



Who Is on Your Project Team? Architect, Engineer, Contractor

A building project has several people with different jobs. Knowing who does what keeps you from asking the wrong person the right question.

Roles can differ from one project to another, and your contract decides who is responsible. This is a general guide.

01 The architect

The architect designs the house, prepares the drawings and coordinates the other professionals. Your architect is usually your main contact on design questions.

Ask whether site visits are part of the scope, since that affects who watches the work as it is built.

A clear architect also helps you compare proposals, because each bid is measured against the same set of drawings. The architect is your main contact for design and coordinates everyone else. Example: ask whether site visits are in the scope, because that decides who checks the work as it is built. Why this works: knowing who watches the work prevents gaps between the drawings and what is built.

02 The engineers

Structural, electrical, plumbing and other engineers design the systems that keep the building safe and working. Each signs and seals their own plans.

Ask who hires them, you or the architect, and who pays.

Ask for each engineer's name and license number, and keep them with your project file. Each engineer is responsible for their own part of the safety of the building. Example: keep each engineer's name and license number in your project file along with their signed plans. Why this works: a clear record shows who is responsible if a question comes up later.

03 The contractor

Keep it simple: One list of who is responsible for what can help avoid arguments later.

The contractor builds from the drawings. They manage workers, materials and the schedule on site.

Ask who is your contact on site and how progress is reported to you.

Ask how the contractor will handle problems found on site, and who must approve the fix before work continues. The contractor builds what the drawings show and must raise problems properly. Example: if the contractor finds a beam where the plan shows a door, ask who must approve the fix

before work continues. Why this works: an agreed approval path stops quick fixes that change the design without your knowledge.

04 You, the owner

You decide on scope, budget and changes. A quick, clear decision from you often saves more time than anything else.

If several family members decide, name one person who speaks for the family.

Meet the team together at the start, even by video call, so everyone hears the same plan once. Your decisions set the pace of the project. Example: if several family members have opinions, name one person to give the answers to the team. Why this works: a single voice avoids conflicting instructions and saves days of back and forth.

05 Keep everyone aligned

Share one list of names, roles and contact details with everyone on the team, and update it when people change. A shared contact list is a simple tool that prevents confusion. Example: when a new engineer joins, send the updated list to everyone the same day. Why this works: everyone knows who to call, so questions reach the right person fast.

06 Three things to settle at the start

- 1. Who is my contact for design, for cost and for site matters?**
- 2. Who pays for engineers and permit fees?**
- 3. How are changes requested and approved?**

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