

LAND DEVELOPMENT DIVISION

PERMIT EXTENSION / REVISION CHECKLIST

In order to assure a streamline process, please make sure to complete the following steps as indicated below:

FOR EXTENSIONS / REACTIVATIONS

1. Email the below items to LandDevelopment@moval.org, subject line should state: "Permit [Extension or Reactivation] Request – [LCO or LEP or LWF Permit #]"
2. The email should provide the following information:
 - ✓ Permit (LCO / LEP / LWF) Number(s)
 - ✓ Reason for extension and/or reactivation
 - ✓ State how much additional time is needed (typically 3-months max. / up to 6-months for development projects)
 - Any request for additional time beyond the established maximums requires **prior approval**
 - ✓ List contractor(s) still performing work under the permit(s):
 - To add a new contractor to the permit, each must have:
 - A classification "A" or the applicable "C" state license;
 - A valid City business license (contact Treasury at 951-413-3080 or <https://morenovalley.hdlgov.com/Renew/Renew1/BusinessLicense>).
 - Provide the following information for each new contractor:
 - Contractor's State License #
 - Contractor's Business Name
 - Main contact information (i.e. field contact, email, mobile #)
 - ✓ A current certificate of liability insurance (COI) with all the required additional insured endorsements for the developer or the contractor who will be the *designated permit signer*.

DO NOT submit a new application.

DO NOT utilize the *Additional Submittal* link to submit updated COI's or any other requested information.

Once City verifies all information and assures the required COI is approved, an email will be sent with applicable fees due prior to re-issuance of permit.

NOTE: It is the applicant's responsibility to submit all information in a timely manner in order to meet any potential deadline. There is **no expedited** review for last minute submittals.

Applications/forms are available online (http://www.moval.org/city_hall/forms.shtml#landdev).

FOR REVISIONS _____ (* All changes need to be clearly identified – clouded or highlighted) _____ **DOCUMENT TYPE**

1. Login to SimpliCITY (<https://aca-prod.accela.com/MOVAL/Default.aspx>), search for the permit under **Land Development**.
2. Click the ***Additional Submittal*** link (follow the online instructions).
3. The submittal should provide the following information / items (if applicable):
 - ✓ Explanation of revision – include amount of additional time needed
 - ✓ Upload a revised construction drawing / exhibit*
 - ✓ Upload a revised traffic control plan applicable to the proposed revision per the [TCP Guidelines & Checklist](#)

Other Attachments
Plans

An email notification with links will be sent to the designated "*online user(s)*" to confirm that the package was received and processed. Any subsequent submittals will be done within the **Digital Plan Room (DPR)** using SimpliCITY (**not via email**).

PRIOR TO ISSUANCE of an extension/revision to any permit, the following must be completed:

- ✓ Certificate of insurance (COI) must be approved.
- ✓ Revised traffic control plan (TCP) must be approved.
- ✓ Payment of all applicable fees.