

**CITY OF SAINT LOUIS  
DEPARTMENT OF PUBLIC SAFETY  
BUILDING DIVISION  
GUIDELINES  
FOR DRAWING RESIDENTIAL FINISHED BASEMENT PLANS**

The following form was prepared by the Building Division to be used only as a general guideline for the drawing of construction plans which are required to be submitted at the time of application for a building permit.

To make application for a building permit, the applicant shall submit five (5) sets of detailed construction plans drawn to scale on minimum 8 1/2" x 11" sheets of each of the following to the Building Division - Permit Section, Room 425, City Hall, between 8:00 a.m. and 4:30 p.m. Monday through Friday. The office is closed on all City holidays.

1. Site Plan
2. Floor Plan
3. Typical Wall Section
4. Additional Details (if necessary)

The following are lists of the items that should be shown on each of the above plans: The illustrations are guides for plan preparation only to give you a basic idea what each type of plan should look like and are not necessarily specific Code and other Ordinance requirements. Each individual site location, the location of the building on the site and/or size of building might vary as requirements of the St. Louis Zoning Ordinance, the Building Code, and other ordinances dictate, and each will have to be reviewed on its own specific conditions after submittal.

**1.0 SITE PLAN**

- 1.1 Indicate size and shape of your lot
- 1.2 Indicate address and street (or streets if a corner lot)
- 1.3 Indicate alley location
- 1.4 Indicate size and location of existing house and other buildings

**2.0 FLOOR PLAN**

- 2.1 Indicate length and width of the proposed finish basement. Show basement area, room layout and identify use of each room or space by name and indicate both exiting and new walls or partitions, furred and insulated foundation walls. Rooms shown with clothes closets, etc. which resemble a bedroom or could easily be converted to a

Finish Basement Guidelines

bedroom in the future will be reviewed for bedroom requirements regardless of the room name presented in the drawing.

- 2.2 Indicate location, size and spacing of furred wall or partition framing system. Identify existing and new walls or partitions graphically or by notes.
- 2.3 Indicate size and location of doors and windows. Show all existing and new window locations and indicate the overall glass size and ventilation area for each. For proposed bedrooms indicate the sill height, clear opening width and clear opening height for the required emergency escape window.
- 2.4 Indicate smoke detectors if finished basement contains bedroom(s). Smoke detectors shall be AC powered and have battery backup.
- 2.5 Indicate width and location of existing or new stairs
- 2.6 Indicate number and size of risers and treads on existing or new stair
- 2.7 Indicate handrails
- 2.8 Indicate ceiling type and height of all rooms/ spaces and ceiling height of lowest projections
- 2.9 Indicate new sub-ducts, diffusers and exhaust fans
- 2.10 Indicate floor drains
- 2.11 Indicate electrical panel(s)

### **3.0 TYPICAL WALL SECTION**

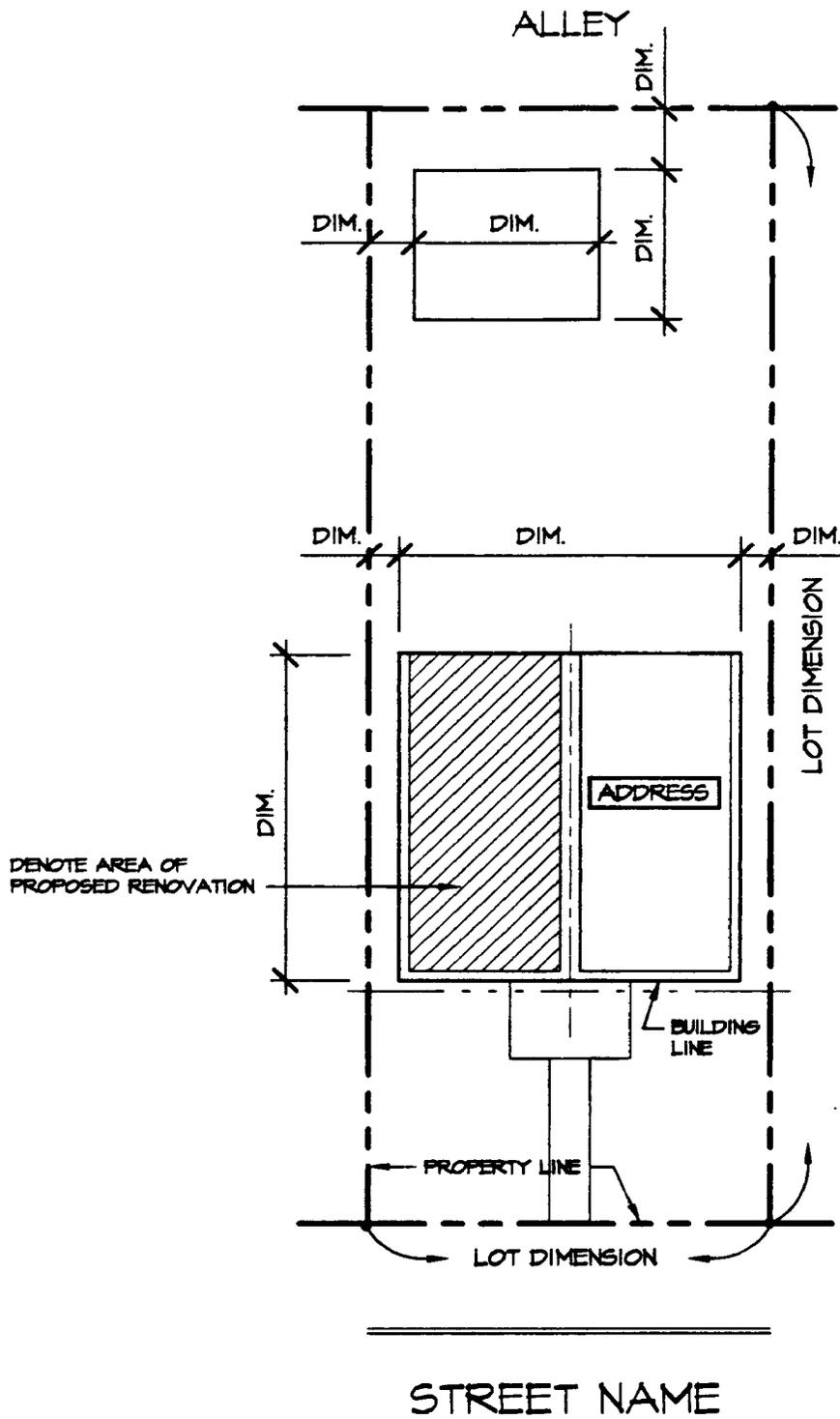
- 3.1 Indicate size and spacing of furred wall or partition framing system. Identify existing and new walls or partitions graphically or by notes.
- 3.2 Indicate size and type of interior wall and ceiling finish materials
- 3.3 Indicate ceiling height of all rooms/spaces and ceiling height of lowest projections such as beams or sub-ducts
- 3.4 Indicate stair and handrail

### **4.0 ADDITIONAL DETAILS**

- 4.1 Indicate whatever information is necessary to show how your proposal will be constructed.

For additional information, contact: Permit Section at (314) 622-3313.

Effective Date  
January 1, 2001



# SITE PLAN

DENOTE SCALE

FBSITE

NORTH



(INDICATE ORIENTATION)

City of Saint Louis - Building Division  
**RESIDENTIAL FINISHED BASEMENT**  
 Guidelines and Standard Construction Details

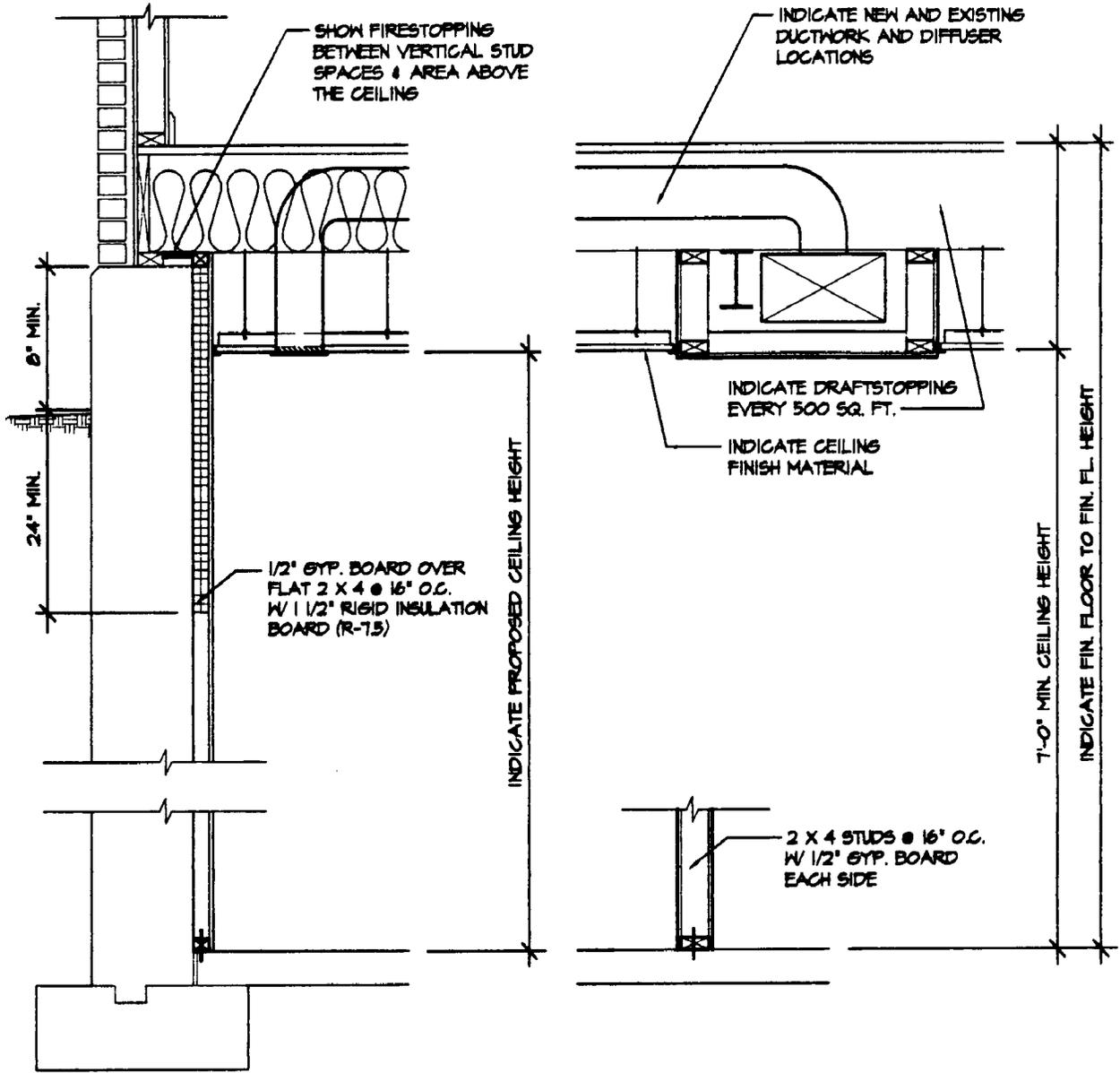
Date: Jan., 2001

Drawing No.

1 of 3

FB-PC1





# DETAILS

1/2" = 1'-0"

FBWSECT

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**RESIDENTIAL FINISHED BASEMENT**  
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Drawing No.

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FB-PG3