



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. Also attached is the minimum plan submittal requirements and how to request a new address for an ADU (not Jr. ADU).

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.
 - Follow the directions on the attached New Address Request Requirements
 - Request new ADU address at www.moval.org/simplicity
- **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 1st 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 may 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 attached "SFD/ADU/Room Addition Guidelines" for complete details
- **Formal submittal via SimpliCITY portal** – submit an online application for plan submittal via SimpliCITY portal only AFTER you have requested and received your formal new address letter. Upload full plans as PLANS, any calcs, specs, or reports as SUPPORTING DOCUMENTS, and the New Address Letter as OTHER ATTACHMENTS (for ADU's only). For ADU's the plans must be updated to the new address but reference the house address in the site plan.

DIVISION CONTACTS

Planning:

PlanningEmail@moval.org
(951) 413-3206

Building and Safety:

permitcounter@moval.org
(951) 413-3350

Special Districts:

sdadmin@moval.org
(951) 413-3470

Fire Prevention:

fireprevention@moval.org
(951) 413-3370

Land Development

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 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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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)
Required Main Use on the Lot	Existing single-family dwelling	Existing or proposed single-family dwelling	Existing multi-family dwelling
Minimum dwelling size	None	Determined based on compliance with building and health and safety codes	Determined based on compliance with building and health and safety codes
Unit size maximum	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.
ADU Height/Story Limit	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
ADU Front setback	Not applicable	Front setback standard of the underlying zone applies.	Front setback standard of the underlying zone applies.
ADU Minimum Side and Rear Yard Setbacks	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
Corner setback (Street side)	Not applicable	10 feet*	10 feet*
Minimum Distance between Structures (Primary Dwelling and ADU)	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	
Parking	None	See parking requirements under Subsection F.	

* 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

(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
Minimum Unit size	150 SF	Determined based on compliance with building and health and safety codes		
Unit Size maximum	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.
ADU/JADU height limit	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
Front Setback	Not applicable; JADU must be within walls of primary dwelling unit	Front setback standard of the underlying zone applies.		
ADU/JADU minimum Side and Rear Yard Setbacks	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
Corner (Street side setback)	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*
Parking	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 Subsection F.		

* 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.

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New Address Request Requirements

General Instructions for ALL SimpliCITY “NEW address request” applications (starting 8/7/2023):

- 1) Submit via SimpliCITY at www.moval.gov/simplicity. Select SUBMIT APPLICATIONS, then NEW ADDRESS REQUEST
- 2) ADDRESS section - input the APN where meter is being placed (or closest APN when in the Public Right-of-Way). You can also zoom into the map to find the location as well and select it. If an ADU address request, enter the existing house address.
- 3) PROJECT NAME – (example) NEW ADDRESS **REQUEST** – [business/project name] – [PEN# ____ if applicable]
- 4) PROJECT DESCRIPTION - (example) NEW ADDRESS REQUEST - [business/project name] - [describe complete scope of construction work] approved under [PEN#- __ if applicable]
- 5) **Plan excerpt (Title Sheet, Site Plan, and Floor Plan only) must be uploaded as OTHER ATTACHMENTS. The Full plans are not needed as you’ll submit those with your separate formal construction online application (once the address is created).**
- 6) Track the progress using the Building Application (BAP) # via SimpliCITY under your MY RECORDS section.
- 7) When submitting your formal construction online application, you must include the address letter you received (upload as OTHER ATTACHMENTS) and select the new address in this application, along with your plans and supporting documents (calcs, specs, reports, etc.).

The following is project specific information for address requests (Residential, Commercial/Industrial, or Miscellaneous).

RESIDENTIAL PROJECTS

One (1) Custom Home / Single Family Dwelling (SFD) or Duplex

- The site map must include the entire parcel, driveway location, house footprint, surrounding areas, closest major cross streets, and front entrance.

One (1) Accessory Dwelling Unit (ADU)

- The site map must include the entire parcel, ADU footprint, front entrance, and include the existing house and address, existing driveway location, surrounding areas, and closest major cross streets.
- *If an additional driveway is being requested – Land Development permit required first (add your approved LEP# to the description)*

Multi-Family complex (Townhomes, Condominiums, Apartments, etc.)

- The site map must be the approved Final Map of the entire complex, showing driveway locations, building footprints, surrounding areas, closest major cross streets, any new streets, and main entrance to complex clearly identified.

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

- Upload approved Final Map of the entire tract (with approved street names), driveway locations, building footprints, surrounding areas, closest major cross streets, and front entrance clearly identified, especially for corner lots.
- *NOTE: Separate online application for Master Tract Plan will be allowed only AFTER you’ve received confirmation that we have all information to proceed with tract addressing.*



COMMERCIAL or INDUSTRIAL PROJECTS

One (1) Commercial or Industrial Address – If you're splitting splits in existing buildings – see Multiple Commercial Address section

- The site map must include the entire parcel(s) of land to be developed (identify the APN(s) on plan), lot lines, approved street name(s), building footprint, maximum # of suites that the building could be split into (to account for enough suite numbers for future suite splits), major cross streets, and vicinity map.

Multiple Commercial or Industrial Addresses (shopping centers, industrial parks, office buildings, suite splits, etc.)

- The site map must include the entire parcel(s) of land to be developed (identify the APN(s) on plan, lot lines, approved street name(s), building footprints, maximum # of suites that each building could be split into (to account for enough suite numbers for future suite splits), major cross streets, and vicinity map
- *Separate online applications are required for each building AFTER the complex addressing is designed.*

MISCELLANEOUS ADDRESSING PROJECTS

Temporary Power Poles (Construction and/or Sales Trailers)

- An approved Planning application for Temporary Use Permit (TUP) is required prior applying for a building permit. Reference that approved PTU# in your Building Application description.
- If the scope of this temporary work requires crossing the public Right of Way (ROW), then an approved Land Development Encroachment permit is required first. Reference that approved LEP# in your Building Application description.
- The site map must include the entire parcel of the project, approved street name(s) (if new), location of trailer, location of meter box for TPP, sub-poles, etc. and a copy of the approved PTU# plan for reference

Temporary Power Poles (NO trailer, construction equipment only)

- An approved grading plan must be issued before a TPP address and application can be accepted. Include your approved LGR# in the Building Application description
- If the scope of this temporary work requires crossing the public Right of Way (ROW), then an approved Land Development Encroachment permit is required first. Reference that approved LEP# in your Building Application description.
- The site map must include the entire parcel of the project, approved street name(s) (if new), location of trailer, location of meter box for TPP, sub-poles, and any other electrical work.

Pedestal Meters (ON-SITE - irrigation, utilities, on-site lighting / OFF-SITE - Right of way meters - utilities, traffic signals, light poles)

- The Building permit for the main construction must be issued before Building Applications for auxiliary work can be processed. Include the BFC, BFR, or BFT # in the Building Application description
- Submit one application PER METER. Do not submit applications with multiple meter locations.
- The site map must include the entire parcel of the project, approved street name(s), exact meter location, closest major cross streets, vicinity map, and description of what this meter is for.
- If tract development, use the approved final map as your site plan, listing previously approved tract lot addresses that are adjacent to meter. Provide a close-up view as needed.

Wireless Telecommunication Facility - Cell Sites (includes new sites AND cell site modifications when a new meter is required)

- The Planning Entitlement (PEN#) must be approved prior to submitting your address request to the Building Dept.
- Submit one application PER METER. Do not submit applications with multiple meter locations.
- The site map must include the entire parcel of the project, approved street name(s), exact meter location, closest major cross streets, vicinity map, and description of what this meter is for, any existing adjacent addresses, such as buildings and existing cell site meters. Provide close up view as needed.

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.

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 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