

Once Plans Are Prepared

Bring your three sets of building plans to the permit counter at the Ellisville City Hall located at #1 Weis Avenue, Ellisville, MO 63011. At that time you will need to complete an application for a Building Permit.

When your plans have been approved by the plan reviewer, you will be notified by phone that your permit is ready. You will also be told the cost of the permit, which includes the cost of plan review and the minimum number of required inspections. Payment is required before the permit can be issued.

Note: Electrical and Mechanical permits (if applicable) must be obtained from the St. Louis County Department of Public Works before any new electrical or mechanical work may be performed. For further information call 314-615-5184.

For new construction, please be sure to submit plans to Metro West Fire District for permit approval. Metro West Fire District is located at 17065 Manchester Road. They can be reached at;

Phone: 636-458-2100

Fax: 636-458-2199

www.metrowest-fire.org

⇒ Metro West Fire District, St. Louis County and any other applicable entities will need to approve the improvements prior to the City of Ellisville conducting a final inspection.

After City Approval

The city will keep one set of the city-approved plans for our records.

Finishing Your Basement



City of Ellisville
#1 Weis Avenue
Ellisville, MO 63011
Phone: (636)227-9660
Fax: (636)227-9486
www.ellisville.mo.us

February 2020

Finishing Your Basement

Finishing your basement can certainly add livable floor space to your home. The addition of a recreation room, office, study, or even a bedroom (See emergency escape requirement-International Residential Code Section 310) could be just the finishing touch your home needs.

Finishing your basement does require a building permit. If your home is located in Ellisville, here are some simple guidelines to help you through the permit process. Before coming to the permit counter at City Hall, you need to prepare and bring the following with you:

Three sets of building plans drawn to scale and containing the following:

⇒ A floor plan with:

- Location of any existing stairway and walk-out basement door(s)
- Location of existing rooms and rooms to be added - all rooms should be labeled to indicate it's use (utility room, bedroom, office)
- Room dimensions
- Door sizes
- Location of supply and return air diffusers
- Location and type of ceiling light fixtures
- Locations of smoke detectors

⇒ A typical wall section with:

- Type and spacing of framing members
- Method of plate anchorage
- Type of insulation provided (if applicable)
- Type of interior wall finish
- Firestopping at top of wall indicated
- Type of ceiling
- Height of ceiling above *finished* floor

Important Building Code Requirements

Ceiling Height

Hallways, bathrooms, kitchens, laundry rooms, and recreation rooms shall have a ceiling height of not less than seven feet. All other rooms (bedrooms, offices, etc.) shall have a ceiling height of not less than seven feet six inches.

EXCEPTION: The ceiling height to beams and girders, spaced not less than 4 feet on center, may be 6 inches below the required ceiling height.

Required Light

Every room or space intended for human occupancy shall be provided with natural or artificial light. Human occupancy is defined as a space in a building for living, sleeping, eating or cooking.

Required Ventilation

Every room or space intended for human occupancy shall be provided with natural or mechanical ventilation.

Required Draftstopping

The space above a suspended ceiling shall be divided into approximately equal areas not greater than 500 square feet. The ½ inch gypsum board draftstopping shall be installed parallel to the main framing members.

Required Firestopping

Firestopping shall be installed in concealed spaces of furred walls at the ceiling level. Firestopping shall also be installed at all interconnections between vertical and horizontal spaces. (such as soffits, suspended ceilings)

Smoke Detectors

A combination AC/DC smoke detector shall be installed at an approved location within the basement.

Door Sizes

The minimum egress door width shall be 2ft 8in. Exceptions: Doors serving storage closets & bathrooms may be narrower than 2ft 8in.

Emergency Escape

Every basement bedroom shall have at least one operable window or exterior door approved for emergency escape or rescue.

This window or door shall open directly from the basement bedroom to the outside of the house. Where a window is provided for emergency escape or rescue, the window shall meet ALL of the following requirements:

- The bottom of the clear opening shall not be more than 44 inches above the floor.
- The minimum net clear opening shall be five square feet.
- The minimum net clear opening height dimension shall be 24 inches.
- The minimum net clear opening width dimension shall be 20 inches.

If your project is over 400 square feet, plans shall be prepared by a Missouri Registered Architect with each page of the plans bearing the original seal, signature, and date of that designer. (*Note: this requirement may be waived by the City depending on the scope of the project.*)

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