

**Basement  
Flooding  
Protection  
Subsidy  
Program**

**2020**

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To assist homeowners, on May 3, 2011 Windsor City Council approved a Basement Flooding Protection Subsidy Program (BFPSP). The BFPSP is a program to assist homeowners by way of a financial subsidy to install a sump pump and/or back-water valve (flood protection devices). For further information about this program and how to apply, please read the enclosed information.

**Program  
Information and  
Application**

The City of Windsor makes improvements annually to the complex system of underground pipes, sewers and catch basins. These improvements alone cannot completely protect a home from basement flooding. With increasingly frequent and severe weather events related to climate change, it is essential that residents take the appropriate action to reduce the risk of basement flooding on their own private property.

## What is it?

The City is offering residents a financial subsidy to install a sump pump, sump pump overflow, a back-water valve and/or disconnect foundation drains from the floor drain. The amount of subsidy that may be available to residents is described below:

### Basement Flooding Protection Subsidy – Eligible Amounts

- Install Backwater Valve(s) (Licensed plumber required)  
100% of cost (\$1,000 maximum)
- Install sump pump with sump pump overflow and disconnect foundation drains from floor drain 100% of cost (\$1,750 maximum)
- Install only sump pump overflow to discharge outside to surface (applies to existing sump pumps only) 100% of cost (\$300 maximum)
- Install backwater valve and sump pump with sump pump overflow 100% of cost (\$2,800 maximum)
- Disconnect foundation drains from floor drain and/or dye testing and Camera work as required 100% of cost (\$400 maximum)

Disputes with respect to qualifying work will be resolved by the City Engineer and/or the Chief Building Official or their designate.

**\*\*THE MAXIMUM LIFETIME ELIGIBLE SUBSIDY LIMIT IS \$2,800 PER PROPERTY\*\***

## What the program does not cover:

1. Replacement of existing sump pump
2. Upgrade of sump pump
3. Addition of another sump pump
4. Installation of a sump pump when foundation drains are already separated from floor drain or sanitary sewer
5. Work performed for which a permit cannot be obtained.
6. Supply and installation of an electro-pneumatic backwater valve

## Subsidy Requirements:

1. **ALL** eligible basement flooding protection work **MUST** be performed by a contractor/licensed plumber or master plumber. If a backwater valve is installed by a contractor, a licensed plumber must certify its installation.

**\*\*\*Any work performed by a homeowner themselves DOES NOT qualify for subsidy\*\*\***

## Who is eligible for this program?

This program is available to owners of existing residential dwellings (single family and duplex homes) located in the City of Windsor.

## How do I take advantage of this subsidy program and what is the process?

1. Start by submitting your application on-line (prior to any work commencing) at:  
<https://publicforms.citywindsor.ca/basementfloodingprotection/create>
2. Your application will be screened initially to determine if the property is located in the City of Windsor and whether it qualifies for the program.
3. If this condition is met, an Administrative Inspector will contact you to arrange to visit your residence and determine the eligible work for subsidy under this Program. This is called a 'Courtesy Inspection' and is completed prior to work commencing.
4. Applicants can then proceed to obtain quotes to perform the eligible work.
  - a. A master plumber or licensed plumbing contractor (should be able to present a current City of Windsor license) must certify the backwater valve installation. If you have any concerns about whether or not the plumber is licensed, please contact 311. Please note that the City's Licensing Department cannot recommend specific plumbing contractors or provide a list of licensed plumbing contractors.
  - b. The plumbing contractor must use material or fittings that are approved by the Ontario Building Code.
  - c. A building plumbing permit and an approved final inspection must be obtained for backwater valve and sump pump installations.
  - d. If a sump pump is installed, please ensure the disconnection or capping of leads to the floor drain.
5. Have the work performed. (We recommend that you do not pay the plumbing contractor in full until the building permit has an approved final inspection.)

## How do I receive the subsidy?

Once the Building/Plumbing Permit has an approved final inspection, please remit the following information in order to have the paperwork processed and a cheque issued for the eligible subsidy amount:

1. Original or pdf invoice(s) showing a cost breakdown of all charges; with the total amount paid, clearly marked as “Paid in Full.”
2. Acknowledgement of Responsibility and Liability Waiver document signed by an owner of the property having authority to bind all owners of the property to the conditions in the Waiver (attached in this package).

### In Person or By Mail:

Basement Flooding Protection Subsidy Program  
Engineering Department – Right-of-Way Division  
350 City Hall Square West, Suite 210  
Windsor, Ontario N9A 6S1

### Via Email (pdf format):

Basement Flooding Protection Subsidy Program  
[engineeringdept@citywindsor.ca](mailto:engineeringdept@citywindsor.ca)

## Please Note:

- Subsidies for eligible work are subject to available funding and provided on a first-come, first-served basis.
- Subsidies are provided one time only for each eligible installation, per property, and on a no-fault basis.
- The Ontario Building Code does not allow backwater valves to be installed on buildings having more than one dwelling unit.
- The subsidy is available only to existing residential dwellings (single family, duplex and freehold townhomes), not residential dwellings in the planning stages or currently under construction.
- The property must have its downspouts already properly disconnected (or the owner agrees to have them disconnected in the future) from the City sewer system, where possible.

**SUBSIDY PROGRAM STEPS**

1	<b>SUBMIT ONLINE APPLICATION</b> <a href="https://publicforms.citywindsor.ca/basementfloodingprotection/create">https://publicforms.citywindsor.ca/basementfloodingprotection/create</a>
2	<b>COURTESY INSPECTION</b> City Inspector will call to schedule inspection prior to any work commencing with Property Owner
3	<b>OBTAIN QUOTES &amp; HIRE PLUMBER</b> Plumber or Home Owner can take out the Permit (City <u>does not</u> need to see quotes)
4	<b>PLUMBER COMPLETES THE WORK</b> Final inspection occurs during installation
5	<b>PAY THE PLUMBER</b> ***Confirm the following <u>prior</u> to payment*** a) PERMIT was obtained b) Work PASSED Final Inspection
6	<b>SUBMIT DOCUMENTATION TO CITY FOR ASSESSMENT AND REBATE</b> a) Acknowledgement of Responsibility & Liability Waiver b) <u>Itemized</u> Original or PDF Invoice (marked PAID IN FULL)

C. Release:

ACKNOWLEDGEMENT OF RESPONSIBILITY AND LIABILITY WAIVER

TO BE COMPLETED BY PROPERTY OWNER

ATTENTION: SIGNING THIS DOCUMENT IS A PRE-CONDITION TO PARTICIPATION IN THE BASEMENT FLOODING PROTECTION SUBSIDY PROGRAM. BY SIGNING THIS LEGAL DOCUMENT YOU GIVE UP CERTAIN LEGAL RIGHTS. PLEASE READ CAREFULLY.

You are entitled to obtain independent legal advice before signing.

Property address where work was performed: \_\_\_\_\_, Windsor, ON \_\_\_\_\_

Mailing address (if differs from above address): \_\_\_\_\_

In consideration for participation in the Basement Flooding Protection Subsidy Program [the "Program"], I/we, an Applicant(s), understand, acknowledge, and agree that:

- a) I/we am/are the owner(s) of the property stated herein;
- b) The Applicant(s) are fully and solely responsible for any and all work as carried out through the Program, including but not limited to, the choice of eligible contractors, the selection and/or installation of materials, the work, improvements, and/or modifications conducted, and any and all other work procedures [collectively the "Work"], regardless of whether said Work was carried out as part of, or in association with, the Program;
- c) The Corporation of the City of Windsor [the "Corporation"] assumes no responsibility for the methods, workmanship, or any action or inaction, by the contractor, which the Applicant(s) may find to be unacceptable;
- d) Any issues the Applicant(s) may have arising from the Work will be addressed by the Applicant(s) directly with the contractor, and the Corporation is not responsible for doing so;
- e) Should any of the Work be removed within 5 years of the completion date, the total amount of the subsidy provided through the program shall be repaid by the Applicant(s) to the Corporation;
- f) The Corporation is entitled to disconnect the property's downspout, at the Corporation's cost.
- g) The Corporation assumes no responsibility or liability for any loss, damage, injury, expense, or any other matter that may arise, or that may be incurred, as a result of the Applicant(s)'s participation in Program, as a consequence of any cause, including the negligence of the contractor, the Corporation, and/or their employees and/or agents.
- h) Participation in the Program is not a guarantee by the Corporation that future flooding will not occur;
- i) The Applicant(s) hereby release and hold harmless the Corporation, its employees and/or agents, from any and all Claims associated with participating in Program, including losses from future sewer backups resulting from the failure of any of the Work carried out under this Program, howsoever arising;

j) The Applicant(s) are responsible to ensure that a building permit is obtained within 1 year of receiving Building Inspector approval to proceed with eligible work under the program

I/we understand and agree that I/we have been given the opportunity to seek independent legal advice prior to signing this document, and hereby accept full responsibility for complying with all of the terms set forth therein.

I/we represent and warrant that I/we are authorized to bind all owners on title to this Property. The City is entitled to rely on this Acknowledgement and Waiver as evidence that all owners on title to the Property consent and agree to the execution of this Acknowledgement and Waiver and the assumptions and risks herein, and I/we hereby indemnify the City for any damage and other claims that may be made by any other owner or other interest in the Property as a result of the execution of this Acknowledgement and Waiver, which shall be binding on all property owners, their heirs, next of kin, executors, administrators, and successors and assigns.

I/we hereby direct payment of the Program grant to be made to \_\_\_\_\_.  
(Owner Name as it appears on Title)

I HAVE READ THIS DOCUMENT CAREFULLY AND I ACKNOWLEDGE MY RESPONSIBILITIES AND THE EFFECT OF THIS LIABILITY WAIVER ON MY LEGAL RIGHTS AND RESPONSIBILITIES.

SIGNED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_

\_\_\_\_\_

Applicant's Name

\_\_\_\_\_

Applicant's Signature

\_\_\_\_\_

Witness