



High performance building
+ Off-site construction

PREPARING FOR PANEL PREFABRICATION

SCOPE DEFINITION, PRICING, DESIGN REVIEW, PRODUCTION

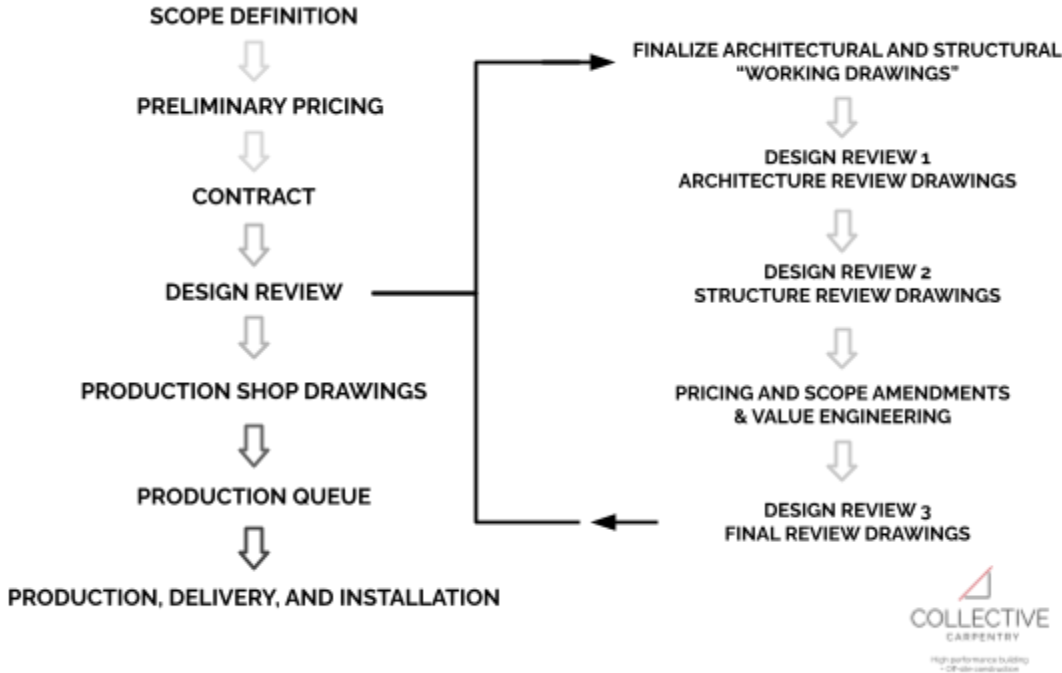
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INTRODUCTION

The purpose of this document is to explain how information flows between architects, engineers, and Collective Carpentry's sales and design teams through the process of developing a custom panel solution for a custom home.

The diagram below describes the flow of a project from initial conversation through production, delivery, and installation. This document reviews each step in this process along with suggestions for the ideal time to start to incorporate prefabrication into your building's design process.



For more on what our typical process looks like for Architects & Designers, Builders, Homeowners, Developers, and Engineers & Other Consultants, visit our [website](#).

SCOPE DEFINITION

Scope definition is typically the place every conversation about prefabrication starts. It involves the obvious questions, like “which components of the buildings will we panelize and which will be site built?”, but also extends to questions about:

- access to the site
- foundation choices and the impacts on panel design and installation
- the structural load path and accompanying structural timbers or load-bearing shear walls
Collective should provide
- Framing and engineered lumber grades, spacing, and other preliminary engineering requirements
- Additional supply and/or installation scope items like non-structural exterior timberframing, windows & doors, or CLT and other mass timber components
- Wall assemblies (see below), roof assemblies, and floor assemblies, and corresponding insulation values

	Passive House Wall					High Performance Wall					Code Wall				
	Product / Material / Grade	Assembly Thickness (in.)	Nominal R-value	At CC Shop	In Field (by GC)	Product / Material / Grade	Assembly Thickness (in.)	Nominal R-value	At CC Shop	In Field (by GC)	Product / Material / Grade	Assembly Thickness (in.)	Nominal R-value	At CC Shop	In Field (by GC)
STRUCTURAL FRAMING	2x6 Doug Fir Select Structural	5.5		<input checked="" type="checkbox"/>		2x6 Doug Fir Select Structural	5.5		<input checked="" type="checkbox"/>		2x6 Doug Fir Select Structural	5.5		<input checked="" type="checkbox"/>	
STRUCTURAL CAVITY INSULATION	Fibrous Batt Insulation		20		<input checked="" type="checkbox"/>	Fibrous Batt Insulation		20		<input checked="" type="checkbox"/>	Fibrous Batt Insulation		20		<input checked="" type="checkbox"/>
STRUCTURAL SHEATHING	1/2" Standard Spruce Plywood	0.5		<input checked="" type="checkbox"/>		1/2" Standard Spruce Plywood	0.5		<input checked="" type="checkbox"/>		1/2" Standard Spruce Plywood	0.5		<input checked="" type="checkbox"/>	
EXO FRAMING	9 1/2" LPI-20 I-Joist	9.5		<input checked="" type="checkbox"/>		2x6 Doug Fir Select Structural (Horizontal)	5.5		<input checked="" type="checkbox"/>		Flat 2x4 Spruce (to reduce insulation compression)	1.5		<input checked="" type="checkbox"/>	
EXO CAVITY INSULATION	Densepack Cellulose Insulation (4lb/ft3)		35	<input checked="" type="checkbox"/>		Densepack Cellulose Insulation (4lb/ft3)		20	<input checked="" type="checkbox"/>		Rockwool Comfortboard Insulation Board		6	<input checked="" type="checkbox"/>	
EXO SHEATHING (NON-STRUCTURAL)	Exterior Gypsum Sheathing	0.5		<input checked="" type="checkbox"/>		Exterior Gypsum Sheathing	0.5		<input checked="" type="checkbox"/>						
WRB	Solitex Mento 1000 Monolithic Vapor-Open Weather Resistive Barrier			<input checked="" type="checkbox"/>		Solitex Mento 1000 Monolithic Vapor-Open Weather Resistive Barrier			<input checked="" type="checkbox"/>		Solitex Mento 1000 Monolithic Vapor-Open Weather Resistive Barrier			<input checked="" type="checkbox"/>	
EXTERIOR STRAPPING - VERTICAL + HORIZONTAL	1x4 #3 Spruce	1.5		<input checked="" type="checkbox"/>		1x4 #3 Spruce	1.5		<input checked="" type="checkbox"/>		1x4 #3 Spruce	1.5		<input checked="" type="checkbox"/>	
TOTAL ASSEMBLY THICKNESS		17.5					13.5					9			
TOTAL ASSEMBLY NOMINAL R-VALUE			55					40					26		

In many cases, not all of the answers to these questions are known at the start of the conversation. The more that is known about the scope at the pricing stage, the more accurate can be the preliminary pricing. Scope changes through the design review process are completely normal, so while it is our goal to bring the preliminary pricing as close to the true cost as possible before contract signing, changes can and will be assessed, analyzed, and updated accordingly before production begins.



PRELIMINARY PRICING

1. When to reach out to us

You can reach out to us at any time during the planning of your (or your client's) home or other structure. However, the extent to which we can provide useful guidance or information will depend on the level of detail in your drawings and how much or how little your design has been completed with panelization (and specifically the [Collective Carpentry Building System](#)) in mind. The chart below describes typical stages of a project's evolution and the type of information we can provide. Those stages in **bold** are the ideal stages to start a conversation with Collective about prefabricating the project's building envelope.

SKETCH / PRE-SCHEMATIC DESIGN	We can suggest an appropriate scope, offer ballpark pricing, and discuss building assemblies.
INITIAL SCHEMATIC DESIGN / FLOORPLANS WITH NO ELEVATIONS	We can point out further considerations for panelization such as window placement, wall heights, load path, and roof options before you make firm decisions about these elements.
SCHEMATIC DESIGN WITH ELEVATIONS AND SECTIONS	<p>Most schematic designs don't necessarily yet take into account any particular building system, so this is the perfect time to identify how panelization will play into the design going forward.</p> <p>If these drawings are clearly labeled and dimensioned, we can provide a relatively accurate preliminary quote, or help you understand a ballpark price. We can either discuss or simply recommend building assemblies where these items still need to be decided.</p>
DESIGN DEVELOPMENT WITH PRELIMINARY STRUCTURAL ENGINEERING /	If your design process has arrived at this point with our building system in mind, the information contained in these drawings will allow us to provide a detailed quote describing the scope and total cost of a prefab panel and site-applied structural components package. After reviewing the quote together over a video call, you may request changes to the scope or sign the quote in order to proceed with contract negotiations and begin the design review process.



<p>PRICING COORDINATION SET</p>	<p>If these drawings have progressed without consideration of a panelized approach, we may offer suggestions for returning to the design before we provide pricing or other information. When a different building system has been designed with this level of detail, the design changes required to optimize for panelization could require some discussion in order for us to propose an appropriate scope and to provide an accurate preliminary quote.</p>
<p>ENGINEERED CONSTRUCTION DOCUMENTS</p>	<p>If the engineer has incorporated Collective Carpentry's building system into their analysis, we may be able to provide even more accuracy than the previous scenario, as all structural components and other structural engineering information will be present and more information about the overall structural requirements will be known.</p> <p>A fully engineered construction document set that has been designed with another building system in mind is a less-than-ideal place to start a conversation about panelization. Unless there is an openness by the team to ask the engineer to revisit the work they have already done, the Collective Carpentry Design Review Process may seem needlessly burdensome on what has already been analyzed and assessed for an alternate building system. While it's not impossible to revisit the approach, we do recommend considering panelization before fully engineering a project.</p>
<p>DRAWINGS SUBMITTED FOR PERMIT</p>	<p>Most projects won't progress to permit drawings without our significant input if they're considering panelization, so if you have fully permitted drawings before you approach us, it's likely you've had another building system in mind. Unless your building department allows for significant changes, you may find that what you have designed for your permit drawings is not exactly what we will deliver in a panelized solution, and therefore the road ahead could be somewhat cumbersome to find an approach that works involving additional time from your designer and engineer. However, nothing is impossible!</p>



2. What should drawings look like in order to get an accurate quote?

- We ask that you provide floorplans, elevations, and building sections showing wall, floor, and roof assembly specifications, with dimensions clearly indicated, preferably to the outside of the structural framing.
- Structural post and beam sizing (if possible) and roof pitches and plate heights should also be clearly indicated.
- Roof framing plans and especially details for roof pitches and overhang dimensions should be provided where available.
- Interior wall dimensions should be shown to center of framing
- Dimensions for windows and doors should be to the center of windows and doors in plan view, and top of unit on elevations.
- A window schedule showing dimensions of all windows and doors should be provided.
- For projects with complicated angles or not enough information on dimensions to the right part of the wall, a .dxf or .dwg file export from your designer's design software can help us clarify the information required to construct a preliminary pricing model of the project.
- We can also work with .ifc files and import them into our Cadwork design software, but we ask that extra features be taken out of these models before they are exported, to both reduce file size and complexity. Examples include additional structures, items not in scope, and trees and other landscaping.

3. What is included in a detailed quote?

In a detailed quote we will provide you with a list of items included in the services provided by Collective Carpentry, under the categories below.

Included in contract price:

- Design:
 - panel and structural design in Cadwork
 - Coordination of CC review drawings with your architect and engineer



- Generally *does not* include engineering costs - those are mostly provided by a project engineer local to your construction
- Shop fabricated building envelope panels
 - Showing panel assemblies, R-values, thicknesses, and relevant notes
 - Representation of each component group with our preliminary Cadwork panel volume 3D model
- Site-installed components
 - Other materials which may or may not be prepared in the shop, but which are installed on site as a necessary complement to the building enclosure panels
 - Typically includes wooden posts and beams, allowances for hangers, straps, clips, hold-downs, and in some cases windows and doors
- Delivery
 - Shipping, loading, and customs charges

Billed for time and materials (approximate estimated budget provided):

- Installation
 - Crew transportation and accommodation
 - Lifting & access costs
 - Labour costs for panel and site-installed component installation

*Note, a Preliminary quote is provided for budgeting purposes, and does not constitute a final price for your project. The final pricing for your project is issued after the completion of the Design Review, such that any subsequent changes to the architectural or engineering drawings (or any other additional information provided which affects the Collective Carpentry scope of work) are included in the panelization 3D model, and current lumber pricing before panels go into production is applied.

CONTRACT

A formal Construction Services Contract is typically signed with the General Contractor once the scope is well defined and the Preliminary Quote is accepted. To see a draft contract, you can email us at info@collectivecarpentry.com.



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DESIGN REVIEW PROCESS

Once a Preliminary Quote is issued and a signature acknowledges understanding of the proposed scope of work and associated terms and conditions, we engage in a roughly 10 week Design Review process in order to construct a precise model of the panel and accompanying structural components in Cadwork. The length of this design review depends greatly on availability of team members, time of year, and the extent to which changes are requested or required during this process. The Cadwork model is used for pricing, shop production, installation, and sometimes coordination with out-of-scope elements such as metal structural components, foundations, decks, and other elements. The design review process typically manifests in 3 sets of review drawings developed by Collective Carpentry and submitted to the client's design and engineering team, and starts once working drawings are received.

Submitting working drawings

Production contracts are often signed before the architectural and structural design of a building is completely finalized. Our Design Review process starts with a kickoff meeting introducing a Collective Carpentry Cadwork modeler and design review project manager to the general contractor, architect/designer, structural engineer - the building owner and other consultants are also welcome at this kickoff meeting.

The purpose of this kickoff meeting is to communicate the Design Review process, and to discuss the current state of the architectural and/or structural drawings. If the architecture (including window and door sizes and locations) and major structural elements are not finalized, Collective's modeler will wait until the drawings have progressed to this stage before proceeding with design review. If the architecture is final (or near final), and a preliminary structural review has been completed, Collective will accept these documents as "working drawings" and begin the design review process.

Working drawings typically include:

- **Full architectural set**, with particular attention to the framing, insulation, and air & vapour control details on all sides of the openings
- **Window schedule** with the unit dimensions and a dimension from top of subfloor (or slab) to the top of the unit, along with a confirmation from the manufacturer that a ½" gap on all sides for air space/insulation is sufficient. We prefer to design the rough opening based on the unit sizes.
- **Preliminary structural engineering drawings** with joist sizing and grades indicated in floor and roof plans, as well as major structural posts, beams, hangers, straps, and other site-installed load path parts indicated where possible

Collective's typical first step before modeling begins is to redline the working drawings and return them for comments from architect/designer and/or structural engineer. Once those comments have

been returned, Collective begins modeling the architecture and producing the first set of review drawings.

Preliminary design review, aka "Rev_1", "Geometry review"

- CC will model the building in Cadwork, showing all volumes supplied by us and those interacting with those parts *not* provided by us, such as windows and doors, decks, slabs, foundation parts, etc..
- This Rev_1 will aim to confirm our model is as per your drawings, with respect to overall building shape - wall heights and depths; window/door sizes and locations; floor depths with stair openings; roof depths, slopes, overhangs; any primary interior structure that we're aware of at this time (often eng. dwgs are developed at this stage)
- **Details include:**
 - building dimensions
 - wall thicknesses/build-ups
 - wall heights
 - Floor thickness/build-ups
 - stairs locations/dimensions of floor cut-out
 - interior wall locations
 - even if they're (non-load bearing and) not included by CC, their location often dictates the location of the floor parts above or below
 - Window and Door locations and sizes
 - CC drawings show rough openings
 - Other openings, major penetrations, if known
 - Roof thicknesses/build-ups
 - Roof slopes
 - Primary structure
 - Interior and Exterior posts and beams
 - Exterior structure is similar to non LB walls, in that we often provide beam pockets/blocking/backing, etc., in our ext. walls for them - so while not included, coordination is required.
- This model will be presented in a pdf set as well as shared in a 3D webviewer file accessible on any computer with internet access.
- We principally require the **architect/designer** to carefully review, annotate, and approve these drawings (by using the checklist provided on page 1) so we can move to Rev_2, however the General Contractor is also welcome to provide comments at this stage (though approval is generally not required).

Progress design review, aka “Rev_2”, “Parts-based model review”

- Rev_2 will build upon the confirmation of geometries in Rev_1 and add all panel parts.
- **Details include:**
 - Wall, floor and roof parts
 - ie. built up posts in wall panels, blocking in roof panels, web stiffener in floor panels, wall penetrations (if not known previously), etc..
 - Non-panel structural connections and parts
 - post to beam connections such as Simpson CCI post connectors, structural screws, etc.
 - Details showing panel connections
 - Air & moisture sealing parts
 - Sheathing nailing patterns/types for all panelized elements
 - ie. 10d common nails, 6" OC edges, 12" OC field
 - Fasteners for all panel to panel; and panel to individual component connections
 - ie. Ridge beam to Post below, Ridge beam to Roof panels)
- This model will be presented in a pdf set as well as shared in a 3D webviewer file accessible on any computer with internet access.
- We may make some recommendations for structural connections if they are not yet known, or propose alternatives for an engineer's review based on the local requirements in your jurisdiction.
- We ask the architect/designer and the structural engineer to carefully review, annotate, and approve these drawings (by using the checklist provided on page 1) so we can move to Rev_3. While architect/designer and structural engineer approval is required, the general contractor is also welcome to provide comments at this stage.
- Requirements communicated in comments and annotations will be compiled and implemented in Rev_3.
- Production pricing is typically finalized after approval of Rev_2, with a Pricing & Scope Amendment document issued detailing the final production scope. A scheduled production date is assigned after approval of the Pricing & Scope Amendment and payment of the second production deposit. Any major changes during Rev_3 could incur a change order, though this is uncommon.

Pricing and Scope Amendments & Value Engineering

The completed production model is used to generate pricing updates, order lists, and other information needed to finalize the production pricing before production starts. Changes between the preliminary quote and the final production model are communicated through a document called the Pricing & Scope Amendment, which in some cases identifies areas where projects may have been overengineered or where available, competitively-priced options or substitutions exist. This is the point where the final decisions regarding Collective Carpentry panel and structural component scope must be made.

A signoff on this Pricing & Scope Amendment allows us to proceed with ordering the bulk of the material for production, with some exceptions for details that might need to be finalized in the Review 3 set before an order can be placed.

At this point in the process, all pricing for design, panel production, site-applied parts, and delivery is **fixed**, with typically no further major changes allowed. If a major change is required subsequent to the signing of this document, this is handled through a change order.

Final design review, aka “Rev_3”, “Production-ready model review”

- Shipping, loading, and customs charges
- Rev_3 will capture all information required for CC to fabricate panels, order all associated site-installed parts, and prepare for installation.
- Rev_3 is usually the result of multiple review sessions with the architect/designer, structural engineer, and/or general contractor in order to take account of, clarify, and correct any design details.
- Projects often acquire a building permit using a preliminary Rev_3 set before they give final approval for Rev_3.
- Rev_3 must be approved in writing before fabrication commences.

PRODUCTION SHOP DRAWINGS

Production shop drawings are often produced just-in-time for panel production, but in some cases can be produced immediately after Design Review such that if a production spot opens, a project can take advantage of it. These drawings represent some of the final tasks for Collective's design department. Typically little to no involvement is required from designers and engineers at this time.

PRODUCTION QUEUE

A place in the production queue

Projects are provided a **place in the production queue** when the General Contractor **signs a Construction Services Contract** with Collective Carpentry, and **pays a corresponding deposit** of 10% of the production price quoted on the Preliminary Quote*.

While this place may be associated with an **estimated production start date**, there are several factors influencing the actual production start date:

1. The time between contract signing and delivery

The **delay between contract signing and production start** can vary widely due to a variety of factors including production capacity, production queue size, and production queue project sizes. While an average time between contract signing and production may have been communicated to your project team, this is subject to change on a daily basis. Another project or projects of varying sizes may be assigned a place in the production queue in between your receipt of this update and your General Contractor's signing of the Construction Services Contract. Many projects demand a spring or early summer panel arrival, but production capacity limits mean that not every project will receive such a delivery. We have not historically found value in entering a project into the production queue before the contract between the building owner and the General Contractor is in place

2. Keeping to the design review schedule

A **tentative schedule** (of design review, production, and installation items and dates) is typically issued after contract signing and a kick-off meeting to introduce Collective, GC, structural engineer, and any outside designers or consultants. This schedule clearly indicates a number of **client milestones** - items we need from your project team to keep the process on track (payments, review drawings and pricing amendment approvals, and attendance at



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key meetings). A **baseline** is set when this schedule is issued, and any **slippage** due to delays in completing these milestone tasks can result in slippage in the production schedule. We will periodically issue updated schedules to highlight the impacts of any slippage. It is the ultimate responsibility of the General Contractor (the "Purchaser") to ensure that the tasks - even those not assigned to him or her - are completed in a timely manner such that the schedule may proceed as planned.

3. Shifting production queue order

Projects that proceed quickly through design review and have substantial value in seeing installation happen before a road closure, extreme weather, or other contingencies *may* be considered for an **advancement in the production queue**. This advancement will be granted only after consultation with projects ahead in the production queue. This "switching" of order is very common as project schedules experience delays due to permitting, design changes, value engineering exercises, or other elements that often cannot be predicted at the time of contract signing. It is therefore likely that a project experiencing delays will not lose their place in the production queue entirely, rather another project will slide into its place and the production queue order can be updated accordingly. Projects also sometimes cancel entirely or reboot after an extended pause, so we do our best to accommodate these unexpected circumstances without negative impact to the projects who are on or ahead of schedule. This flexibility - which we take as a given in our internal planning processes and sometimes ask projects to consider in theirs - helps us set and meet expectations in the best way possible.

4. Estimated vs. actual production durations

Production durations are estimated during preliminary estimating and upon placement in the production queue. These estimates are based on panel complexity, panel volume, and current production capacity (shifts per week, production staff size, other production facility factors). It is possible that these estimates become inaccurate as scope changes are introduced during design review, or production capacity changes. Final estimated production durations are communicated post-design review in the Pricing and Scope Amendment, a document that adjusts the initial contract amount based on the material and labour costs of the final project scope at the time of production start date scheduling. However, these estimates can still be inaccurate, as such production may proceed faster or slower than expected. We are committed to solutions to improve production timelines when demand requires, including but not limited to hiring additional staff, implementing new tooling and machinery, expanding and optimizing our production space, exceeding production goals, and subcontracting certain panel types to partner shops. These improvements can be hard to predict so we ask for our clients' trust that we will work within reason to improve projected delivery dates where required.

If a building owner does not yet have a contract in place with his or her General Contractor and still wishes to reserve a place in the production queue, the building owner can place a \$5,000 non-refundable deposit. This does not constitute a contract to produce panels on a given date - it commits the project to the next priority order production queue slot available. This production queue place will be held for 30 days, during which time a Construction Services Contract should be signed between Collective Carpentry and the client's General Contractor. If such a contract is not in place by 30 days from the date of the deposit invoice, the place in the production queue will be forfeited, and the deposit held. The deposit will be credited to the Construction Services Contract at such a time when one is signed with the General Contractor. If the building owner decides not to proceed with production, the production queue deposit is forfeited.

A scheduled production start date

The production start date will be officially scheduled once:

- the 3rd and final Review Drawings package has been issued and subsequently reviewed and signed by all relevant parties
- The Pricing and Scope Amendment has been issued and signed by the contract signer ("the Purchaser")
- The 2nd contract payment invoice has been issued, and the payment received or on its way
- A building permit, where required, has been issued
- A construction schedule has been provided, including a forecasted panel receiving date and a forecasted foundation work completion date

If there are issues with any of the above items being completed, we will work with you to find the best solution to keeping your place in the production queue. Until a production start date has been assigned, there is no firm commitment to put the project into production on any previously communicated date.

Regular updates

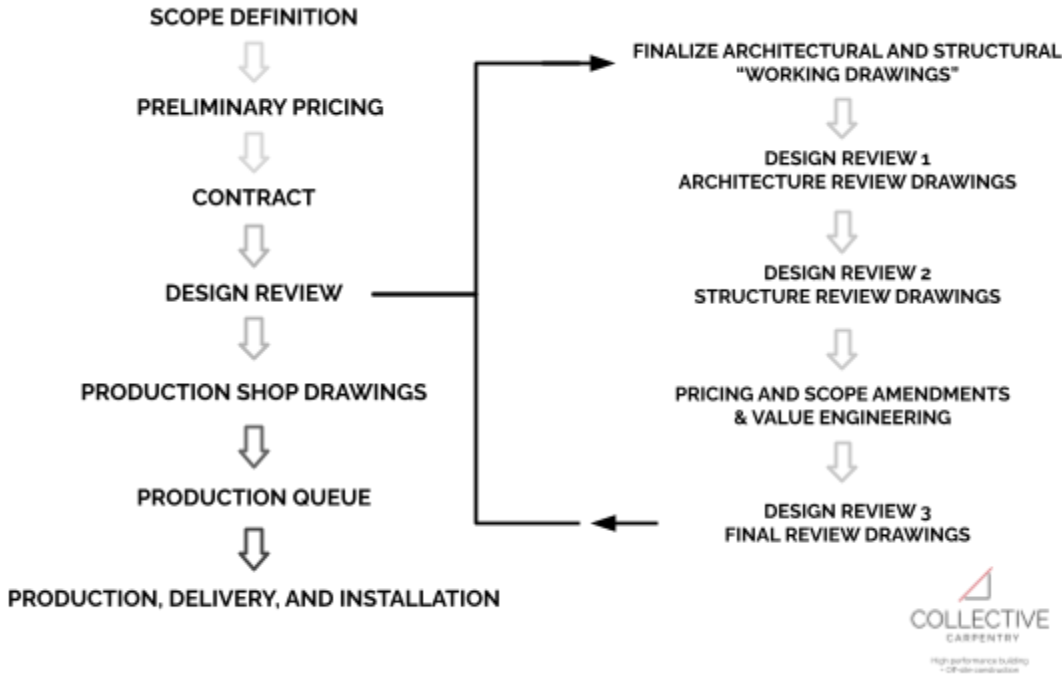
We commit to making every best effort to update all projects with recently issued Preliminary Quotes on our production availability as our calendar evolves. Don't hesitate to get in touch to ask for a production update at any time.



PRODUCTION, DELIVERY, & INSTALLATION

The final involvement of Collective's design department involves producing loading diagrams for shipping and unloading to optimize trucking and panel install sequence, and the production of Install Drawings to guide the installation team in executing the installation. Typically no involvement is required from designers and engineers at this time.

RECAP



CUSTOM DESIGN CLIENTS

Clients engaged in custom design services with Collective Carpentry for either the modification of a Collective Home design or the development of a custom home design typically follow the same process as projects using outside designers, with a few efficiencies.

- Ballpark pricing for the size and scope of project is provided before engagement in a design services contract
- A Preliminary Quote for fabrication services is provided at or near the conclusion of schematic design, reflecting a fairly accurate representation of the costs of fabrication
- A place in the production queue can be held for 3 months with a production queue deposit while the building owner finalizes a contract with a general contractor
- A place in the production queue is confirmed once the general contractor engages Collective Carpentry with a production contract. Design Review commences once the drawings are sufficiently finalized, and our internal architectural design team coordinates with our internal Cadwork modeling team to ensure an efficient process. Typically a structural engineer (and sometimes a local architect/designer) is hired directly by the building owner
- Permit submission is typically managed by the general contractor. Production proceeds once permit is issued and the general contractor has signed off on a Pricing & Scope Amendment



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Frequently Asked Questions (FAQs)

Do you provide engineering signoffs for your panels?

While typically the (client-provided) project engineer stamps our drawings, we can provide an Invermere-based engineer's signoff on the panels and associated structural parts, but typically not on your entire project unless time or other arrangements allow. The fees for engineering review are not included in the contract price, but our coordination time for the review process is.

Floor and truss drawings for the structural floor and roof members, while in many cases traditionally provided by the suppliers themselves, are not usually provided by Collective Carpentry due to the time delays caused by a slow turnaround on these drawings. We recommend that the project engineer develops these calculations and in many cases provides alternate substitution approvals so that available, affordable materials can be used in the project.

Do you provide engineering signoffs during production?

Some jurisdictions require verification of wall nailing patterns or other elements which must be reviewed before the panels are wrapped and shipped to site. We can provide an engineer to visit the shop, take photos, and provide signoffs, or we can host your engineer at our shop if necessary. Typically the production photos we take and provide are sufficient for review of as-built nailing patterns, etc.

Other Questions? Get in touch with us by sending an email to info@collectivecarpentry.com or calling 778-785-0199



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