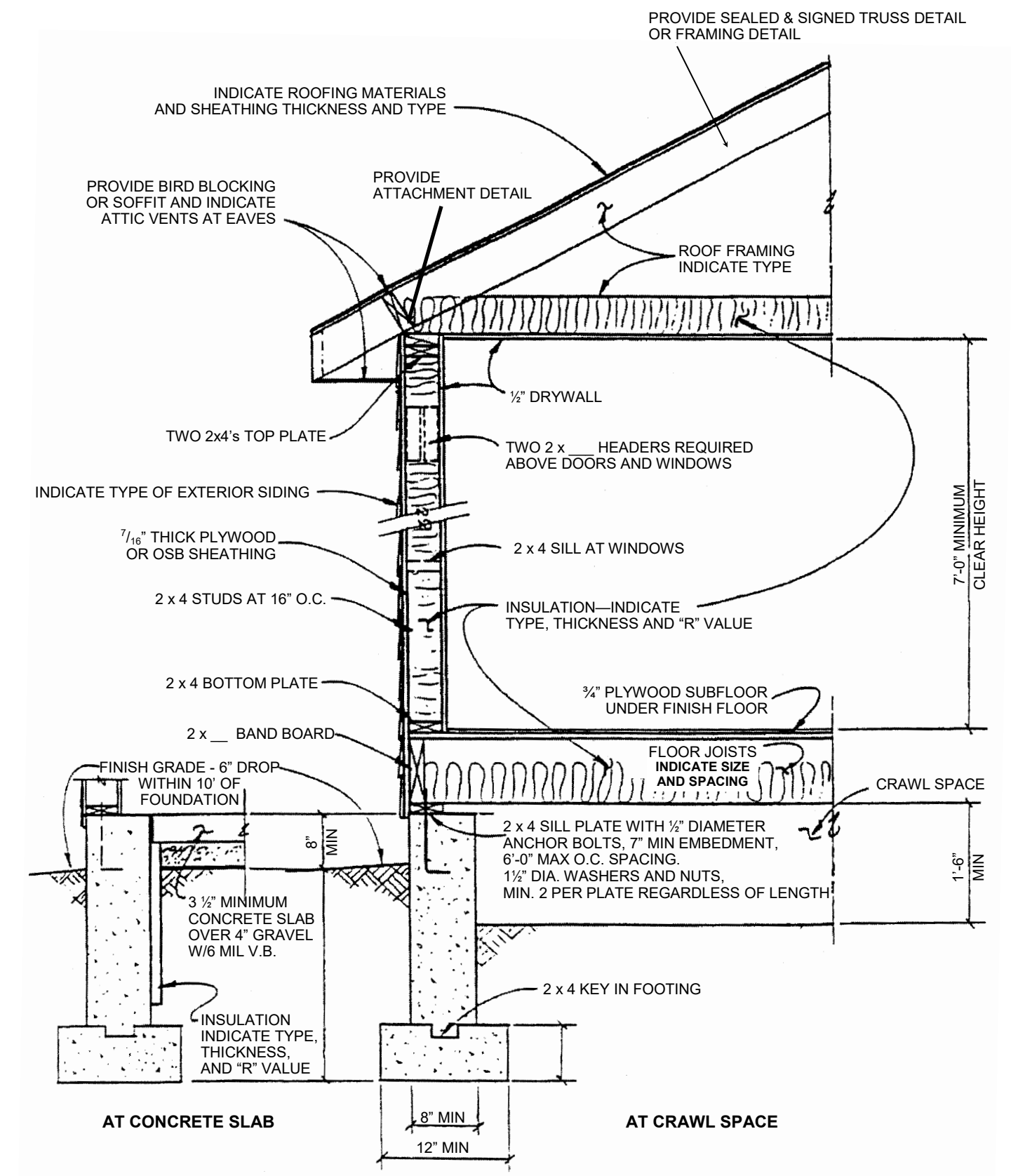


TYPICAL BUILDING SECTION



DEPARTMENT OF CODE ENFORCEMENT

#1 GOVERNMENT CTR • BALLWIN MO 63011  
PHONE: (636) 227-2129  
FAX: (636) 207-2360  
email: inspections@ballwin.mo.us



ROOM  
ADDITION





# PERMIT REQUIREMENTS

*Adding a room can increase the comfort and value of your home. With the assistance of the Ballwin Code Enforcement Department, you can make sure that your project is done in a safe and code-compliant manner.*

## AN ADDITION TO YOUR HOUSE REQUIRES A PERMIT

In most cases you will also have to obtain mechanical, electrical and plumbing permits. The following information is needed to obtain a building permit:

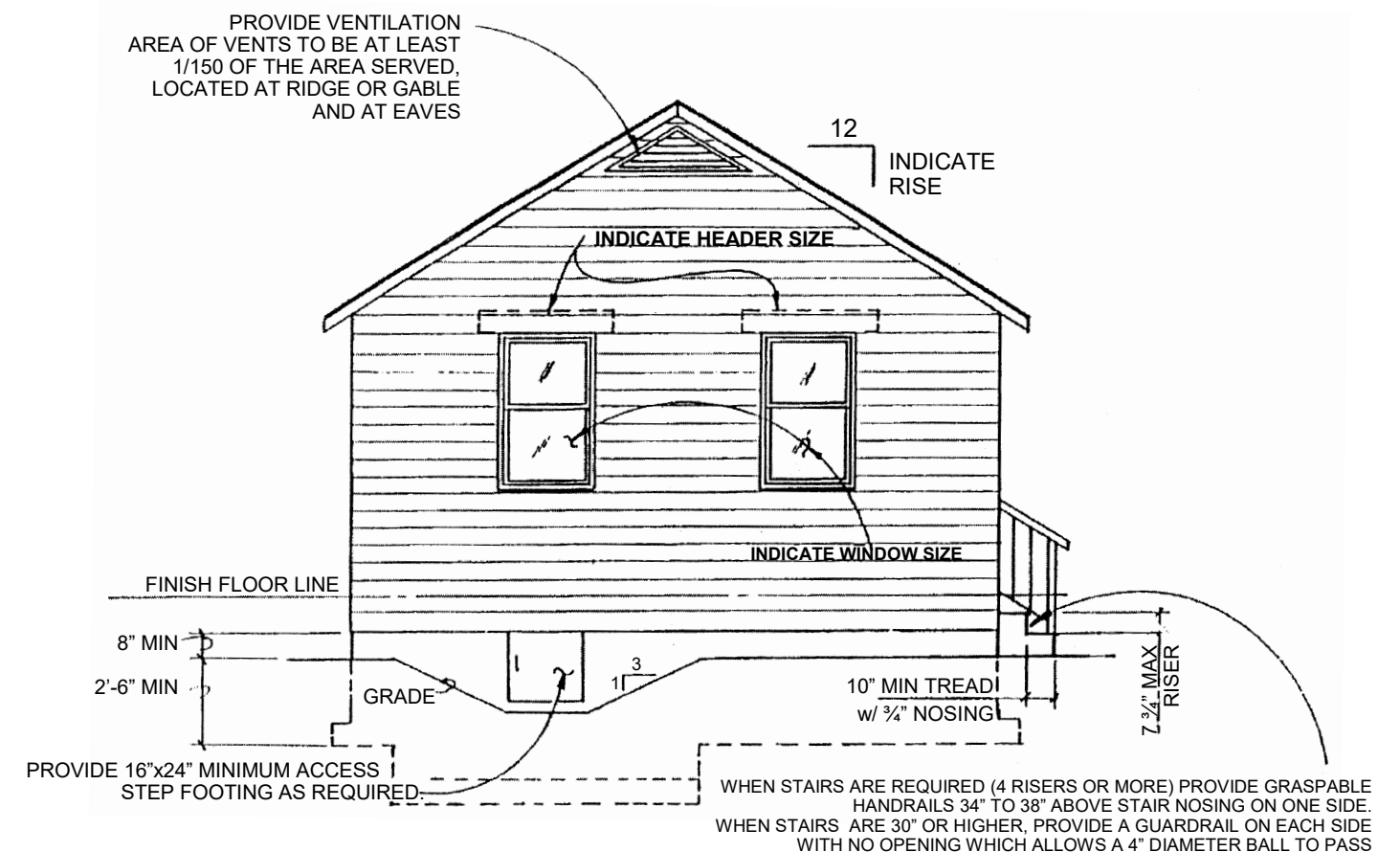
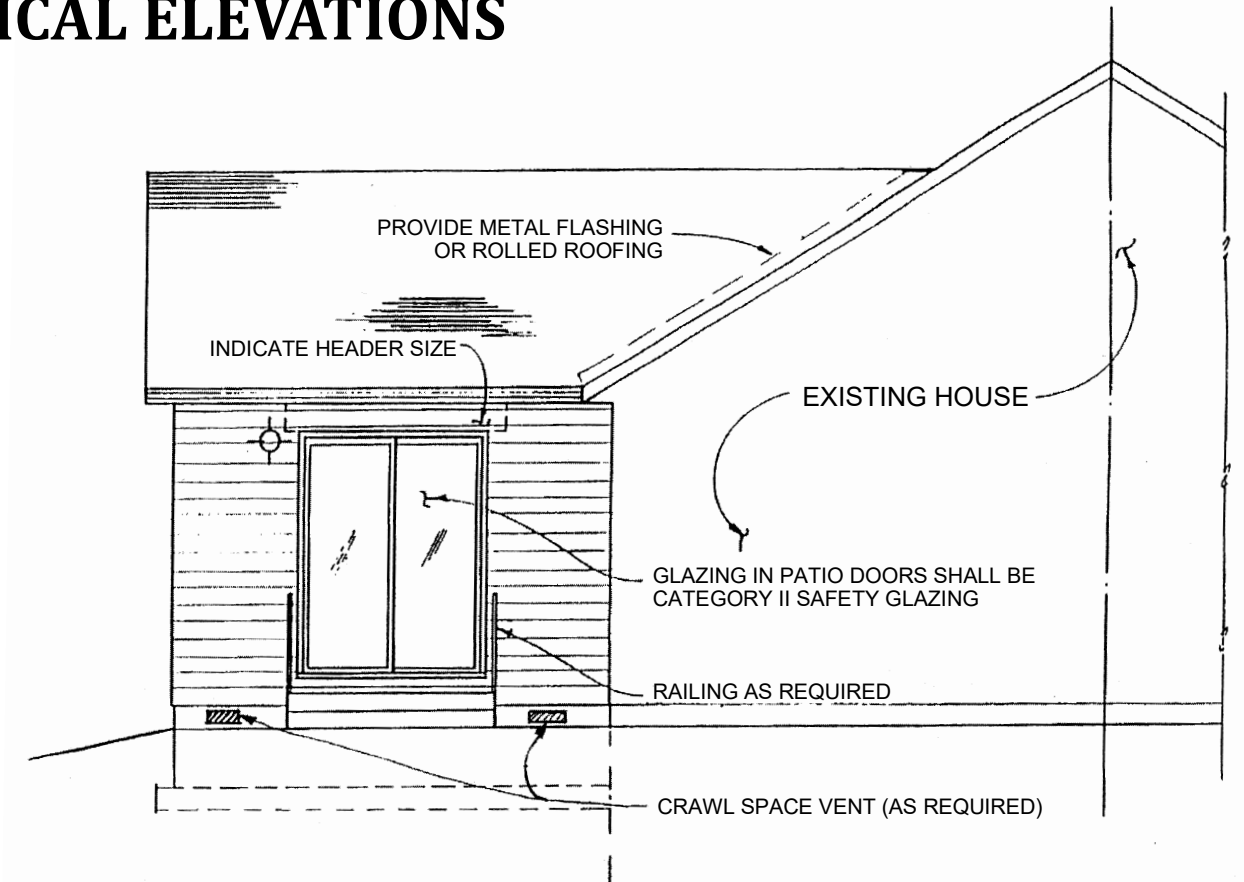
1. **A completed multipurpose permit application form**, which is available at the front desk of the Ballwin Government Center, or on our website at [www.ballwin.mo.us](http://www.ballwin.mo.us).
2. **A plot plan showing the proposed room addition** and dimensions from the addition to the lot lines. The plot plan should also show the direction of drainage on the lot in the vicinity of the room addition. No drainage ways or swales shall be blocked or altered without approval from the City. All area storm water inlets on the lot or adjoining lots should be shown on the plot plan.
- 2a. Siltation control is required on the low side of the lot to protect all adjacent properties or public rights-of-way.
3. **Two (2) complete sets of plans showing the following:**
  - ☐ An entire floor plan showing existing and additional areas with room uses labeled (*see example, page 4*).
  - ☐ Ceiling heights and wall locations.
  - ☐ Location and sizes of all windows, doors, and stairs.
  - ☐ Location of fireplace or stove (manufacturer specifications), if applicable.
  - ☐ Location of electrical service panel and electrical fuse or circuit breaker boxes.
  - ☐ Smoke detector locations (existing and additional).
  - ☐ Electrical layout.
  - ☐ Location of existing or future plumbing work if applicable.
  - ☐ Location of supply air grilles and return air grilles, as well as heat gain/heat loss calculations.
4. **Information addressing emergency egress** from the newly finished area via a walkout door or emergency escape window.
5. **Show a typical wall section:** stud spacing, vapor barrier, insulation, fire stopping. Show bottom plate in contact with concrete floor as treated lumber. (*see Typical Wall Section diagram, page 4*)
6. **The minimum ceiling height** is 7'0" in all habitable spaces.
7. **Bathrooms must have exhaust fans** that are vented to the outside, and may not be combined with any other duct or exhaust system.
8. **Stairways must have a graspable handrail and a guardrail on open sides.** If the area under the stairs is to be enclosed for storage, the walls and underside of the stairs must be covered with a minimum of one layer of ½" gypsum board. Seams and joints are to be taped with a minimum of one coat of drywall compound.



## A FEW WORDS OF CAUTION:

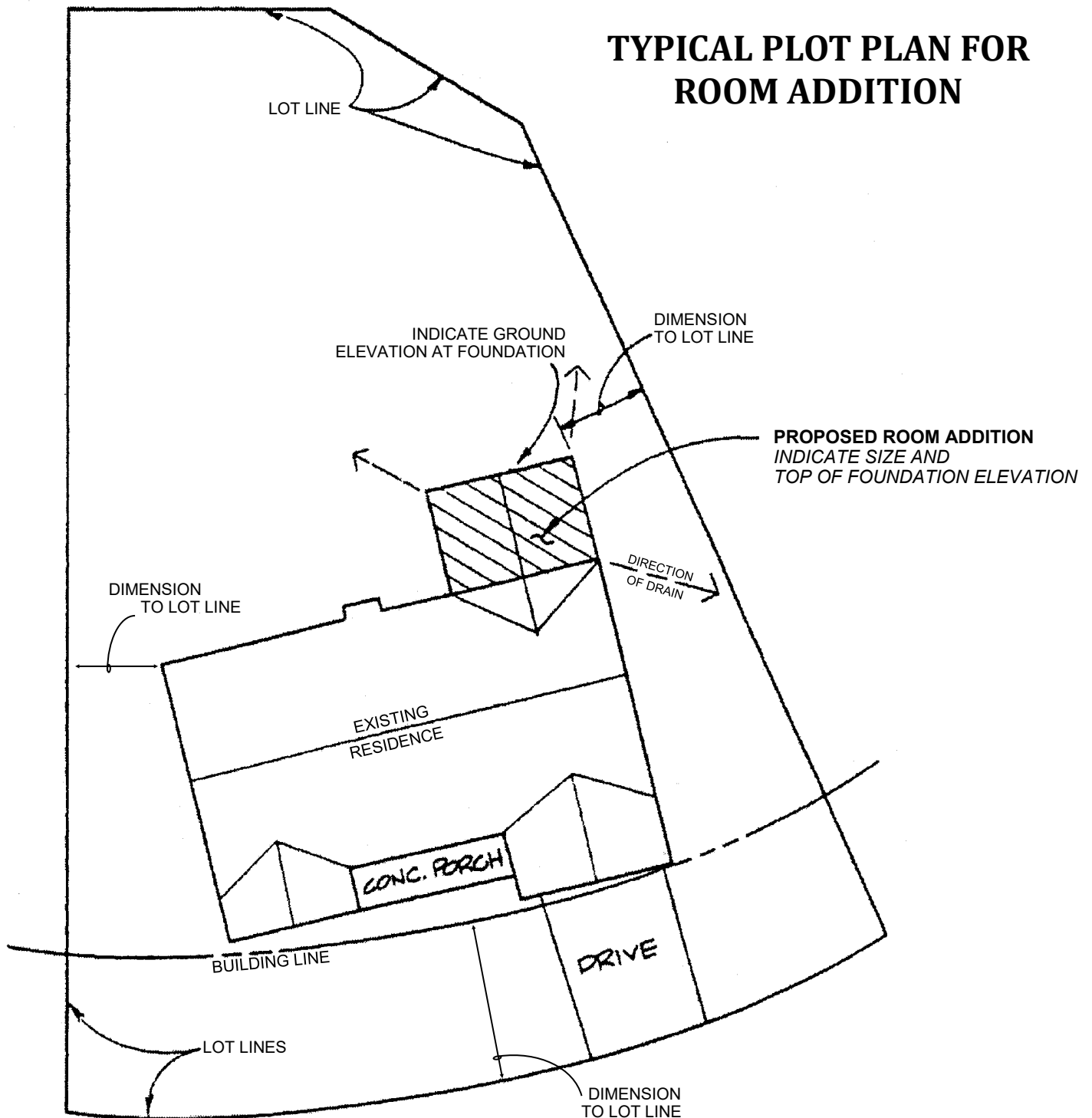
*At some point in the future, should you want to sell your house, it will have to be inspected and approved by the City of Ballwin. If you did not get a permit for a house addition, you will have to obtain a building permit and approval before the house can be sold. This may mean that some demolition will have to take place so that the necessary inspections can be made. It is much easier to get the permit when the work is done.*

# TYPICAL ELEVATIONS



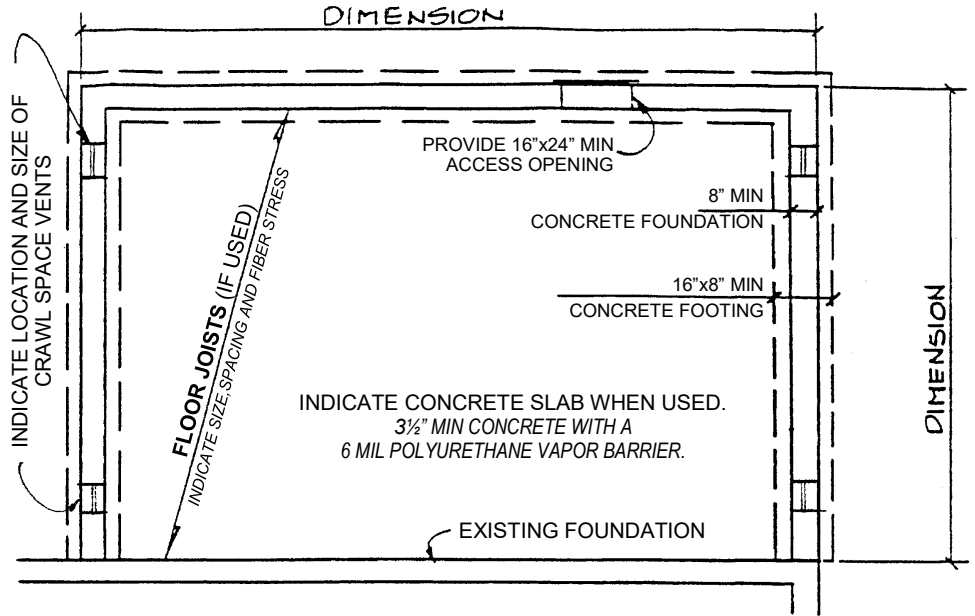


## TYPICAL PLOT PLAN FOR ROOM ADDITION

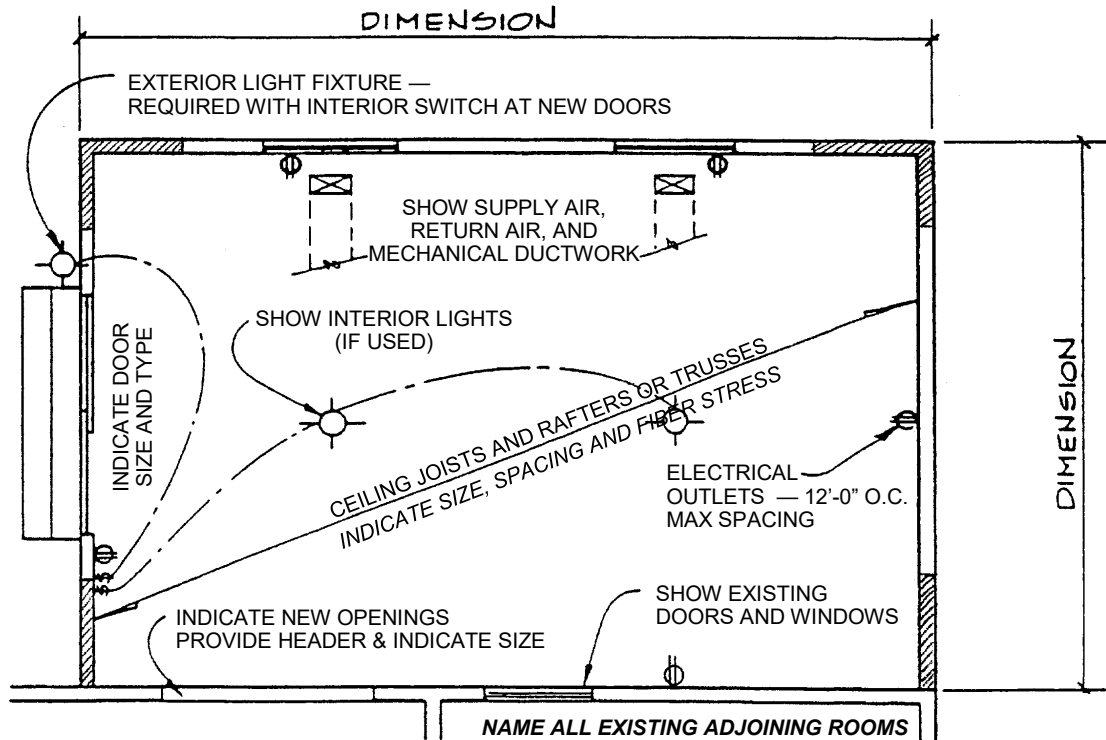


**SHOW LOCATION OF ALL UTILITY METERS,  
SERVICES AND LATERALS (OVERHEAD & UNDERGROUND) ON PLOT PLAN**

# TYPICAL FOUNDATION PLAN



# TYPICAL FLOOR PLAN (INDICATE ROOM USE)



INDICATES 32" W PLYWOOD, OSB SHEATHED SEGMENTS, OR DIAGONAL BRACING (NO OPENINGS)