



City of Florissant

BASEMENT FINISHING GUIDE

According to the 2021 International Residential Code (IRC) And 2020 National Electrical Code (NEC)

This document is meant to provide a general residential permitting guide and does NOT include all requirements.

GENERAL

1. A Building Permit is required for finishing any portion of a basement. Apply using the online [Portal: https://my.florissantmo.com](https://my.florissantmo.com). Supporting documents are uploaded in the portal during the application process.
2. All plans and work must comply with the [2021 International Residential Code](#) and must be done in a [workmanlike manner](#). **Note this on the plans.**
3. All electrical, plumbing or HVAC work require separate permits.
4. A Building Permit is valid for 180 days. It shall become invalid unless the work is started within 180 days after issuance. Extensions can be granted upon request with a \$40 fee.
5. The cost for a permit will be no less than \$95 and is based on the total project cost. [City Code Section 505.010](#)
6. There is a \$40 fee for each submittal / plan revision.
7. There is a \$50 fee for extra inspections.

DOCUMENTATION

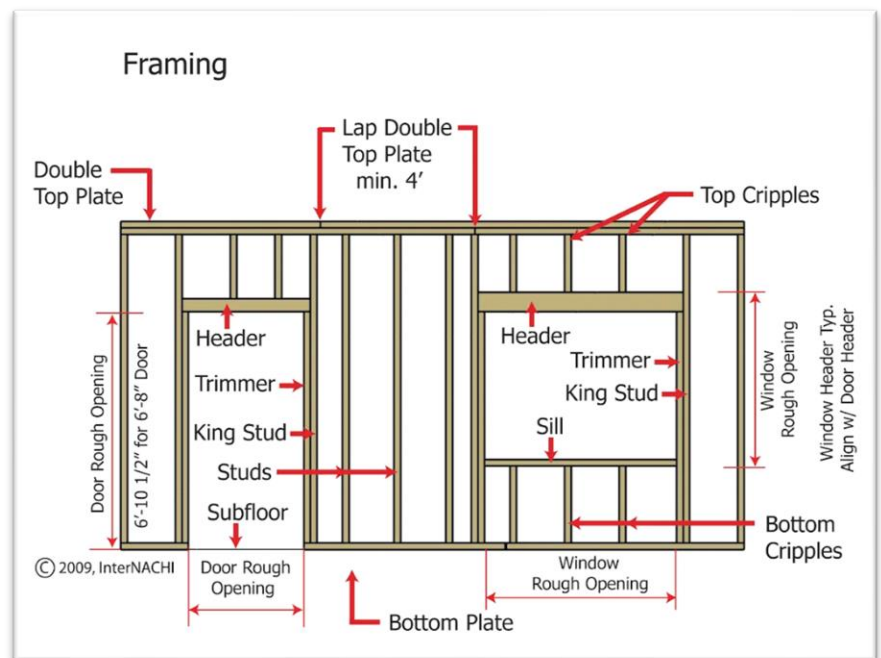
1. Apply in the online portal: my.florissantmo.com. Supporting documents are uploaded in the portal during the application process.
2. **Labeled floor plan layouts** (view from above) are required: **Existing** and **New** (proposed work). Layouts must clearly identify the nature and locations of all work and identify any changes from existing.
3. **Layouts must include:** labeled rooms, room dimensions and use, windows, doors, electrical receptacles, light switches and light fixtures, carbon monoxide alarms, smoke alarms and service panel location, all plumbing fixture(s), access panels for shutoff valves, etc.

4. **Wall detail sections** including, size and spacing of studs, sill anchorage, insulation, R-value, drywall/gypsum and [fire blocking](#) details (['21 IRC Section R302.11](#)).
5. Dimensions, room sizes, room usage, window locations / sizes, door locations, electrical outlets GFCI/AFCI protection, light switches, light fixtures, carbon monoxide alarms, smoke alarms and service panel location, plumbing fixture locations.

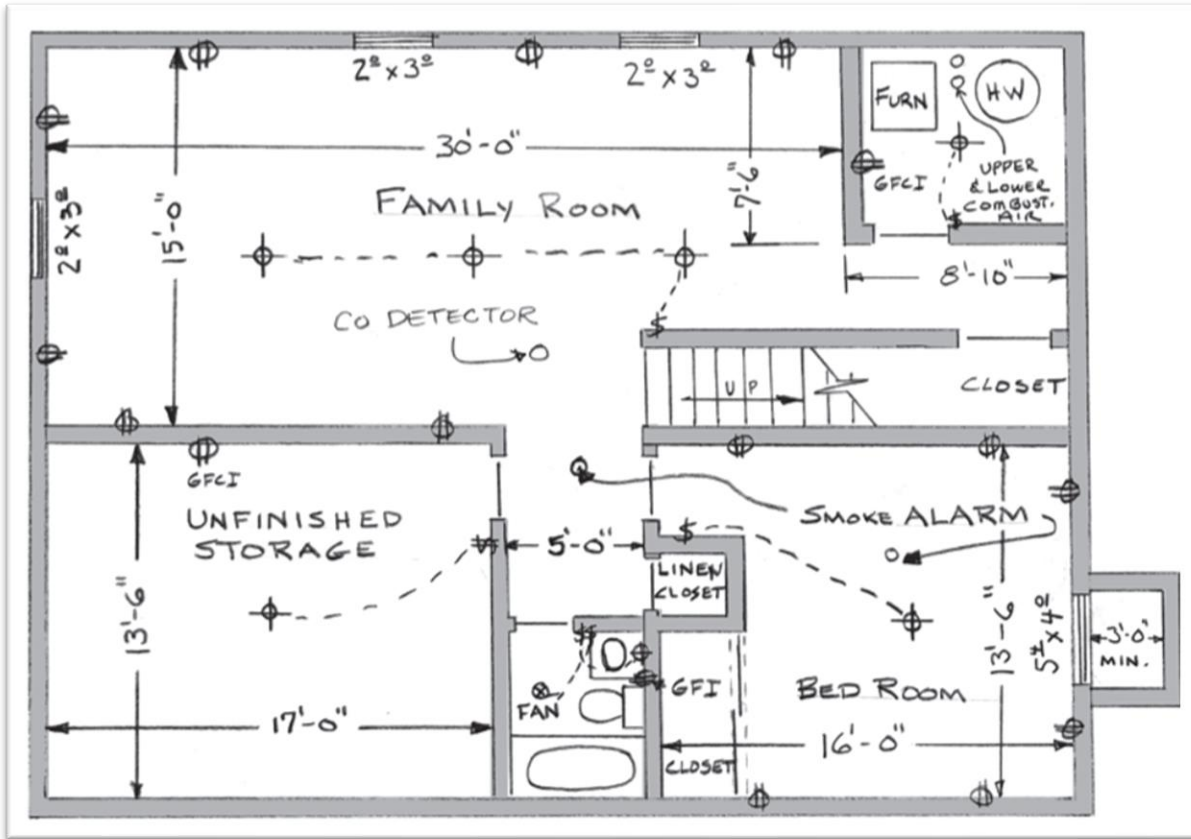
CONSTRUCTION

GENERAL

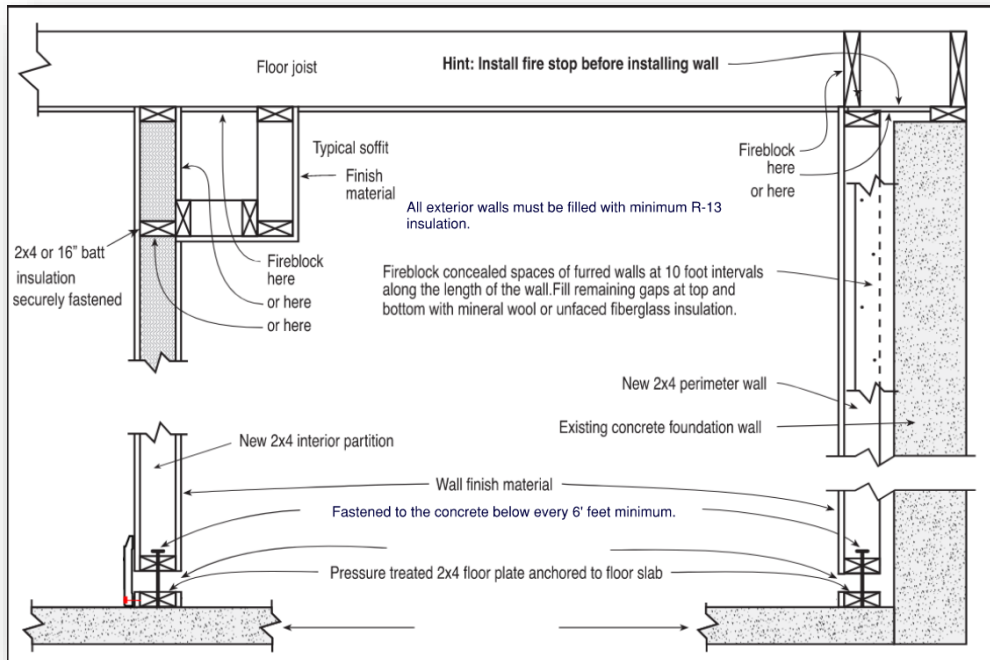
1. The minimum finish ceiling height for habitable spaces is 7' feet.
2. The finished ceiling height for bathrooms, toilet room or laundry rooms is 6' feet 8" inches.
3. Bedrooms are only allowed in basements which have their own dedicated Emergency Escape and Egress Opening per ['21 IRC Section R310](#).
4. All stairs must have minimum ½" inch drywall installed **under the stringers**.
5. Finished basement areas require drywall on the ceiling per ['21 IRC Section R302.13](#).
6. Stairs must have lighting at the top and bottom with a 3-way switch.
7. Stairs must have a graspable handrail that returns to the wall.
8. Smoke alarms and carbon monoxide alarms on all floors are required to comply with the code.
9. All shut off valves must have access panels.
10. R-13 insulation is required on all exterior walls.
11. All subfloor penetrations must be sealed before installing ceiling drywall.



EXAMPLE BASEMENT LAYOUT



EXAMPLE WALL DETAIL AND FIRE-BLOCKING SECTION



ELECTRICAL

1. All electrical details must be shown on the basement layout, labeled as **Existing** or **New Work**. ALL basement receptacles within the scope of work must be GFCI protected. Arc fault protection is also required in specific locations.
2. Receptacles must be installed so that no point along the floor line in any wall space is more than six feet when measured horizontally and six feet on each side of a doorway. Any wall space two feet wide or larger requires a receptacle. Hallways 10' long or more require a receptacle.
3. Bathroom outlets must have at least one 20 amp circuit.
4. ALL permanently installed light fixtures must have 100% high efficiency (LED) bulbs.
5. All electrical boxes must be sealed for air leakage.
6. Clearance around electrical panels must be maintained per ['21 IRC Section E3405](#).

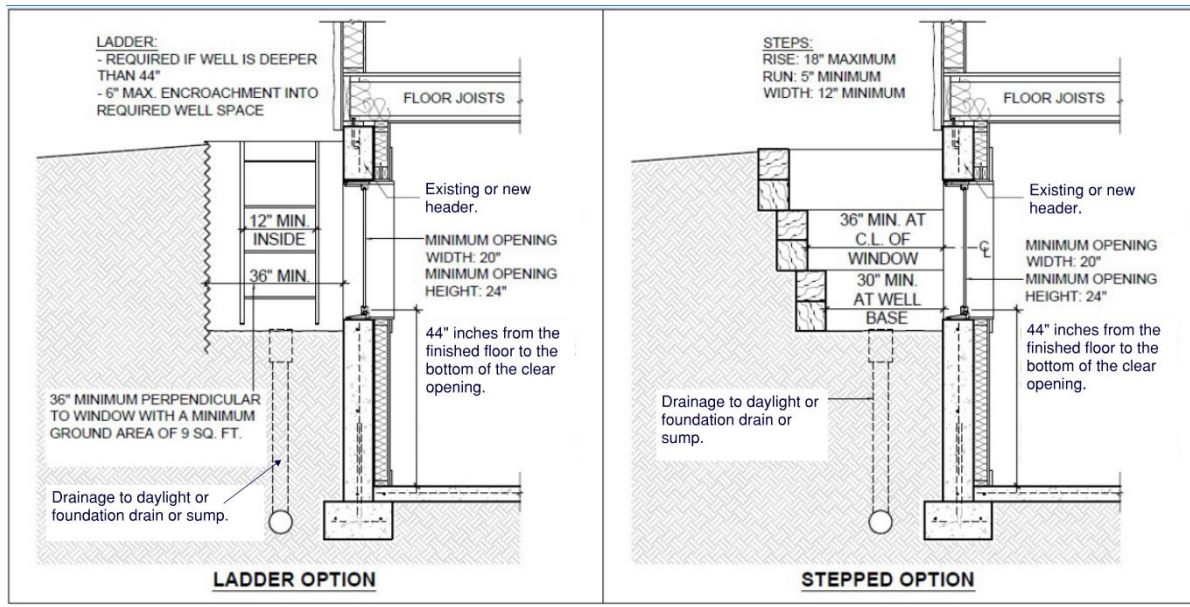
MECHANICAL

1. Supply and return vent openings must be identified on the basement layout.
2. Modifications to the ductwork requires a permit.
3. Code compliant combustion air is required for fuel burning appliances.
4. Exhaust fans are required in bathrooms and must be vented to the exterior.

EMERGENCY ESCAPE RESCUE OPENINGS (EGRESS)

1. Basements are NOT considered safe for sleeping purposes without an approved emergency escape egress opening.
2. Every basement bedroom must have an Emergency Escape and Rescue Opening per ['21 IRC Section R310](#).
3. Drawings for new egress windows must include lot site plan and floor framing detail for opening and direction of joists in relation to the window header.
4. New basement bedrooms must comply with minimum room area, electrical receptacle distances, light, ventilation and privacy.
5. Drawings for any exterior well for egress windows must contain all relevant code details found in ['21 IRC Section R310.4](#). **This must be drawn and uploaded.**

EXAMPLE BASEMENT EMERGENCY EGRESS WINDOW SIDE VIEW



HELPFUL LINKS

1. [City of Florissant City Code: https://ecode360.com/FL3301](https://ecode360.com/FL3301)
2. [City of Florissant Website: https://www.florissantmo.com](https://www.florissantmo.com)
3. [2021 International Residential Code \(www.codes.iccsafe.org\)](http://www.codes.iccsafe.org)
4. [Framing Fastening Schedule Table R602.3\(1\)](#)
5. A permit application can be obtained at Florissant City Hall, Public Works Department or downloaded [HERE](#).
6. Construction Permit Base Pricing: <https://ecode360.com/38145405>

For further assistance call: (314) 839-7648, email: publicworks@florissantmo.com