

## Instructions for Floor Plan Drawings

If you have Internet access:

1. Go to the Forsyth County Tax Office Geo-Data Explorer (<http://maps2.co.forsyth.nc.us/geodata>)
2. Type in the property address, or block and lot number and click on Search.
3. Click on Record Card at the upper right.
4. Scroll down to the drawing of the building's exterior dimensions.
5. Right click on the drawing and select copy.
6. Open a new document in Word, WordPerfect, Powerpoint, WordPad, or some other suitable program, and paste the drawing into the document. (You may want to adjust your page layout to Landscape, depending on your property.)
7. As best you can, draw in the interior partitions on for each floor, showing the location of interior and exterior doors. You can do this by using the drawing tool in your program, or print the page and draw by hand. If you have more than one floor, paste the drawing as many times as necessary and label each floor accordingly.