

# CITY OF ARNOLD BUILDING DIVISION

## Residential Basement Finish Permit Requirements

This guide is to provide the homeowner or contractor with basic information needed to apply for a permit for a basement finish. Within this guide are standard details that may be used as part of the required construction plans.

1. Complete and sign a permit application.
2. Pay permits fees at time of application. (\$65 for each discipline plus three-tenths of one (0.3) per cent of construction cost exceeding one thousand dollars (\$1000.00).
3. Submit two (2) copies of detailed construction plans drawn to scale containing the following:
  - a. Floor plan
  - b. Electrical layout plan
  - c. Wall Sections
  - d. Other sections as necessary to illustrate the work
4. The attached drawings and the following information are the more common items that must be shown on the permit plans.
5. If a manufactured fireplace is to be installed provide two copies of the manufacturer's installation instructions.

Common items that are generally represented on the plans are:

- Label the use of all rooms and spaces
- Identify new and existing walls, and walls to be removed
- Minimum room area is seventy square feet
- Minimum ceiling height is 7 feet 0 inches, this includes all ceiling area except boxing around beams and ducts. Minimum height shall not be less than 6 feet 8 inches for ducts and beams; and shall not extend for no more than 50% of the area of the room within it is located.
- Insulation within furred concrete foundation walls
- Size and spacing of studs
- Water resistant gypsum in wet areas
- An emergency escape window or door is required in habitable basements (a basement with a plumbing rough-in for a future

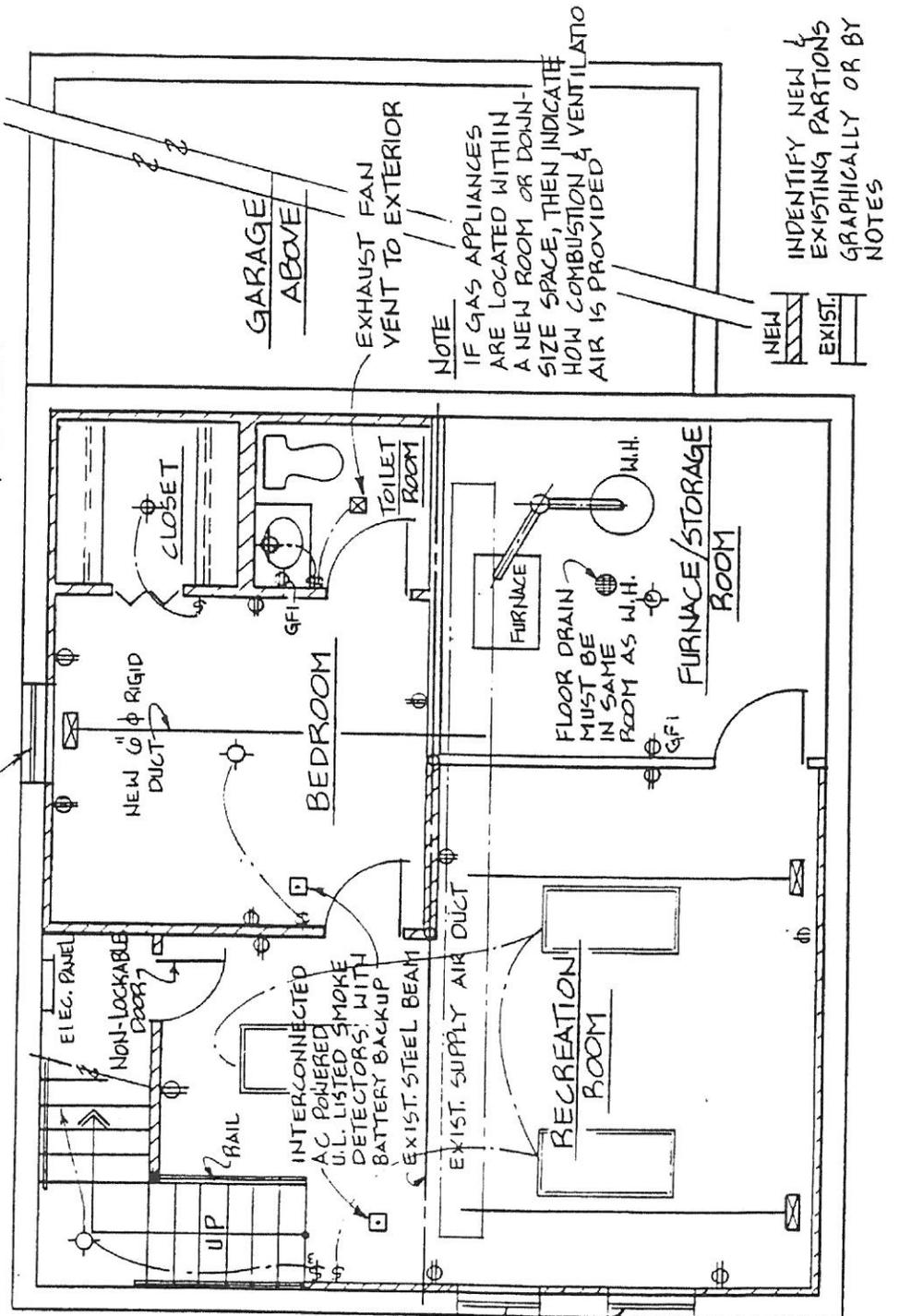
bathroom is considered habitable). The windows maximum sill height is 44 inches from the floor; the minimum opening height is 24 inches, the minimum opening width is 20 inches and must be an opening area of 5 square feet. In the instance of an in grade basement a window well will be required. Contact this office for the requirements of the well.

- Draftstopping is required above suspended ceilings below wood floor joist limiting the horizontal area between them to 1000 square feet.
- Firestopping must be provided at the ceiling line in concealed spaces of stud wall including furred walls at concrete foundation walls, at soffits and dropped ceilings and other such spaces.
- Smoke detectors inside any bedroom and in the area outside the bedroom. Also one at the stairway.
- Location of the furnace and water heater, the location and routing of the main ducts. Indicate the BTU input of any gas equipment (found on the equipment label) and show the method of providing combustion air (the air needed to support combustion of the fuel). Usually this is done by providing grilled openings through walls to adjacent rooms combining the volume of all rooms amounting to 50 cubic feet of volume for every 1000 BTU of total input.
- Clothes dryers must exhaust to the exterior.
- Bathrooms must have an exhaust fan that provides at least 50 cubic feet per minute to the exterior.
- Indicate the location of the electric panel, receptacles, lights, switches, ground fault circuit interrupter (GFCI) receptacle locations, and arc fault (AFCI) receptacle locations.
- Indicate the location of all plumbing fixtures such as toilet, bathtub, shower, sink, lavatory, floor drain, clothes washer, water heater.

This brochure applies to most basic types of basement finish permits. On more complicated designs the review may indicate the need for additional information. The plan examiner will communicate this to the applicant usually by letter.

For additional information or questions about a basement finish permit please call us at 636-282-2378 or visit the office at 2101 Jeffco Blvd., Arnold, MO 63010. Our business hours are 8:00am to 4:45pm, Monday through Friday, excluding holidays.

INDICATE:  
 MAX. SILL HEIGHT  
 MIN. CLEAR WIDTH (OPEN)  
 MIN. CLEAR HEIGHT (OPEN)  
 TOTAL GLASS AREA



GARAGE  
 ABOVE

EXHAUST FAN  
 VENT TO EXTERIOR

NOTE

IF GAS APPLIANCES  
 ARE LOCATED WITHIN  
 A NEW ROOM OR DOWN-  
 SIZE SPACE, THEN INDICATE  
 HOW COMBUSTION & VENTILATIO  
 AIR IS PROVIDED

NEW

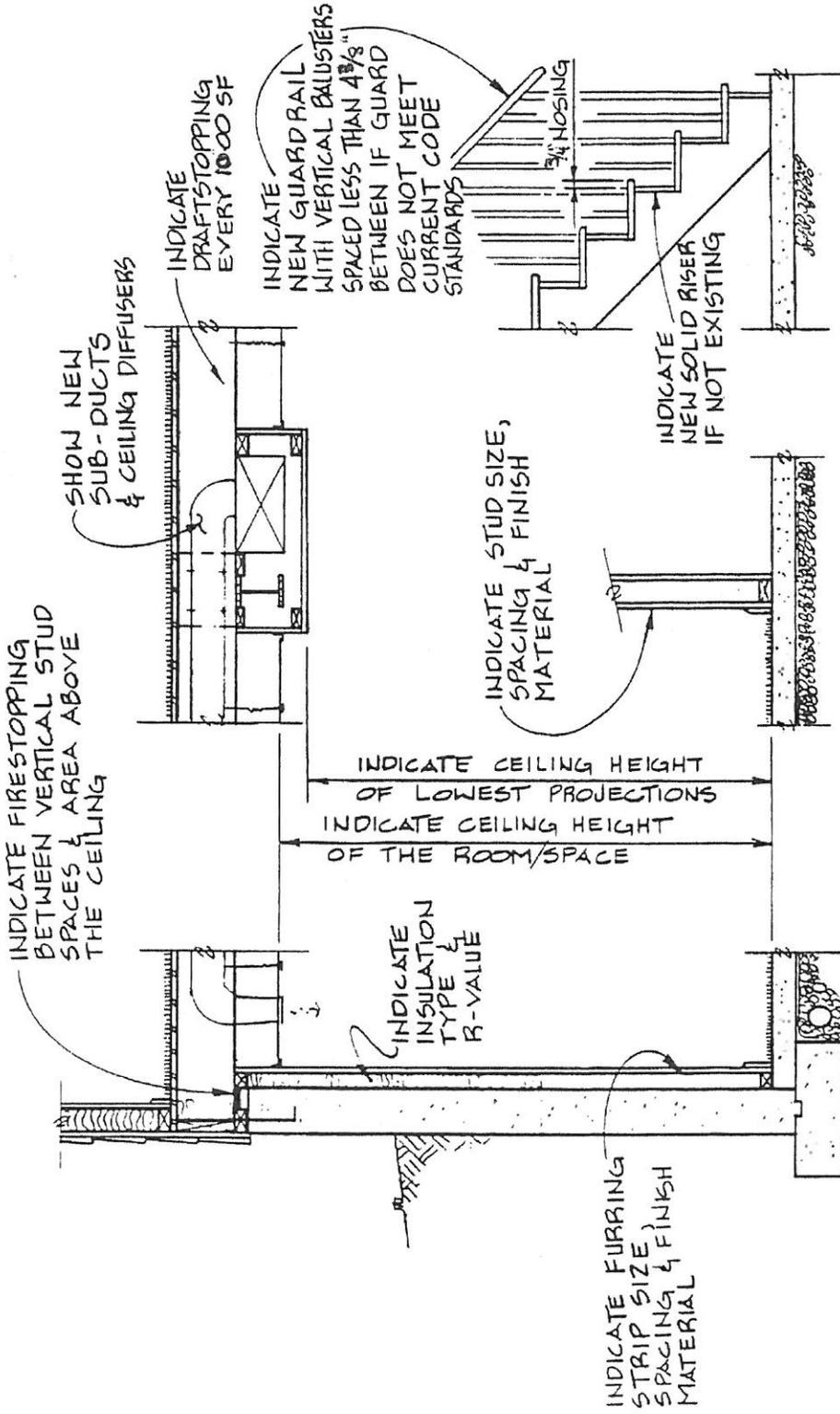
EXIST.

IDENTIFY NEW &  
 EXISTING PARTIONS  
 GRAPHICALLY OR BY  
 NOTES

INDICATE TOTAL  
 GLASS AREA AND  
 VENT AREA

# RESIDENTIAL FINISHED BASEMENT PLAN

SCALE: 1/4" = 1'-0"



# RESIDENTIAL FINISHED BASEMENT DETAILS

SCALE: 1/2" = 1'-0"