HOW TO RESEARCH PUBLIC RECORDS
WITH THE CITY’S ELECTRONIC FILES SYSTEM- ONBASE

STEP 1
Visit the City of Malibu website www.MalibuCity.org/Records
Click the OnBase button

STEP 2
Use the drop down list to select the record or department.
ESD includes building safety, OWTS (septic systems), and geology files. For example, click on “ESD – Street Files/Building Permits” to research issued building permits for specific sites.
Enter the Street No (address).
Select a Street Name from the drop down list; OnBase will not find records if Street Name is typed incorrectly. No need to fill in all fields before clicking the Search button.

Request Additional Records
If documents are not located in OnBase, such as architectural or structural plans, submit a detailed request for the additional documents through the City’s records request tracker portal at www.malibucity.org/RequestTracker.

Copies of architectural and structural plans cannot be provided without the express written permission of: 1) the licensed or registered professional who signed the document; and 2) the original or current property owner. A request must be made via registered or certified mail. The City must allow at least 30 days for a response from the professional along with sending them the affidavit signed by the person requesting copies.

If the property is located in Unincorporated Los Angeles County known as Malibu, contact Los Angeles County at **818-880-4150** or visit https://www.lacounty.gov/government/public-information-records/.

The California Coastal Commission may be a source of records for plans permitted prior to cityhood (1991). To obtain records, contact the South Central Coast District Office at **805-585-1800**.