Commercial Sketches in Apex

When drawing a commercial building, you start by selecting Define Area (F4), just as you would a residential. For the area type, select "OTHER". For the area name, enter the 5 character code without any spaces, as described below. Our example would be entered as CM011.

$$\underline{\text{CM}}\ \underline{\text{01}}\ \underline{\text{1}}$$
$$\quad (1) \qquad (2) \quad (3)$$

The area name is divided into three sections:

1. **CM** - This will always be the same, and simply identifies it as a commercial building.

2. **01** - This is the occupancy number. Each area to be priced is given a separate occupancy number. For example, if this parcel had 2 buildings, you would draw one as occupancy 1, and one as occupancy 2. However, you could have more than one occupancy in the same building. For example, a building that has a retail store in the front and a warehouse in the back would be priced as 2 different occupancies: one for the store and one for the warehouse. Each area would be drawn individually and labeled as such.

3. **1** - This is the floor number. It is important to remember that this is the floor of the occupancy and not the physical floor. For example, if you had a two story building that had a retail store downstairs and an office upstairs, the retail store would be drawn as occupancy 1 floor 1 (or CM011), and the office would be occupancy 2 floor 1 (or CM021). The 2nd area would be floor 1 since the office area is only 1 floor, even though it is physically on the 2nd floor of the building.

<u>Additional Examples</u>

Description of Area	Area Name
Single Building, single occupancy, single floor	CM011
Example from #2 above	
Retail Store	CM011
Warehouse	CM021
1-story building and 2-story building	
Building 1	CM011
Building 2, 1st floor	CM021
Building 2, 2nd floor	CM022

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