



Basement Flooding Protection Subsidy Program

2017

UPDATED SEPTEMBER 18, 2017

On May 3, 2011, to assist homeowners, Windsor City Council approved a Basement Flooding Protection Subsidy Program (BFP). The BFP 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. However, 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 and/or install 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 to floor drains
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 ELIGIBLE SUBSIDY LIMIT IS \$2,800 PER HOME/UNIT.

What the program does not cover:

Replacement of existing sump pump
Upgrade of sump pump

Addition of another sump pump

Installation of a sump pump when foundation drains are already separated from floor drain or sanitary sewer
Work performed for which a permit cannot be obtained.

Supply and installation of electro-pneumatic backwater valve

Subsidy Requirements

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 property located in the City of Windsor.

How do I take advantage of this subsidy program? What is the process?

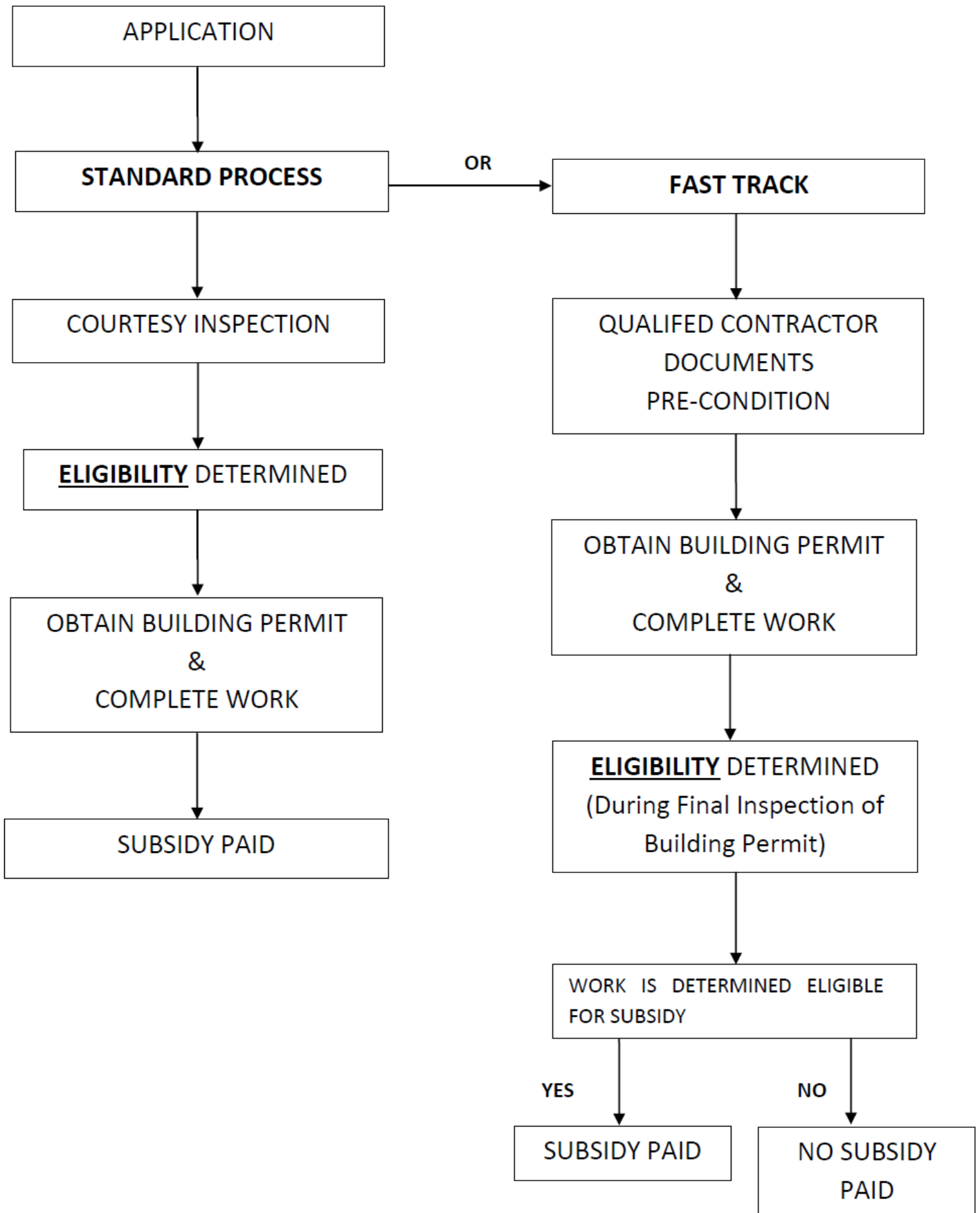
Application: Submit your application on-line at:
<https://publicforms.citywindsor.ca/basementfloodingprotection/create>

1. Your application will be screened initially to determine if the property is located in the City of Windsor.
2. If this condition is met, an Administrative Inspector will arrange to visit your residence and determine the eligible work for subsidy under this Program. This is called the 'Courtesy Inspection'. The Inspector will also have the property owner(s) sign the acknowledgment of Responsibility and Liability Waiver document found on page 9 of this document.

NEW: 'FAST-TRACK' OPTION

The City is now offering applicants the option to 'fast-track' their subsidy applications. The Fast-Track option still requires an application to be submitted prior to beginning the work, however, the applicant will not have to wait for the Courtesy Inspection to be performed before having a plumbing contractor perform the work. **However, due to the fact that a final determination of eligibility of the work performed does not occur until after the City of Windsor Building Inspector has performed the final inspection on the Building/Plumbing Permit, there is some risk to the property owner that they may not be entitled to receive a subsidy payment.** Prior to doing the work, the plumbing contractor is required to perform a pre-conditions assessment. The pre-conditions assessment document is on page 11 of this document.

Please refer to the information on page 5 of this document which shows the difference between the standard subsidy application process and the process that is followed when an applicant chooses the 'fast-track' option for their application.



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. Townhouses are permitted but not duplexes or any buildings where there is one unit above another.
 - The subsidy is available only to existing homes, not homes 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.
3. All owners of the property will be required to sign and submit the Acknowledgement of Responsibility and Liability Waiver ["Waiver"] (found on page 9 of this document) before having any work covered under the Program performed.

4. Once the signed Waiver is received by the City, applicants can then proceed to obtain quotes to perform the eligible work.
 - A master plumber or licensed plumbing contractor (they 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 the City's Licensing Department at (519) 255-6200.
 - The plumbing contractor must use material or fittings that are approved by the Ontario Building Code.
 - A building plumbing permit and an approved final inspection must be obtained for back-water valve and sump pump installations.
 - The permit must be obtained within 1 year of receiving Administrative Inspector approval to proceed with eligible work under the program.
 - 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 been finalized.)

6. How do I receive the subsidy? If the work is in order and the Building/Plumbing Permit has passed final inspection, please remit the following information in order that the paperwork can be processed and a cheque issued for the eligible subsidy amount.
- Original invoice(s) showing a cost breakdown of all charges; with the total amount paid clearly marked as “Paid in Full.”
 - Copy of Contractor Pre-Conditions Assessment (Fast Track option only)
 - Acknowledgement of Responsibility and Liability Waiver document signed by all owners of the property
 - All documents must be originals.
 - Supporting documentation must be received by the City of Windsor within one year of the date of completion of the work as listed on your original invoice.

Remit required paperwork to: Basement Flooding Protection Subsidy Program
Engineering Department
350 City Hall Square West, Suite 302
Windsor, Ontario N9A 6S1

C. Release:

ACKNOWLEDGEMENT OF RESPONSIBILITY AND LIABILITY WAIVER

TO BE COMPLETED BY ALL OWNERS OF THE PROPERTY

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: _____, Windsor, ON _____

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 agree that this document will be binding upon myself/ourselves, my/our heirs, next of kin, executors, administrators, and successors.

I/we hereby direct payment of the Program grant to be made to_____.

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

Co-Applicant's Name (if applicable)

Co-Applicant's Signature (if applicable)

Witness



**BASEMENT FLOODING PROTECTION SUBSIDY PROGRAM
FAST-TRACK OPTION**

Pre-Condition Assessment

(To be completed by plumbing contractor licensed in the City of Windsor, and the Homeowner)

Contractor's Name: _____

Contractor's Address: _____

Contractor's Telephone: _____ City of Windsor License #: _____

Address Where Work Is To Be Completed: _____

Homeowner's Name: _____

Telephone #'s: Home: _____ Work: _____ Email: _____

FLOOD MITIGATION MEASURES

EXISTING

A) Backwater Valve(s)	Yes	No
B) Sump pump	Yes	No
C) Sump pump overflow to discharge outside to surface	Yes	No
D) Foundation drains connected to floor drain	Yes	No Inconclusive
E) Downspouts (eaves troughs) connected	All	Some None
F) Entire plumbing and PDC has been reviewed with video camera	Yes	No

NOTE: Contractor to provide **pre-construction PHOTOS**, documentations, sketches etc... of the area of work.

Additional Comments: _____



BASEMENT FLOODING PROTECTION SUBSIDY PROGRAM

FAST-TRACK OPTION

Declarations

Declaration of PLUMBING CONTRACTOR: I _____ declare that:
(Print Name)

1. The information contained on this assessment form, photos, documentation and plans/sketches are true and accurate to the best of my knowledge
2. I have reviewed the City of Windsor Basement Flooding Protection Subsidy Program and all program qualifying options with the property owner(s)
3. I have identified all related plumbing and sewer deficiencies to mitigate basement flooding and advised the owner of best options

(Date)

(Signature of Plumbing Contractor)

Declaration of HOMEOWNER: I _____ declare that:
(Print Name)

1. I/We acknowledge that a courtesy inspection from the City is available, but that I/we choose to forgo such inspection.
2. I/We acknowledge that eligibility for the Subsidy will be determined in part by the representations made by my/our Plumbing Contractor.
3. I/We wish to undertake all or some of flood mitigation measures [“Work”] prior to receiving confirmation of eligibility under the Subsidy.
4. I/We acknowledge and understand that part of or all of the Work may not be eligible for the Subsidy.
5. I/We acknowledge and understand that any Work undertaken that is **not eligible** for the Subsidy, whether the Work is undertaken before or after Subsidy eligibility is confirmed, is at my/our own expense and the City will not cover the cost of that Work.

(Date)

(Signature of Homeowner)

(Date)

(Signature of Homeowner)

Contractor Quote Form

PLUMBING CONTRACTOR TO COMPLETE FOR HOMEOWNER

Application # _____

Contractor's Name: _____

Contractor's Address: _____

Contractor's Telephone: _____ City of Windsor License #: _____

Request For Quote By: _____

Address Where Work Is To Be Completed: _____

Installation of a backwater valve must be certified by a licensed plumbing contractor or master plumber

Detailed Work Quote:

Please List Materials and Labour separately (and attach other information as needed):

Total Cost (including tax): \$ _____

Quote Good Until (must be good for at least 60 days): _____

No. Of Days Required to Complete Work: _____

Contractor's Signature: _____

Notice to Homeowners: Do not sign blank contractor quote forms

I hereby acknowledge that I requested this quote from the Contractor listed herein and have received this quote directly from said Contractor.

Homeowner's Signature: _____

Note to Homeowner:

When the work is completed, please forward this quote and original invoice(s) which show a cost breakdown of all charges with the total amount paid clearly marked as "Paid in Full" by mail or in person to:

Basement Flooding Protection Subsidy Program
Engineering - Development, Projects and R.O.W.
350 City Hall Square West, Suite 302
Windsor, Ontario N9A 6S1

Contractor Quote Form

CONTRACTOR TO COMPLETE FOR HOMEOWNER

Application # _____

Contractor's Name: _____

Contractor's Address: _____

Contractor's Telephone: _____ City of Windsor License #: _____

Request For Quote By: _____

Address Where Work Is To Be Completed: _____

Installation of a backwater valve must be certified by a licensed plumbing contractor or master plumber

Detailed Work Quote:

Please List Materials and Labour separately (and attach other information as needed):

Total Cost (including tax): \$ _____

Quote Good Until (must be good for at least 60 days): _____

No. Of Days Required to Complete Work: _____

Contractor's Signature: _____

Notice to Homeowners: Do not sign blank contractor quote forms

I hereby acknowledge that I requested this quote from the Contractor listed herein and have received this quote directly from said Contractor.

Homeowner's Signature: _____

Note to Homeowner:

When the work is completed, please forward this quote and original invoice(s) which show a cost breakdown of all charges with the total amount paid clearly marked as "Paid in Full" by mail or in person to:

Basement Flooding Protection Subsidy Program
Engineering - Development, Projects and R.O.W.
350 City Hall Square West, Suite 302
Windsor, Ontario N9A 6S1

For Office Use Only

Costs

Permit Fee: \$ _____

Cost of Work(s) (including taxes):

\$ _____

Work completed by (list Contractor):

Total Eligible Work Cost: \$ _____

A) 007-5111-3147-14036-7169001

B) 007-5111-3148-14036-7169001

C) 007-5111-5615-14036-7169001

D) 007-5111-3149-14036-7169001

E) 007-5111-5614-14036-7169001

Total Eligible Subsidy \$ _____

Internal Approvals

Public Works Approval:

Approval for Payment (Finance)

Comments

Date (YYYY/MM/DD) of:

Application: _____

Initial Approval: _____

Building Permit Finalized: _____