



July 2025

Building Services Notice

Building Bulletin: Planning for Successful Construction Projects

To ensure your renovation or construction project is successful, it's highly recommended that you engage a qualified building code consultant—such as an architect, professional engineer, or Building Code-qualified designer. These professionals are essential for preparing complete and accurate drawings that comply with the Ontario Building Code and the Town of Collingwood Zoning By-law. These drawings must be submitted with your building permit application.

Choosing the Right Consultant

When selecting a consultant, prioritize:

- Expertise in the Ontario Building Code
- Relevant experience with your type of project
- Strong communication skills

Role of a Building Code Consultant

Your consultant will work closely with you—and possibly your contractor or builder—to ensure the project meets all code requirements from start to finish. Their responsibilities include:

- Reviewing your project ideas
- Preparing detailed drawings
- Applying building codes properly
- Addressing any issues during construction

Their role is to help keep your project on track, on budget, and in compliance.



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Importance of a Clear Contract

When hiring a consultant or designer, make sure the contract includes:

- A detailed scope of work
- Project timelines
- Payment terms
- Change order procedures

A strong agreement should also:

- Clarify responsibilities
- Outline performance expectations
- Include methods for dispute resolution

Start Early

Engage a building code consultant as early as possible in your project. Early involvement helps:

- Streamline planning
- Reduce the risk of delays or rework
- Guide the project toward creative, code-compliant, and cost-effective solutions

Collaboration Is Key

Your project will run more smoothly when everyone—consultant, contractor, and owner—is on the same page. Once your permit drawings are reviewed and approved:

- All parties should stick to the agreed plan
- Any changes must be reviewed by the Town's Building Division before proceeding

This helps prevent mistakes, delays, or non-compliance.

In Summary

Hiring the right consultant early on is one of the smartest things you can do for your renovation or construction project. With their guidance, you can:

- Navigate complex building rules
- Avoid costly mistakes
- Build something safe, legal, and aligned with your vision