

# Basement Flooding Protection Subsidy Program Application Form

## Section 1 – Address of eligible work

Street number \_\_\_\_\_ Street name \_\_\_\_\_

Postal code \_\_\_\_\_

## Section 2 – Property owner information

**Property owner's name** (as listed on your City of Winnipeg property tax bill)

First name \_\_\_\_\_ Last name \_\_\_\_\_

Daytime phone \_\_\_\_\_ Alternate phone \_\_\_\_\_

Email \_\_\_\_\_

**Mailing address** (if different from above)

Street number \_\_\_\_\_ Street name \_\_\_\_\_

City \_\_\_\_\_ Province \_\_\_\_\_ Postal code \_\_\_\_\_

## Section 3 – Permit and inspection information

One or more of the following permits must be taken out, depending on the work that is required to install an in-line backwater valve and/or a sump pit system.

The installations must be inspected and approved by a City of Winnipeg inspector.

Plumbing permit number \_\_\_\_\_  Final inspection complete

Electrical permit number \_\_\_\_\_  Final inspection complete

Building permit number \_\_\_\_\_  Final inspection complete

## Section 4 – Eligible installation costs (as itemized on your invoice)

**Installation costs** (including permits and applicable taxes)

In-line backwater valve \$ \_\_\_\_\_

Sump pit drainage system (including electrical if required) \$ \_\_\_\_\_

**TOTAL paid in full** \$ \_\_\_\_\_

## Section 5 – Application checklist

- I have completed and signed the application form.
- I am claiming eligible labour costs and have attached a copy of the invoice(s) from my contractor(s) showing:
  - the address of the eligible installation,
  - the name and address of the contractor,
  - a cost breakdown of all charges, outlining in detail the eligible installation(s),
  - the total amount paid, clearly marked as "paid in full".
- I am claiming material costs not included in my contractor's invoice and have attached a copy of the receipt(s).
- I am claiming equipment rental costs not included in my contractor's invoice and have attached a copy of the receipt(s).
- I have noted the permit number of each permit required for the work.
- A City of Winnipeg inspector approved my eligible installations.
- I have read, and understand and agree to, the program conditions on the reverse. I recognize that there may be other conditions specified in the Basement Flooding Protection Subsidy Program By-law that apply to my application.

**Subsidy conditions**

1. Submitting an application does not guarantee a subsidy. Subsidies are issued on a "first-come, first-served" basis, and are subject to annual funding approved by City Council.
2. Subsidies are provided one time only per property for each eligible installation.
3. To be eligible for the subsidy:
  - You must be the owner of a residential building (single-family home, duplex, multi-family home) serviced by a City wastewater sewer at the time of the eligible installation.
  - You must submit your application within one year of final inspection.
  - Permits must be obtained before starting any installation work.
  - You must ensure that the required permits are taken out and the eligible devices are installed on or after May 1, 2010.
  - To claim labour costs, the appropriate contractor (e.g., a licensed plumber, a licensed electrician, or a building contractor) must take out the permits and install the eligible devices.
  - You must ensure that the eligible installations are inspected and approved by a City of Winnipeg inspector.
  - You must not have outstanding taxes or debts owed to the City of Winnipeg at the time your application is processed.

\_\_\_\_\_ Applicant Signature

**Acceptance of conditions**

- In applying for the City of Winnipeg Basement Flooding Protection Subsidy Program, I understand and agree to the following conditions:
- I am solely responsible for the work being done on my property.
  - The City assumes no liability whatsoever relating to the work undertaken to be eligible for the subsidy, and the work cannot be considered a guarantee that basement flooding will not occur.
  - The City of Winnipeg does not:
    - endorse specific brands, products, dealers, or contractors, or
    - guarantee materials, workmanship, or performance of the eligible protective devices.
  - I will not make any claim or take any action against the City of Winnipeg for losses, damages, expenses or costs of any nature whatsoever arising out of or related to my participation in the program, and indemnify the City against any such claim or action made or taken by someone else.
  - If any incorrect or deceptive information, statement or representation is found in this application or the accompanying documents, the City is entitled to:
    - reject my application,
    - demand full and immediate repayment of any subsidy money paid to me,
    - prosecute me or take other legal action against me.

\_\_\_\_\_ Date (month/day/year)

**Personal information**

We are collecting this personal information so that we can set up your basement flooding protection subsidy. We are doing this in accordance with the Freedom of Information and Protection of Privacy Act. If you have any questions, please contact us.

**For more information**

- Visit our website at [winnipeg.ca/waterandwaste](http://winnipeg.ca/waterandwaste)
- Phone 311, open 24 hours every day
- Email [basementprotectionsubsidy@winnipeg.ca](mailto:basementprotectionsubsidy@winnipeg.ca)

**Mail or drop off completed application and copies of original receipts to:**  
 Basement Flooding Protection Subsidy Program, City of Winnipeg, Water and Waste Department  
 110 – 1199 Pacific Avenue, Winnipeg, MB R3E 3S8  
 8:30 am - 4:30 pm, Monday to Friday (except holidays)

**For internal use only**

Total subsidy amount \$ \_\_\_\_\_

Date received (MM/DD/YYYY)			Date processed (MM/DD/YYYY)			Application <input type="checkbox"/> approved <input type="checkbox"/> denied by:	
						PRINT	SIGNATURE