



APPLICATION GUIDE FOR BASEMENT ISOLATION AND WEeping TILE SUMP PUMP SUBSIDY PROGRAM

Requirements/Criteria for Eligibility

Basement Isolation

- Assistance is available to owners of properties zoned as Residential R1, R2, R3, R4, R5 and MUR (where the basement is used for residential accommodation) and at least one unit in the building is occupied by the owner.
- Your basement has experienced flooding due to the sanitary sewer or storm sewer surcharging in 2000, 2001 or 2002.

Weeping Tile Disconnection

- Assistance is available to owners of properties zoned as Residential R1, R2, R3, R4, R5 and MUR (where the basement is used for residential accommodation) and at least one unit in the building is occupied by the owner.
- The weeping tiles for your house are directly connected to the sanitary sewer.
- The weeping tiles for your house are directly connected to a storm sewer and you had basement flooding in 2000, 2001 or 2002.

Steps to be Followed by Homeowners

Part One

1. Make sure your property is correctly zoned as mentioned above. You can obtain this information from the Building and Planning Department at City Hall.
2. Before commencing any work, obtain and complete an application form (*Application for Basement Isolation and Weeping Tile Sump Pump Subsidy Program*) at the Engineering and Public Works Department or the Building and Planning Department at City Hall.
3. In consultation with a licensed plumber determine appropriate course of action to be taken.
4. Obtain an estimate from a licensed plumber for each part of the program in which you are interested. Each part is to be quoted separately. The estimates should be obtained by you, the owner, not the contractor.
5. Obtain approval from the Engineering and Public Works Department that you meet the eligibility requirements to enter into this subsidy program.

Part Two

6. Ensure that the licensed plumber has all the necessary permits. (*NOTE: Permit fees are waived for work approved to proceed under this program.*)
7. Have the licensed plumber do the work that was approved above (PART One (5)).
8. When the work is completed, ensure that it is inspected and approved by the City Plumbing Inspector before backfilling, **and** after completion of the work. **DO NOT** pay the contractor before the site is restored.
9. After the City Plumbing Inspector has agreed that the installation is approved, the applicant must arrange to have the application form signed by the Inspector.

Part Three

10. Submit the licensed plumber's invoice marked "paid" (*or some kind of "proof of payment" – for example, a cancelled cheque*), sign the application, and return it to the Engineering and Public Works Department.
11. If the City Plumbing Inspector's report confirms that all of the work was completed and was in accordance with the various Codes and By-laws, then the request for reimbursement will be processed. (*If it is not processed you will be notified.*)
12. A cheque will be issued to you (*Note: Depending on the season, the workload, and the number of applications being processed, there could be a 2 to 8 week delay.*)