

## Obtaining a Permit

Two copies of plans with the following is necessary for obtaining a basement finish or alteration permit:

- Framing detail- material, spacing, etc.
- Plumbing - fixture types and locations
- Electrical - outlets, switches and light locations
- Mechanical - register supply and return locations also include exhaust fan details
- All room dimensions - include ceiling height

### Permit cost:

Cost of construction X .0045 = permit fee (min \$50)

Cost of construction X .0012 = plan review fee (min \$50)

Permit fee + plan review fee = cost of permit  
(minimum \$100.00)

## INSPECTIONS

The following inspections are required for basements:

- Plumbing Ground Rough**  
Is scheduled and required for new plumbing installed under the basement floor slab.
- Complete Rough**  
Is scheduled and required after all framing, fire blocking, above ground plumbing, electrical, and mechanical work is completed. This inspection approval is required **before** insulating and/or drywall or paneling can be installed.
- Final inspection**  
Is conducted upon completion of the project and **before** furniture is installed and/or the room(s) are used.

**The permit applicant is responsible to call for all required inspections.**

**Construction must not lapse for longer than 6 months to maintain a valid permit.**

**(636) 379-5595 Inspection Line**

**Inspections called in by 4:00 p.m. will be on the next business day's schedule.**

The City of O'Fallon's Community Development Department supports and encourages every resident's decision to improve their home. Approval of plans and inspection of work being done helps ensure your home improvement project meets minimum code requirements while improving your property.

We look forward to helping you.

**Director of Building Safety**

This is a general guide for the construction of a basement renovation within the City of O'Fallon, Mo. All code requirements are too extensive to list within this guide. For specific questions or further information requirements, please contact the

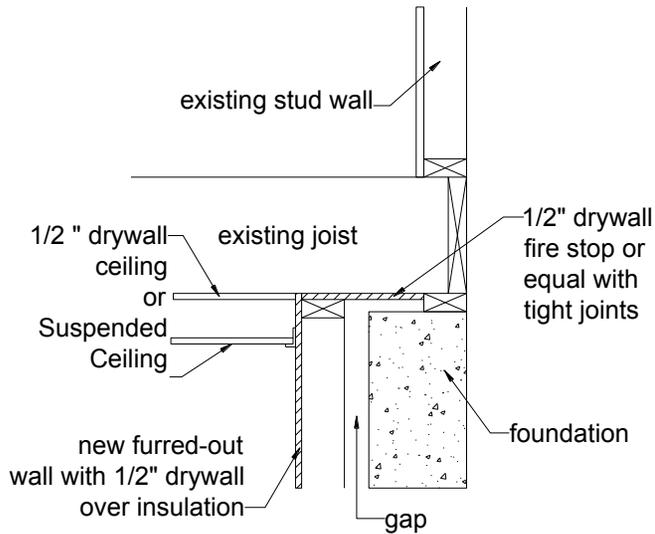
**Building Safety Department  
at (636) 379-5660**



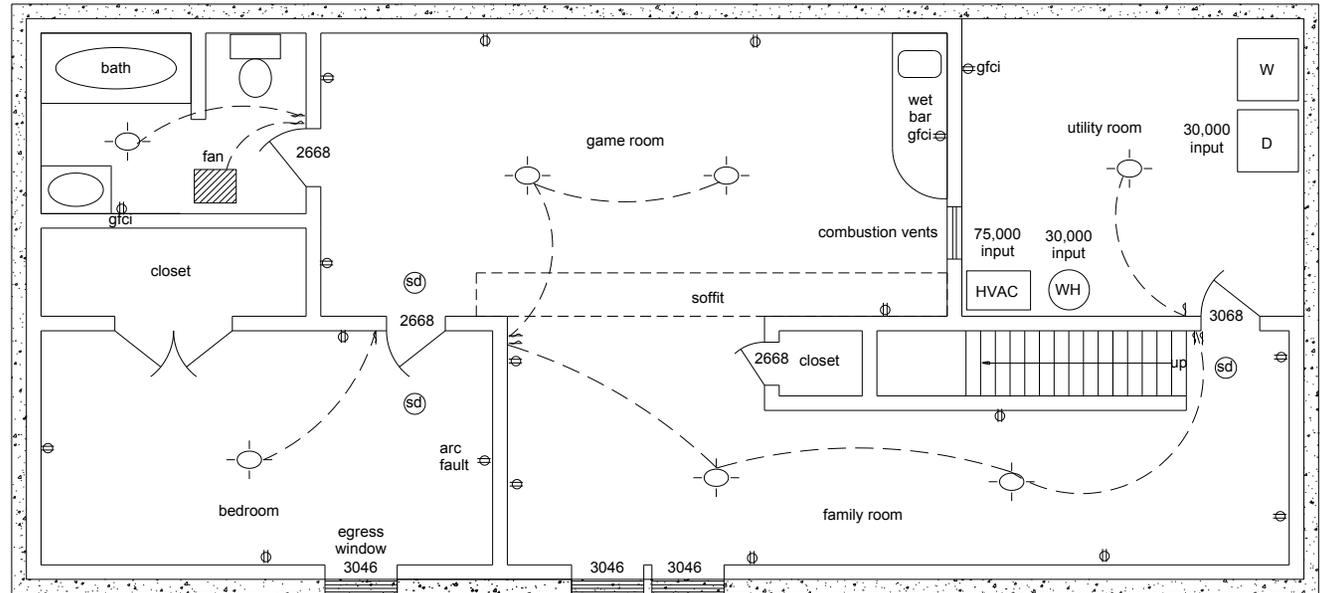
# Basement Guide

**City of O'Fallon, Missouri  
Building Department  
100 North Main Street  
O'Fallon, MO, 63366  
(636) 379-5660  
[www.ofallon.mo.us](http://www.ofallon.mo.us)**

## Typical Foundation Wall Detail



## Typical Basement Floor Plan



## Construction Guidelines

- Draw plans to scale with finished dimensions.
- Every **Sleeping room** in a basement shall have one operable emergency escape and rescue opening. The minimum clear opening dimensions of the window shall be at least 24 inches high and at least 20 inches wide. The total opening size of the window for escape or rescue shall be 5 square feet if the window sill is 44 inches or less below the exterior finished grade or 5.7 square feet if greater than 44 inches. The bottom of the windows clear opening shall not be installed more than 44 inches above the inside finished room floor.
- Smoke detectors are required within 3 feet of the basement stairs, in all sleeping rooms and also in close proximity outside sleeping rooms. Smoke detectors shall be interconnected with all other smoke detectors in the house and shall have battery backup.
- Carbon Monoxide detectors must be installed outside of each sleeping area, this includes existing sleeping areas on all floor levels
- Outlets on counter tops within 6 feet of bar sink must be GFCI protected.
- If plans propose concealment or enclosing a gas furnace and/or water heater, proper ventilation at the top and bottom of the room is required for combustion air. Each ventilation opening shall equal 1 square inch per every 1000 BTU's of input for the gas fired appliances. A louvered door or air grates through wall(s) to adjoining spaces can accomplish this. Remember to provide door opening(s) wide enough for repair or replacement of your mechanical equipment. Also, remember to maintain the manufacturers clearance recommendations around all mechanical equipment.
- Finished ceiling height shall be not less than 7 feet. Beams may project down an additional 6 inches to 6 feet and 6 inches respectively.
- Hallways require a minimum 3 foot (36 inch) wide finished width. If using 1/2 inch drywall, the rough width should be at least 37 inches wide.
- Arc fault circuit interrupter(s) is required to protect all outlets in sleeping rooms.
- Receptacles shall be spaced within 6 feet of door openings then every 12 feet measured horizontally along the wall edge of the floor.
- Bathrooms require exhaust fans that shall be vented to the exterior. Vent hoses are required to be fastened to the vent with a screw or clamp.
- Receptacles within bathrooms and unfinished areas of the basement require a ground fault circuit interrupter (GFCI). Bathroom GFCI outlets must be on a dedicated 20 amp circuit and within 36" of sink bowl edge .
- Concealed spaces of stud walls and partitions, including furred spaces and parallel rows of studs or staggered studs must be blocked at the ceiling and floor level and horizontally at intervals not to exceed 10 feet. Approved materials would include, but are not limited to: 1/2 inch drywall, 2 by lumber, metal flashing, rock wool (or paperless fiberglass) insulation, and/or fire caulk. All holes/gaps in top plate must be sealed.
- If ACQ treated lumber bottom plates are required or if you choose to use them, approved fasteners are required. Hot-dipped galvanized or stainless steel fasteners are acceptable.
- If the area beneath the stairs is utilized as enclosed storage, 1/2 drywall is required.