

GENERAL INFORMATION

The following information was compiled as a guide for residents who wish to finish their basement into a living area. Once you have an idea of how you want your room(s) to be laid out, draw up your plans for submission to the Department of Community Development. The plans are not required to be of architectural quality, but must provide enough information to determine that all construction will be built to minimum code standards.

To obtain the permit for your basement finish, please bring two scaled copies of a drawing showing the following information to the Department of Community Development in City Hall, 200 North Second Street, Suite 303, (636) 949-3227:

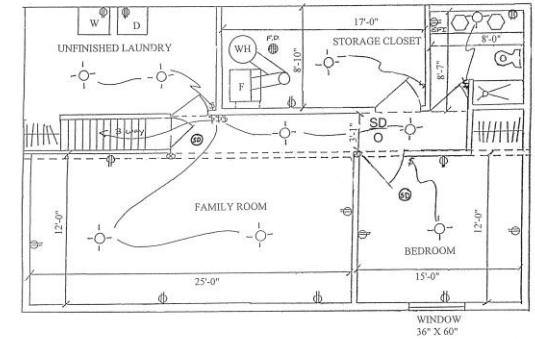
- The dimensions of existing exterior walls and new walls, existing exterior windows and doors, and new interior doors.
- Show the location of all receptacles, lights, switches, smoke alarms, and CO (carbon monoxide) alarms.
- Show location of all plumbing fixtures.
- Label each room to indicate its use, i.e.: family room, study.

The following is a list of common code requirements to keep in mind while drawing your plans:

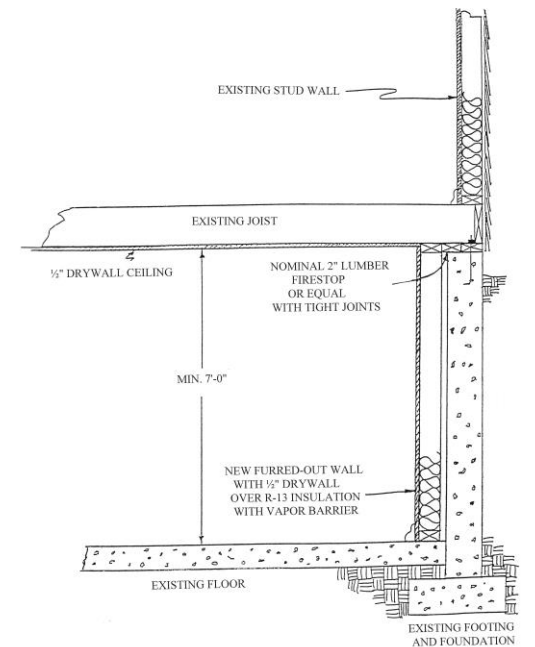
- Smoke alarms are required on each floor level of a home, within the immediate vicinity of bedrooms, and in all bedrooms. Smoke alarms must be interconnected alarms and have battery back-up.

- CO alarms are required to be placed outside of every bedroom when the home is supplied with gas appliances and/or an attached garage.
- Receptacles must be installed so that no point along the floor line in any wall space is more than six feet, measured horizontally, from an outlet.
- Bathroom receptacles must be GFCI protected. These receptacles must be on their own 20-amp branch circuit. Exhaust fans are required in bathrooms and must be vented to the exterior.
- Basements with habitable space and every sleeping room shall have at least one openable emergency escape and rescue opening. The window shall be a minimum of 5.7 sq ft (below grade) or 5.0 (at grade) of open area. The minimum width of this opening is 20 inches and minimum height is 24 inches with a maximum sill height of 44 inches from finished floor.
- The finished ceiling height must not be less than seven feet. Beams or duct work may project down into this required height a maximum of 6 inches.
- Fire blocking is required in concealed spaces of stud walls where furred spaces of masonry or concrete walls leave a gap. Fire blocking material can consist of 2 inch lumber or 1/2-inch drywall.
- Natural ventilation of an occupied space is required from the outdoors and can be obtained from either windows or doors. The minimum openable area to the outdoors is 4% of the floor area.

- Basements with habitable space and every sleeping room shall have at least one openable emergency escape and rescue opening.
- All light and receptacle outlets are required to be Arc-fault protected.



SAMPLE FLOOR PLAN



SAMPLE WALL SECTION

This brochure is one in a series designed to provide information on various regulations administered and enforced by the Department of Community Development of the City of St. Charles. The purpose of these brochures is to provide citizens with basic, easy-to-use information regarding City codes and services. Topics covered in this series of brochures include:

- *Opening a New Business in St. Charles*
- *Home Improvement Loan Program*
- *Home Occupation Regulations*
- *Zoning District Regulations*
- *Sign Guidelines*
- *Guidelines for Parking Recreational Vehicles in Residential Zoning Districts*
- *Fence Regulations*
- *Accessory Structures*
- *Deck Requirements*
- *Building in Historic Districts*
- *Swimming Pools, Spas, Hot Tubs*
- *Basement Finish*
- *Rental Unit Inspection Program*
- *Code Enforcement*
- *Recycling Guide*
- *Annexation*
- *Room Additions*

Any of these brochures may be obtained from the Department of Community Development, 200 North Second, Suite 303, St. Charles, MO 63301. Department phone numbers are: Planning Division: (636) 949-3222; Code Enforcement Division: (636) 949-3227. Department hours are 7:00 a.m. to 5:00 p.m. Monday through Friday.



Department of Community
Development
200 N. Second St., Suite 303
St. Charles, Missouri 63303



CITIZEN
INFORMATION
SERIES

Basement Finish



DEPARTMENT OF
COMMUNITY DEVELOPMENT