record: **PEN** - \_\_\_\_\_

**PROJECT INFORMATION**

Project Name: \_\_\_\_\_ \* Tract #: \_\_\_\_\_ \* Lot#(s): \_\_\_\_\_

\* Developer Name: \_\_\_\_\_ Cross Street(s): \_\_\_\_\_

Assessor's Parcel Number(s): \_\_\_\_\_ Site Zip Code: \_\_\_\_\_

**CONTACT INFORMATION**

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

\* Contact Company: \_\_\_\_\_

Contact Email: \_\_\_\_\_

**PROPERTY OWNER INFORMATION**

Owner Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Owner Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code \_\_\_\_\_

Owner Email: \_\_\_\_\_

\*As applicable for your project

**Section B: FOR CITY USE ONLY**

Assigned #: **BAP** - \_\_\_\_\_ Date Received: \_\_\_\_\_ Name of Addresser: \_\_\_\_\_

Type of Project: \_\_\_\_\_

Date Completed: \_\_\_\_\_ Approved Letter Sent on: \_\_\_\_\_

**PROPOSED NEW ADDRESS:** \_\_\_\_\_

NOTES: