

## Eligibility requirements and information... continued

- **Invoice(s) must show** a cost breakdown of all charges, the plumbing or drain license number of the contractor, the total amount paid, and clearly marked as “paid-in-full.”
- The back-water valve must be approved.
- The property owner or authorized legal representative must sign and date the application form. An authorized legal representative must also provide proof of their status, such as a photocopy of their Power of Attorney or Executor agreement.
- All documents, (excluding the above noted authorized legal representative) **must be originals - no photocopies will be accepted.** Once the application is processed, the original invoice(s) will be returned to the property owner.
- Applications that are incomplete or missing documentation will be returned with a request for the outstanding information and will not be processed until the information is received.
- Applications and supporting documentation must be received by the City of Vaughan's Public Works Department within one year of the date of completion of the work.\*\*
- Labour provided by the homeowner is not eligible for reimbursement under this program.
- Reimbursement will not be provided for any interior restoration, such as drywall, paint or flooring, or any exterior restoration work.
- Subsidies are provided one time only per property, and on a no-fault basis.
- Subsidies for eligible work are subject to available funding and provided on a first come, first-served basis. Once the approved budget for the Back-water Valve Installation Subsidy Program has been depleted in any year, those homeowners approved to receive a subsidy will have to wait until funding has been approved in the following year to receive their subsidy. Currently there is funding for approximately 150 subsidies a year based on the maximum funding.

## How to apply for a subsidy

### Steps

1. Consult with a plumber licensed by the City of Toronto or registered with the Regional Municipality of York, for an assessment and recommendation of the appropriate installation that will isolate your property from the sewer system.
2. If a back-water valve is to be installed, you must first obtain a permit from the City of Vaughan's Building Standards Department.  
  
To obtain a permit, you must go to the Civic Centre, located at 2141 Major Mackenzie Drive, provide the required fee and a drawing (signed by the property owner). If the proposed work meets the building code requirements, you will be provided with a permit.
3. Back-water valve installations require an inspection by Vaughan Building Standards staff. **Please be sure to schedule an inspection before enclosing or covering the work.** This will ensure the Building Inspector is able to see if the installation meets the applicable Building Code requirements.
4. After work has been completed, obtain a detailed invoice from your plumber that meets the requirements as noted under the Eligibility Requirements and Information section.
5. Complete the City of Vaughan Back-water Valve Installation Subsidy Program application form.
6. Mail the completed application form **with all the required documentation to the City of Vaughan. Refer to the application for complete mailing instructions.**

**NOTE:** The Public Works Department will review your application and determine if you are eligible for a subsidy. If your application is approved, it will be sent for processing. If your application is incomplete or you have not included the proper documentation, it will not be processed and will be returned to you. If your application is denied, you will be notified by mail.

\*\* Any resident who has installed such an approved device since August 19, 2005 is also eligible to receive this subsidy, provided the eligibility requirements are met.

*Public Works... Working for You!*



## Back-water Valve Installation Subsidy Program

For more information refer to [www.vaughan.ca](http://www.vaughan.ca) or call the Public Works Department at **905-832-8562**

## Program details

The Back-water Valve Installation Program has been developed to assist homeowners in protecting their basement from flooding caused by surcharged sewers during severe weather events. Those who install a back-water valve can significantly reduce the risk of basement flooding; however, there is no guarantee that installing a back-water valve will entirely prevent basement flooding in the future.

### Work that is Eligible

- Each property owner is required to have a plumber or drain contractor, licensed by the City of Toronto or registered with the Regional Municipality of York, carry out a site assessment to determine the suitability of isolating their property from the sewer system, and provide a written report.
- In consultation with the plumber or drain contractor, homeowners may determine that a back-water valve on the sanitary sewage connection may provide sufficient basement flooding protection.
- The available subsidy is 50% of the invoiced cost of installing an approved back-water valve, up to a maximum of \$750.00, including eligible labour, materials, permit and taxes.

### Eligibility Requirements and Information

**The City of Vaughan will determine the eligibility of properties that meet all the requirements listed below:**

- The property must be registered as a single-family residential, duplex or triplex property within the City of Vaughan.
- The subsidy is available only to existing homes, not new homes in the planning stages or currently under construction.
- Eavestrough downspouts must be properly disconnected from the City sewer system, wherever possible, to the satisfaction of the City.
- A plumber or drain contractor, currently licensed by the City of Toronto or registered with the Regional Municipality of York, must be hired to perform the installation of all devices.
- The owner must contact the Building Standards Department to obtain a plumbing permit and arrange for the necessary inspection of the back-water valve installation.
- All installations must be completed before the applicant applies for the subsidy.

# Back-water Valve Installation Subsidy Program Application Form

## Section 1: Applicant and property information

Property owner's name: \_\_\_\_\_ (as listed on your City of Vaughan Property Tax Bill)

Property assessment roll number: \_\_\_\_\_ (as listed on your City of Vaughan Property Tax Bill)

Address of property that subsidy applies to:

Street Number: \_\_\_\_\_ Street Name: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Have you disconnected your home's downspouts from the sewer system?  YES  NO

Daytime phone number: \_\_\_\_\_ Evening phone number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Date(s) work was completed: Day(s): \_\_\_\_\_ Month: \_\_\_\_\_ Year: \_\_\_\_\_

## Section 2: Back-water valve permit and inspection information

Plumbing permit number: \_\_\_\_\_ Date of inspection: \_\_\_\_\_ Time of inspection: \_\_\_\_\_

## Section 3: Company/plumber's information

Company name and/or plumber: \_\_\_\_\_

Plumbing or Drain License/Registry number: \_\_\_\_\_

## Section 4: Financial information

Charges as itemized on your invoice (as applicable): Back-water valve installation cost: \$ \_\_\_\_\_

Total amount paid: (clearly shown as "paid in full" on your invoice) \$ \_\_\_\_\_

## Section 5: Document checklist

Please check off the documents you are including with this application.

- This application, completed and signed by the property owner or Authorized Legal Representative.
- Original invoice(s)** marked "**paid-in-full**" and itemized with cost breakdowns of all charges, and clearly showing plumber's license or drain contractor's registration number.
- All sections of this application form are completed in full.

**Note:** Please keep photocopies of all documents submitted for your personal records. Your original invoice will be returned to you after your application is processed.

I understand that the City of Vaughan makes no representation or warranty, express or implied, relating to the back-water valve in any manner whatsoever, and by submitting this Application Form I, my heirs, executors, administrators, successors and assigns, hereby fully and completely release, waive and forever discharge the City of Vaughan from all liabilities, claims, actions, demands, costs, damages and losses of any kind whatsoever with respect to the back-water valve, whether direct, special, consequential, indirect, or of any other nature.

I acknowledge that while the installation of a back-water valve may help reduce water back-ups, the extent of such reduction cannot be guaranteed and the back-water valve will not totally prevent future basement flooding from occurring.

I hereby certify that the back-water valve has been installed in the house located on the property listed on this Application Form, that I am the owner of the house and the property, that I live in the house located on the property, and that all information provided on this Application Form is true and correct.

Property Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please mail this application and all required original documents to:**  
City of Vaughan, 2141 Major Mackenzie Drive, Vaughan, ON L6A 1T1  
Attention: Public Works Department, Back-water Valve Installation Subsidy Program

The personal information in this form and any attachments is collected under the authority of the Municipal Act, 2001 (S.O. 2001, c.25) and City of Vaughan By-law Number 139-2009, and will be used to process this application, to determine eligibility for and administer the City of Vaughan Back-water Valve Installation Subsidy Program, and for statistical reporting. Questions about the collection of this personal information may be addressed to Director of Public Works, 2141 Major Mackenzie Drive, Vaughan, Ontario L6A 1T1 (Telephone Number 905-832-2281).