

# HOW TO SCHEDULE A BUILDING SAFETY INSPECTION

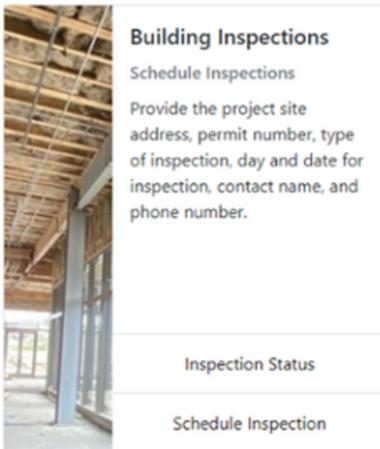
## STEP 1

Visit the City's website:

[www.MalibuCity.org/DevelopmentPortal](http://www.MalibuCity.org/DevelopmentPortal)

## STEP 2

Click on  
“**Schedule Inspection**”



## STEP 3

Enter the project address.  
Fill in all requested fields  
on each page.

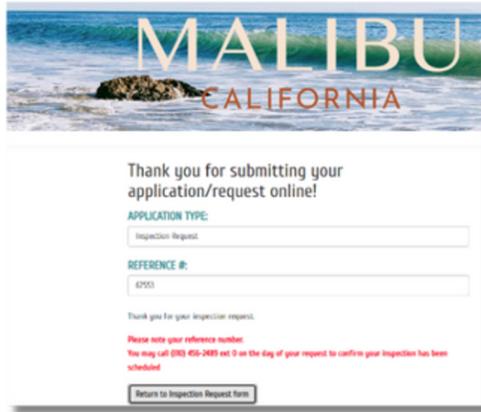
A screenshot of the first page of the 'Building Safety Inspection Request' form. The title is 'Building Safety Inspection Request'. Below the title, it says 'Subject Property:'. There is a text input field for 'PROPERTY ADDRESS' with a red note: '(Please select a valid address from the list that will appear below)'. To the right of the input field is a dropdown menu labeled 'Malibu, CA 90263'.A screenshot of the second page of the 'Building Safety Inspection Request' form. The title is 'Building Safety Inspection Request'. It has a 'Subject Property:' label. Below that is a 'PROPERTY ADDRESS' input field with a red note: '(Please select a valid address from the list that will appear below)'. To the right is a dropdown menu for 'Malibu, CA 90263'. Below this is a 'Contact:' section with 'CONTACT PERSON', 'EMAIL' (with a red note: '(If you would like to be an additional email, press the "+" button)'), and 'PHONE' input fields. The 'PHONE' field has the number '213-255-3933'. Below the contact section is a 'Data/Time Preference:' section with a 'REQUESTED INSPECTION DATE' input field. To the right is a 'Notes:' section with a 'NOTES' input field. At the bottom right, there is a 'Save' button and a 'Back' button.

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## STEP 4

**Click Submit Request**

## STEP 5



Once you submit, you will receive a reference #.

Check for confirmation email.

## STEP 6

On the scheduled day of inspection, you will receive an email in the morning with an estimated time frame for the inspector's arrival.

Request an inspection online at [www.malibucity.org/DevelopmentPortal](http://www.malibucity.org/DevelopmentPortal).

It shall be the duty of the Permit Applicant to cause the work to remain accessible and exposed for inspection purposes, neither the Building Official nor the jurisdiction shall be liable for expense entailed in the removal or replacement of any material required to allow inspection.

Construction Hours: **Monday - Friday, 7:00 AM to 7:00 PM and Saturday, 8:00 AM to 5:00 PM.** No construction is allowed on Sundays or City holidays. Malibu Municipal Code Section 4.2.04(G)