

## INSTRUCTIONS FOR SCALE DRAWING

On the reverse side is a sample floor plan of a typical building. Although your building may vary in size, shape and location of interior features, from the example, you may use this example as a guide to provide a scale drawing of the interior.

1. Measure the length and width of each room. The total of the lengths of each room will be the total length of the building. Total width of rooms will be total width of the building.
2. Decide which scale is appropriate for your case and mark the scale used on the paper.
3. Draw an outline of the building. Use the dimension you have measured, converted to the scale you have chosen.
4. Add interior rooms using the same procedure. Label each room according to its use. Also add the dimensions you have mentioned along lines you have drawn for the interior rooms.
5. Show names of streets and alleys, if any, upon which the property fronts.

