

BASEMENT FLOODING PROTECTION SUBSIDY PROGRAM

FAST-TRACK OPTION

Process Breakdown

1. Homeowner must submit a subsidy application to the City of Windsor. This can be done on-line at www.citywindsor.ca/bfp

If homeowner has already applied, proceed to step 2.

2. Home owner **must** have a licensed plumber complete the **PRE-CONDITION ASSESSMENT FORM** and ensure that the declaration on the form is executed by the plumber and home owner(s).
3. The licensed plumber must submit the pre-conditions assessment to the City of Windsor Building Department when applying for the Building/Plumbing Permit.
4. After the permit has been obtained, work can proceed (homeowner to verify).
5. The permit must pass final inspection by the Building Department. The final determination as to whether the work under inspection is eligible work under the Program occurs during the inspection process.
6. The home owner must submit the **Liability Waiver** and **Invoice** (stating paid in full) to the City of Windsor Engineering Department (engineeringdept@citywindsor.ca) for review and processing of the subsidy. Further information on the required documents is provided in the Program documents available on-line at www.citywindsor.ca/bfp.