



# Department of Planning + Urban Design

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## How to Draw a Floor Plan

### Introduction

A floor plan is a map of the inside of your home or business. The plan shows the layout of the interior of your home or business and the location of key items, such as sinks, appliances, seating, or other fixtures.

Although the use of a licensed professional (architect, surveyor or engineer) is recommended, an applicant can create the necessary plans themselves. If you do decide to prepare the plan yourself, please keep in mind that you are responsible for its accuracy. The following pages are intended to help guide you to create a clear and concise plan. A design professional is required for any official building permits.

- 1. Measure along the baseboard the length of one wall, from one corner of the room to another.**

For accuracy, measure to the nearest 1/4 inch. Record this number on your rough floor plan and in your notebook (a piece of graph paper is included in these instructions).

- 2. Measure the remaining walls the same way you measured the first.**

Most rooms have four walls, but if you're measuring an L-shaped room, for example, you have more to measure. Include every wall in your sketch, especially if you plan to give one part of the room a different flooring or wall covering.

- 3. Measure the room's doorways and other entries.**

Note whether the door opens into or out of the room and indicate the direction (with an arc) on your rough floor plan sketch. Also measure the distances of all openings — doors and open archways — from the ends of the walls so that you can accurately locate these openings on your final plan.

- 4. Determine the size of the windows.**

Include the window frame from outside edge to outside edge. Record the measurements for any moldings around the window separately.

- 5. Measure any and all architectural features, including fireplaces, brackets, shelves, and any other built-in features.**

Measure surrounding space and outside or overall dimensions of these items, and then locate each on your plan.

- 6. Measure the walls from side to side.**

**After you finish measuring, you're ready to draw your floor plan to scale:**

- 1. Lightly pencil in the room's major areas on the graph paper provided before firmly committing to hard-to-erase dark lines.**

Include the room's irregularities, such as support columns or any other intrusions.

- 2. Note on the paper the room's directional orientation (north, south, east, and west).**

The quantity and quality of natural light affects a number of decisions.

- 3. Draw the room's specifics, using a thicker straight line for walls, windows, and fireplaces.**

Note also the inside width of the doors and other openings so that you know if your sofa (or other large piece of furniture) can fit through the opening, up the stairs, or around a turn in the hallway.

- 4. Indicate where all permanent switches, outlets, controls, TV cable, and phone lines are located**

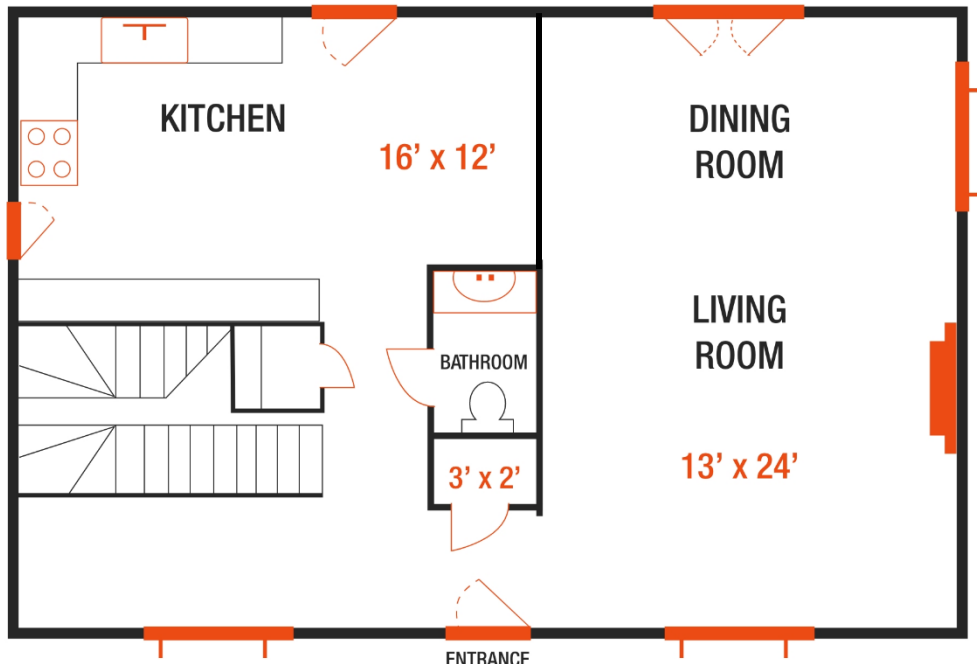
These factors all influence furniture placement. Don't make the mistake of putting bookcases in front of the only phone jack in the room, loading up all the shelves, and then discovering that you can't plug in your phone!

- 5. Draw Appliances**

Demonstrate on the floor plan the locations of appliances, such as dishwashers, ovens, grills, washers, dryers, and other appliances within the structure.

**See next page for a sample floor plan and a list of common floor plan symbols.**

# SAMPLE FLOOR PLAN



## COMMON FLOOR PLAN SYMBOLS

|             |              |              |           |
|-------------|--------------|--------------|-----------|
|             |              |              |           |
| DIMENSION   | WALL         | WALL OPENING | DOOR      |
|             |              |              |           |
| DOUBLE DOOR | SLIDING DOOR | WINDOW       | FIREPLACE |
|             |              |              |           |
| COLUMN      | TUB          | SHOWER       | CHAIR     |
|             |              |              |           |
| BATH SINK   | SINK UNIT    | KITCHEN SINK | STOVE     |

