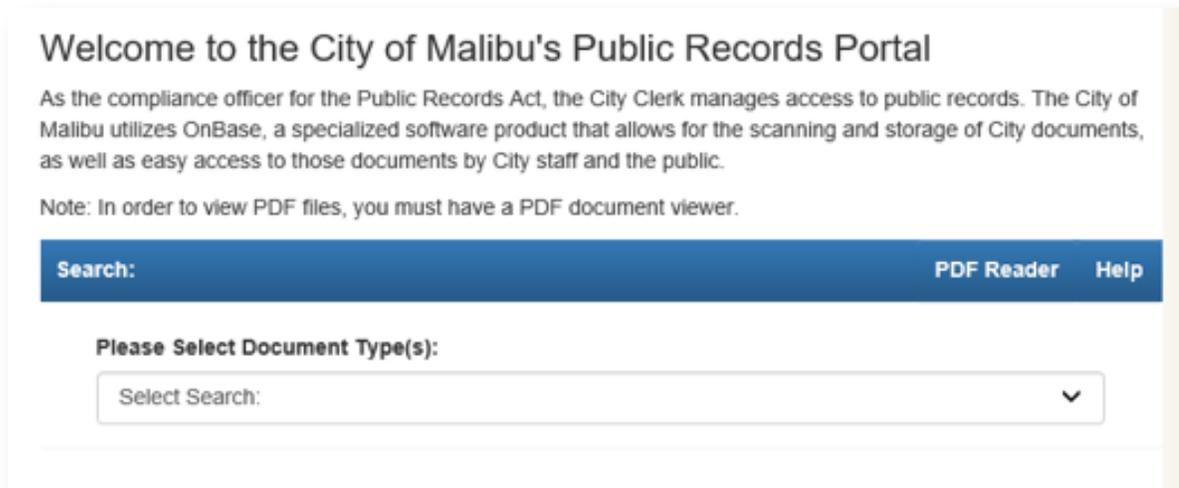


# MALIBU REBUILDS

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

### STEP 1

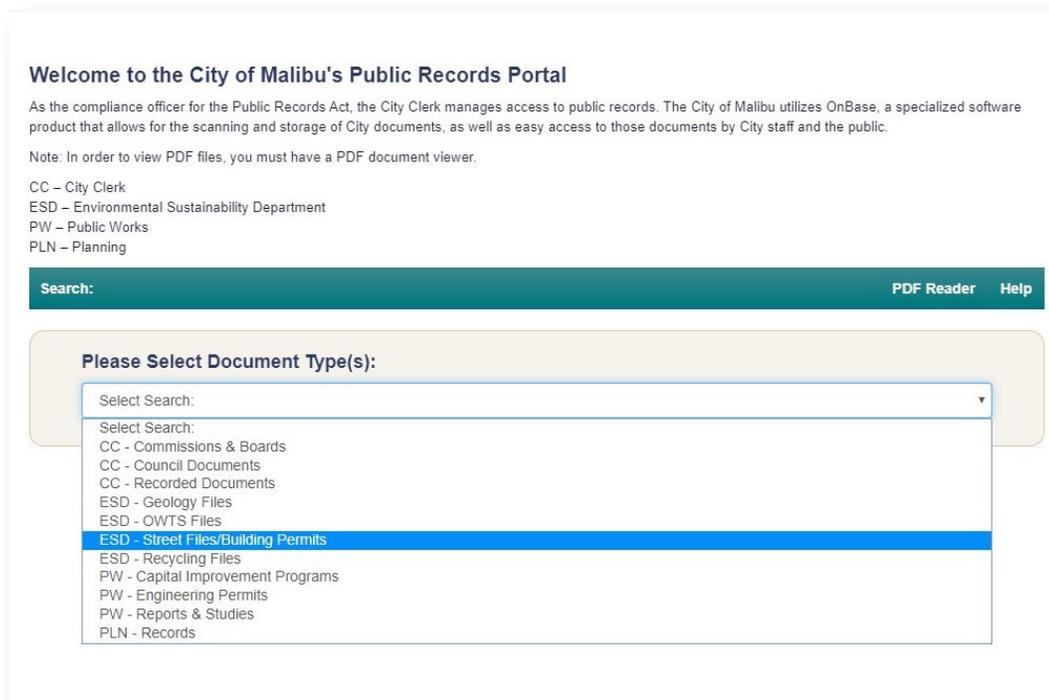
Visit the City of Malibu website [www.MalibuCity.org/Records](http://www.MalibuCity.org/Records)  
Click the OnBase button



### 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.



# MALIBU REBUILDS

## STEP 3

### 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.

The screenshot shows the OnBase search interface. At the top, there is a navigation bar with 'Search:', 'Main Menu', 'PDF Reader', and 'Help'. Below this, the search criteria are organized into a form titled 'ESD - Street Files'. The fields include:
 

- Street No:** A text input field containing '23825'.
- Street Name:** A dropdown menu with 'STUART RANCH RD' selected.
- APN/Parcel No:** An empty text input field.
- Doc Type (ESD):** A dropdown menu.
- Date of Report:** Two text input fields separated by 'AND'.
- Permit No:** An empty text input field.
- Permit Type:** A dropdown menu.
- Permit Status:** A dropdown menu.
- Date Issued:** Two text input fields separated by 'AND'.
- Date Finalized:** Two text input fields separated by 'AND'.
- Document Date:** Two text input fields separated by 'AND'.

 A green 'Search' button is located at the bottom left of the form.

## STEP 4

OnBase will display search results.

The screenshot shows the OnBase search results page. At the top, there is a breadcrumb trail: 'You are here: Home > My Government > City Clerk > Public Records > OnBase Portal'. Below this, there is a link to return to the Search Main Menu and a language dropdown set to 'English'. The main content is a table titled 'Results' with the following columns: 'Street No', 'Street Name', 'APN/Parcel No', and 'Permit No'. The table contains multiple rows of search results for 'STUART RANCH RD' with various APN/Parcel No and Permit No values.

Street No	Street Name	APN/Parcel No	Permit No
23825	STUART RANCH RD		
23825	STUART RANCH RD		
23825	STUART RANCH RD		
23825	STUART RANCH RD		
23825	STUART RANCH RD		
23825	STUART RANCH RD		
23825	STUART RANCH RD		
23825	STUART RANCH RD		
23825	STUART RANCH RD		00-1122
23825	STUART RANCH RD		10-1648
23825	STUART RANCH RD		5247
23825	STUART RANCH RD	4458-021-172	

## STEP 5

Review the list of records. Double-click for details.

## STEP 6

### 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 portal at <https://cityofmalibuca.nextrequest.com/>.

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://planning.lacounty.gov/how-do-i/request-public-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, or email Julie Reveles at [Julie.Reveles@coastal.ca.gov](mailto:Julie.Reveles@coastal.ca.gov) or Diana Gonzalez at [Diana.Gonzalez@coastal.ca.gov](mailto:Diana.Gonzalez@coastal.ca.gov).