

## 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

## 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.**

Check with your local fire district to see if they require a permit.

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

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