



City of Prairie Village
Codes Department
913-385-4604
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Basement Finish Permits

CODE REQUIREMENTS

A building permit is required to finish a basement in accordance with the Prairie Village municipal code and the 2018 IBC, IRC, NEC, IPC, and IMC, IFGC, IECC, and IEBC. Please note the following:

- Plans **do not** have to be sealed by a Kansas Registered Design Professional unless there will be structural alterations.
- All habitable space, hallways, bathrooms, toilet rooms, and laundry rooms must have a ceiling height of not less than 7 feet. Portions of basements that do not contain habitable space, hallways, bathrooms, toilet rooms, and laundry rooms shall have a ceiling height of not less than six (6) feet, eight (8) inches. Beams, girders, ducts, or other projections may project to within six (6) feet four (4) inches of the finished floor.
- IRC 2018 R310.6 Alterations or repairs to existing basements. An emergency escape and rescue opening is not required where existing basements undergo alterations or repairs. Exception: New sleeping rooms created in an existing basement shall be provided with emergency escape and rescue openings in accordance with R310.1. The minimum net clear opening shall be 5 square feet, minimum width of 20" and height of 24". The emergency escape and rescue opening must be located within 44" of the finished floor.
- Smoke and carbon monoxide alarms are required to be installed throughout the existing structure per IRC 2018 R314 and R315.
- New basement walls must be insulated in accordance with the 2018 IRC, as amended by the City.
- Power Panel disconnecting means shall not be located within bathrooms.
- All new basement sanitary sewer drain waste vent plumbing shall be protected by a Backwater valve, per IRC 2018, unless applicant can provide proof the flood level rims of plumbing fixtures are above the flood level rim of the nearest upstream manhole top elevation.

PLAN SUBMISSION REQUIREMENTS

Apply for all permits at <https://prairievillageks.viewpointcloud.com>.

- Show existing configuration of full basement level and new proposed walls, with rooms shown by name.
- Provide location and details of new egress openings/wells
- Provide north orientation, and include locations of additional electrical and/or plumbing work.
- Provide size of framing members, spacing, and insulation R-values.

BUILDING PERMIT FEE

The building permit fee for a basement finish is based on the value of the work and will be calculated and assessed once the building permit is approved.