



# Contractor Guide

**Eligibility Requirements for Halton Region's  
Basement Flooding Prevention Subsidy Program**





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# Halton's Basement Flooding Prevention Subsidy Program

Halton Region's Basement Flooding Prevention Subsidy Program ("the Subsidy Program") offers financial support to help homeowners make improvements that reduce the risk of basement flooding. Improvements through this program also help minimize the amount of groundwater and stormwater that enter the Region's wastewater system.

## **About eligible work and how this guide should be used:**

Eligible improvements under the Subsidy Program include weeping tile disconnections with sump pump installation, exterior storm drain disconnections, downspout disconnections, and wastewater lateral repairs, replacement, or lining. The program also subsidizes backwater valve installations to help reduce the risk of wastewater backups.

Since every home has unique plumbing and drainage conditions, this work requires careful assessment, professional judgment and strict adherence to all applicable codes and standards. Final subsidy eligibility is determined by Halton Region based on program criteria, required documentation and proof that permits and inspections were completed when required. Halton Region does not choose contractors, supervise work, assess the quality of workmanship or help resolve disagreements between homeowners and contractors.

## **Disclaimer and Limitation of Liability**

This guide is provided for general information purposes only and is not intended to constitute technical, legal, or professional advice. While Halton Region has made reasonable efforts to ensure the accuracy of the information contained in this guide, the Region makes no representations or warranty, express or implied, regarding its completeness, accuracy, or applicability for any specific property or project.

Contractors remain fully responsible for assessing site-specific conditions, determining appropriate methods, materials and equipment, obtaining all required permits and approvals, and completing all work in compliance with applicable laws, codes, bylaws, standards, and manufacturer requirements.

Halton Region assumes no liability for any loss, damage, injury, or claim arising from or related to the planning, design, installation, performance, or failure of any work undertaken by a contractor or homeowner, whether or not the work is referenced or described in this guide or not.

## How to Use the Guide

This guide provides contractors with a clear overview of the steps, expectations, and documentation required to support homeowners participating in the Subsidy Program. It explains:

- How to assess and communicate a home's drainage system,
- What qualifications and experiences a Contractor should have to best support homeowners, and
- The requirements for completing subsidy-eligible work.

### Appendix 1: Subsidy Eligibility Requirements

**Appendix 1** includes eligibility requirements for each type of work:

- Weeping Tile Disconnection & Sump Pump Installation
- Exterior Storm Drain Disconnection
- Downspout Disconnection
- Wastewater Lateral Lining and Repair
- Backwater Valve Installation

### Appendix 2: Plumbing Assessment Requirements

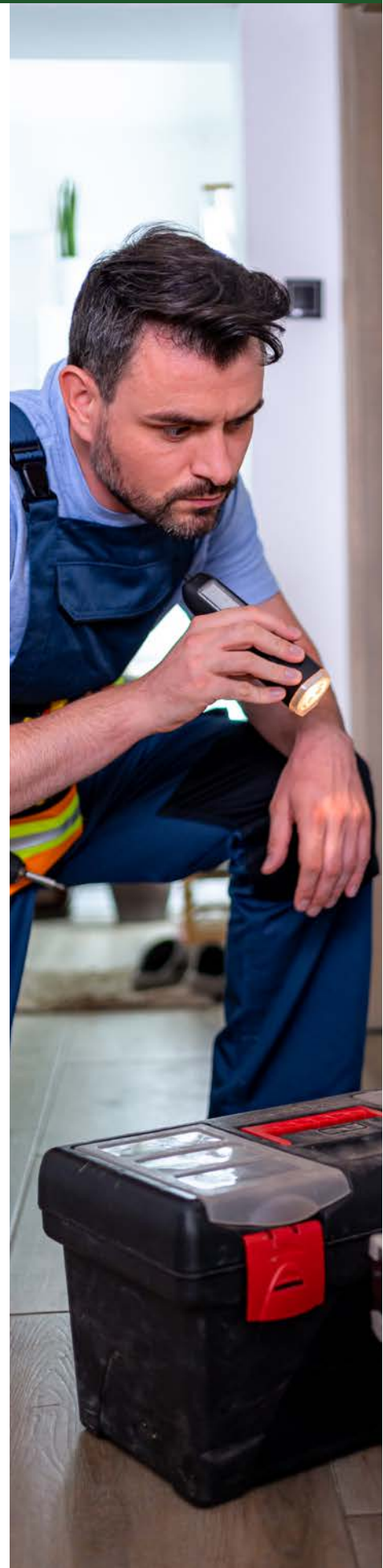
**Appendix 2** includes a Plumbing Assessment outline for those properties that are not eligible to received a Region-completed household drainage survey (HHDS). A plumbing assessment or HHDS must be completed before any subsidy related work begins. Page 9 has more information on household drainage surveys and plumbing assessments. Homeowners or Contractors should email [hhds@halton.ca](mailto:hhds@halton.ca) to confirm the approach for the survey or assessment.

## Roles and Responsibilities

Successful completion of basement flooding mitigation work under the Subsidy Program requires clear coordination between homeowners, contractors, Halton Region, and local municipalities. Each party has a specific role in making sure the work is done properly and meets all the necessary requirements.



**Please note:** Halton Region does not choose contractors, participate in contracts or resolve disputes between homeowners and contractors.



## As the **Contractor**, you are responsible for:

- Confirming with the homeowner to determine if they have obtained a region completed household drainage survey and review the report. If not, complete a plumbing assessment.
- Assessing the home's drainage system and confirming stormwater connections to the wastewater system and condition of the wastewater lateral.
- Providing a clear, written scope of work that includes itemized pricing, timelines, and any anticipated site conditions or constraints.
- Demonstrating your qualifications, including licensing, insurance, WSIB coverage, and relevant experience.
- Applying for and obtaining all required permits from the Local Municipality and ensuring they are posted visibly on site.
- Coordinating all required municipal inspections and ensuring the work is ready for inspection when scheduled.
- Completing the work safely and professionally, following the Ontario Building Code, Electrical Safety Authority requirements, municipal bylaws, manufacturer specifications and good construction practices.
- Communicating promptly with the homeowner and Local Municipality about any scope changes, scheduling updates, or unforeseen issues.
- Maintaining a clean and safe work area throughout the project.
- Commissioning all installed systems and providing the homeowners with clear instructions for operation and maintenance.
- Providing complete and accurate documentation required for subsidy eligibility, including invoices, proof of payment, permits, inspection reports and before-and-after photos.

## **Halton Region** is responsible for:

- Administering the Subsidy Program and reviewing applications.
- Confirming the completed work meets program requirements.
- Verifying proof of payment before issuing any subsidy.
- Providing program information about eligible work, subsidy amounts and the application process.
- Issuing subsidy payments to eligible homeowners.

## **Local municipalities** are responsible for:

- Issuing any required permits.
- Inspecting the work covered by the permit.
- Ensuring installations comply with Ontario Building Code and local by-laws.
- Providing inspection results.

**Please note:** Municipal inspectors do not oversee the quality of the contractor's work beyond checking for Ontario Building Code compliance.

**Table 1** on page 14 outlines the roles and responsibilities of each party. These responsibilities help ensure plumbing, electrical and safety regulations are met, that the work is completed properly and that homeowners maintain eligibility for the subsidy.

## Contractor Experience and Qualifications

Subsidy-eligible basement flooding mitigation work can be complex. It may involve plumbing, excavation, concrete and foundation cutting, electrical work, and compliance with Ontario Building Code, Electrical Safety Authority regulations, and municipal drainage bylaws.

Contractors are expected to communicate clearly and professionally throughout the project. This includes providing timely updates, adhering to the agreed-upon scope and payment schedule, and notifying homeowners promptly of any changes to the scope or timeline.

**Table 2** on page 15 provides guidance on the typical types of work involved in completing subsidy eligible basement flooding mitigation projects, along with who is qualified to perform each task.

### 1 Licensing and Credentials

Contractors should demonstrate appropriate, up-to-date licensing to the homeowner. This includes:

- Licensed Plumber or Master Drain Layer qualifications
- Licensed Electrician for any required electrical work
- Certificates of Qualification for key staff completing the work



### 2 Relevant Experience

Experience completing similar projects helps ensure work will meet code, pass inspection, and remain eligible for subsidy. Contractors should provide:

- Three reference projects in Halton Region completed within the last five years
- Proof that valid permits were obtained
- Proof that municipal inspections were completed and passed



### 3 Insurance & WSIB

Proper insurance and WSIB coverage protect both the contractor and the homeowner. Contractors should provide:

- A Certificate of Insurance naming both the contractor and the homeowner as **Additional Insured**
  - Minimum \$5 million Commercial General Liability coverage
  - Minimum \$2 million Automobile Liability coverage
- A current WSIB Clearance Certificate
- A Corporate Health & Safety Policy



## 4 Permitting and Documentation



Contractors are responsible for obtaining and providing the following to the homeowner:

- Proof of permit issuance
- Municipal inspections reports
- Before/after photos
- Invoices, CCTV records, and commissioning documentation

## 5 Detailed Contract



A clear, written contract must be provided to the homeowner before work begins. It should include:

- A detailed scope of work
- Itemized costs
- Timelines and Milestones
- AVOID vague language like “as needed” or “miscellaneous”

## 6 Payment Schedule



Contractors should prepare a structured payment schedule tied to specific milestones, such as:

- Deposit
- After installation
- After successful permit inspection and approval

# Understanding The Home's Drainage System

Before any subsidy eligible work begins, contractors are expected to help homeowners understand how their home's drainage system works and how it could impact their basement flooding risk. This step is essential for identifying improper storm connections to the wastewater system and for determining the scope of work to help reduce the risk of basement flooding.

Homeowners often reach out to contractors when:

- Their home has experienced basement flooding or property-level flooding
- They are renovating or converting a basement into a living space
- They are purchasing a home or completing a home inspection
- They live in an area know to be at higher risk of flooding

## Household Drainage Surveys and Plumbing Assessments

Understanding how a home's drainage system is configured, both inside and outside the house, is an important first step before beginning any subsidy-eligible work. Halton Region requires **proof of stormwater connections to the wastewater system** to confirm whether the work is eligible for a subsidy. This proof may come from one of two sources:

- 1 A Region-completed Household Drainage Survey (HHDS), where eligible, or
- 2 A plumbing or drainage assessment completed by a licensed plumber or qualified drainage contractor.

Both the survey and the assessment help identify key drainage features and conditions on the property, including:

- The location and condition of the wastewater lateral
- Where your downspouts discharge
- Whether a backwater valve is installed and in good condition
- How your home's weeping tiles (foundation drains) are connected to the wastewater system
- Whether a sump pump exists, and its condition and discharge location

### Who Is eligible for a Region completed HHDS?

You may qualify for a *Region completed* Household Drainage Survey if your home:

- Was built between **1958 and 1978**, or
- Has a **previously reported history of basement flooding** due to a wastewater sewer surcharge, or
- Is located in a **Region-defined Priority Area**

To confirm if you are located within a Region-defined Priority Area, contact Halton Region by calling 311 or emailing [hhds@halton.ca](mailto:hhds@halton.ca)

### If you are not eligible for a Region-completed HHDS

If your home does not meet the criteria for a Region-completed survey, you are encouraged to obtain a **plumbing or drainage assessment** from a licensed plumber.

The cost of this assessment will be reimbursed through the subsidy program upon successful completion of eligible work.

## Supporting the Homeowner

Contractors are expected to help homeowners understand:

- What the survey or assessment findings mean
- What risks or issues have been identified
- Which mitigation measures are recommended and why

Clear communication at this stage helps homeowners make informed decisions and ensures that the proposed work aligns with subsidy program requirements.

# Completing the Work

Below are the key steps contractors should follow for each type of subsidy-eligible basement flooding mitigation improvement, along with the checklists in **Appendix 1**. All work must meet applicable codes, bylaws, manufacturer specifications and permit conditions issued by the Local Municipality.

## Weeping Tile Disconnection & Sump Pump Installation



- Confirm sump pump specifications, power connections, and backup systems.
- Prepare a plumbing assessment that identifies weeping tile connections and identifies the sump pump discharge point.
  - If a new sump pump is installed, then Contractor must obtain permits from the Local Municipality and Electrical Safety Authority. Confirm a suitable sump pump, including:
    - Size/capacity, manufacturer, model specifications, power connections, and backup systems.
    - Dedicated electrical circuit with grounded outlet mounted approximately 1.2 metres above floor.
    - **Water-powered backup systems are not eligible under the Subsidy Program.** If a water-powered backup system is installed, homeowners are responsible for installing a backflow prevention device (reduced-pressure principle assembly), installation inspection and certification, maintenance, annual inspection and reporting.
- Confirm permitting requirements with the Local Municipality.
- Install all components according to permit conditions and arrange mandatory inspections.
- Confirm the weeping tiles are fully disconnected from the wastewater lateral.
- Provide the homeowner with all required subsidy documentation.

## Exterior Storm Drain Disconnection

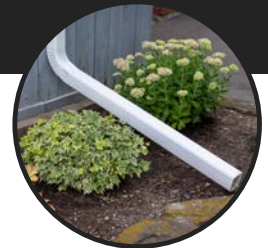


Recommend a suitable discharge method based on existing property conditions:

- **Gravity discharge:** Prepare a plumbing assessment and recommend a suitable discharge only to storm drainage systems. Confirm sufficient slope can be achieved and compliance with municipal drainage bylaws.
- **Sump pump discharge:** When gravity discharge is not possible, use an existing sump pump or install a new one.
  - If a new sump pump is installed, then Contractor must obtain permits from the Local Municipality and Electrical Safety Authority. Confirm a suitable sump pump, including:
    - Size/capacity, manufacturer, model specifications, power connections, and backup systems.
    - Dedicated electrical circuit with grounded outlet mounted approximately 1.2 metres above floor.
    - Battery backup systems are permitted; **Water-powered backup systems are not eligible under the Subsidy Program.** If a water-powered backup system is installed, homeowners are responsible for installing a backflow prevention device (reduced-pressure principle assembly), installation inspection and certification, maintenance, annual inspection and reporting.

- If an existing sump pump is used, then Contractor should confirm the sump pump size/capacity, manufacturer, model, condition, power source and backup power and the sump pump's ability to handle the anticipated flows from the exterior drain.
- For reverse-grade driveways, consider improvements such as grading adjustments, drainage channel upgrades, catch basin enhancements, or permeable driveway materials.
- Confirm permitting requirements with the Local Municipality.
- Complete the work according to permit conditions and arrange mandatory inspections.
- Provide the homeowner with all required subsidy documentation.

## Downspout Disconnection



- Downspout disconnections may be completed by the homeowner OR the contractor.
- Confirm the downspout's wastewater connection **before** starting the work. **Only downspouts originally connected to the wastewater system are eligible for subsidy.**
- Once the connection is confirmed through CCTV or dye testing, redirect stormwater to a safe surface discharge point:
  - Extend downspouts at least **3m from the foundation**.
  - Ensure the discharge area slopes away from the home.
- Confirm compliance with the Local Municipal Drainage Bylaw and overland flow requirements.
- Consult the Local Municipality if drainage suitability is unclear.
- Provide the homeowner with all required subsidy documentation.

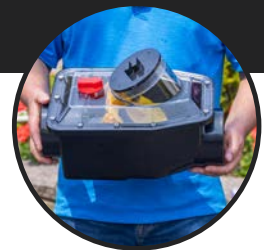
## Wastewater Lateral Lining and Repair



- Only private-side laterals are eligible for subsidy. Any suspected lateral issues within the public right-of-way should be reported to Halton Region.
- Recommend a suitable repair method based on CCTV inspection and site conditions.
- Confirm and recommend disconnection of any improper stormwater connections.
- Confirm permitting requirements with the Local Municipality.
- Complete the work according to permit conditions and arrange mandatory inspections.
- Refer to all relevant standards and guidance, including:
  - Ontario Building Code
  - Ontario Provincial Standards for installation, bedding, backfill, and restoration.
  - ASTM standards for pipe relining.

- Halton Region Water & Wastewater Linear Design Manual.
- Manufacturer specifications.
- **When Open excavation and replacement are typically required:**
  - Full breaks, collapses, or missing pipe sections.
  - Significant sags (“bellies”) that cannot be corrected by relining.
  - Severe root intrusion causing major joint or structural failure.
  - Faulty joints with major separation or infiltration.
  - Crushed, deformed, or structurally unsound host pipe.
  - Degraded clay or asbestos cement pipe
- **When relining (CIPP or similar method) is typically appropriate:**
  - Longitudinally cracks where the pipe still has adequate structural support.
  - Minor to moderate root intrusion where joints remain mostly intact.
  - Multiple small defects or infiltration points.
  - Pipes with adequate slope and alignment (no major sags or collapse).
  - When minimizing disruption is preferable.
- After repairs, contractors should remove any debris that entered the wastewater system and restore the surface and surrounding area as agreed with the homeowner.
- Provide the homeowner with all required subsidy documentation.

## Backwater Valve Installation



- Backwater valves must be **installed inside the home**. External installations are not eligible for subsidy.
- Confirm manufacturer specifications and justify the valve model selection.
- Confirm that the installation location is downstream of all basement fixtures and verify upstream weeping tiles and any exterior drains are disconnected using CCTV or dye tests.
- Confirm weeping tiles are disconnected from the wastewater system. If not disconnected, complete the work to disconnect prior to installation.
- Confirm permitting requirements with the Local Municipality
- Install according to permit conditions and arrange mandatory inspections
- Assess and document any risk of groundwater entry at the installation location and note mitigation measures.
- Provide the homeowner with all required subsidy documentation.

# Supporting Homeowners Through the Subsidy Program

Halton Region's Basement Flooding Prevention Subsidy Program makes it easier and more affordable for residents to complete home improvements that can lower the risk of basement flooding.

Contractors play a critical role in helping homeowners stay eligible for the Subsidy Program. This includes making sure all work is completed properly, meets program requirements, and is fully documented. Contractors are expected to collect and track all required documentation throughout the project, not only at the end. Homeowners will also gather information as the project progresses.

Incomplete or missing documentation can affect a homeowner's subsidy eligibility and may result in a denied subsidy application.

**Table 3** on page 16 outlines all the documentation required for subsidy-eligibility.



# Table 1: Key Responsibilities for Basement Flooding Prevention Subsidy Program

	Homeowner	Contractor	Halton Region	Local Municipality
<b>1</b> <b>Contractor Selection and Agreements</b>	<ul style="list-style-type: none"> <li>Select and hire an experienced contractor</li> <li>Verify credentials and experience</li> <li>Sign written scope of work, payment terms of conditions</li> </ul>	<ul style="list-style-type: none"> <li>Provide clear scope and pricing</li> <li>Prepare and sign written scope of work, payment terms of conditions</li> </ul>	<ul style="list-style-type: none"> <li>Provide subsidy program resources and homeowner guide</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>
<b>2</b> <b>Permits</b>	<ul style="list-style-type: none"> <li>Confirm with Contractor that Local Municipal permits are obtained.</li> </ul>	<ul style="list-style-type: none"> <li>Apply for and obtain permits, as required.</li> <li>Provide the permit to the homeowner</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>	<ul style="list-style-type: none"> <li>Review work and issue necessary permits</li> </ul>
<b>3</b> <b>During the Work</b>	<ul style="list-style-type: none"> <li>Provide property access</li> <li>Review progress</li> <li>Maintain communication</li> </ul>	<ul style="list-style-type: none"> <li>Complete work per Ontario Building Code and municipal requirements</li> <li>Notify homeowner and Building Department of changes verbally and in writing</li> </ul>	<ul style="list-style-type: none"> <li>Provide subsidy program resources, homeowner guide and support</li> </ul>	<ul style="list-style-type: none"> <li>Inspect work where required by permit</li> </ul>
<b>4</b> <b>After the Work</b>	<ul style="list-style-type: none"> <li>Attend inspections</li> <li>Confirm with Contractor that inspections have passed and permits are closed</li> </ul>	<ul style="list-style-type: none"> <li>Arrange inspections and close permits</li> <li>Ensure proper commissioning</li> <li>Provide maintenance guidance</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>	<ul style="list-style-type: none"> <li>Inspect work for compliance</li> <li>Confirm permit inspections passed</li> </ul>
<b>5</b> <b>Subsidy</b>	<ul style="list-style-type: none"> <li>Understand subsidy requirements and ensure contractor is aware of them</li> <li>Gather copies of invoices, project documents, inspection reports</li> <li>Submit for subsidy</li> </ul>	<ul style="list-style-type: none"> <li>Provide itemized invoices, before/ after photos, CCTV reports, inspection reports</li> </ul>	<ul style="list-style-type: none"> <li>Review documentation for compliance to subsidy eligibility (not quality)</li> <li>Process eligible subsidies for payment</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>

# Table 2: Subsidy-Eligible Work and Qualifications and Experiences

		Weeping Tile Disconnection & Sump Pump	Exterior Drain Disconnection (Reverse Driveway or Basement Walkout)	Downspout Disconnection	Wastewater Lateral Lining & Repair	Backwater Valve Installation
TYPICAL TASKS	Interior Plumbing	✓	✓		✓	✓
	Sewer Repairs and Replacement				✓	
	Electrical / Power Connections	✓	✓			
	Foundation Coring / Concrete Cutting	✓	✓			✓
	Excavation	✗	✓	✗	✓	✗
	Exterior Drainage / Landscaping	✓	✓	✓	✓	
WHO DOES IT	Licensed Plumber or Drainage Expert	✓	✓	✓	✓	✓
	Excavation Contractor		✓ *		✓	
	Licensed Electrician	✓	✓ *			
	Homeowner			✓		
Preferred Experience and Knowledge		<ul style="list-style-type: none"> <li>• Experience with CCTV inspections to confirm connections.</li> <li>• Knowledge of basement drainage systems and proper discharge requirements.</li> <li>• Ability to meet Ontario Building Code standards and local drainage bylaws</li> </ul>	<ul style="list-style-type: none"> <li>• Experience with surface grading and discharge compliance.</li> <li>• Skilled in excavation and site restoration.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience with redirecting roof runoff safely and installing splash pads and extensions.</li> <li>• Knowledge of stormwater discharge compliance and downspout requirements.</li> </ul>	<ul style="list-style-type: none"> <li>• Proven experience with open-cut lateral replacements, spot repairs, trenchless relining</li> <li>• Understanding of provincial and municipal sewer standards</li> <li>• Experience in permit requirements, utility locates, construction safety</li> </ul>	<ul style="list-style-type: none"> <li>• Proven experience with basement plumbing modifications.</li> <li>• Understanding of installation requirements and code compliance.</li> <li>• Ability to position valves correctly and perform required tests (e.g., ball test).</li> </ul>

\* Dependent on the scope of work

## Table 3: Eligibility Requirements for the Subsidy Program

	Weeping Tile Disconnection & Sump Pump Installation	Exterior Drain Disconnection (Reverse Driveway and Below-grade Walkout)	Downspout Disconnection	Wastewater Lateral Lining and Repair	Backwater Valve Installation
Local Municipal Permit Required	✓ if new sump pump is installed	✓ if sump pump is installed Drainage engineering for gravity outlet	✗	✓ if repairs > 1.5m or relining	✓
Local Municipal Permit Obtained & Inspections Signed Off	✓	✓ if sump pump is installed Drainage engineering for gravity outlet	✗	✓ if repairs > 1.5m or relining	✓
Itemized invoice (payment in full)	✓	✓	✓	✓	✓
Household drainage survey / plumbing assessment required	✓	✓	✗	✓	✓
Proof that work was required	✓ Proof of connections to WW with CCTV/dye test	✓ Proof of connections to WW with CCTV/dye test	✓ Proof of connections to WW with CCTV/dye test	✓ Proof of condition with CCTV	✓ Proof that any connections upstream were disconnected and take photos
Proof that work was completed	✓ Proof of disconnection with CCTV/photos	✓ Proof of disconnection with CCTV/photos	✓ Proof of surface discharge with photos	✓ Proof of repairs/lining with CCTV	✓ Verify slope with ball test results and proof completed with photos

**Note:** Permits are generally required for sump pump installations and backwater valve installations. Consult your local municipality to confirm permit requirements before construction begins.

# Appendix 1: Subsidy Eligibility Requirements

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- Weeping Tile Disconnection & Sump Pump Installation
- Exterior Storm Drain Disconnection
- Downspout Disconnection
- Wastewater Lateral Lining and Repair
- Backwater Valve Installation

# Weeping Tile Disconnection & Sump Pump Installation

*(This form is to be completed by the Contractor throughout the work and then submitted to the homeowner following completion of the work.)*

**Company Name:** \_\_\_\_\_

**Company Address:** \_\_\_\_\_

**Company Telephone:** \_\_\_\_\_

**Homeowner's Name:** \_\_\_\_\_

**Address where work is being performed:** \_\_\_\_\_

**Telephone #'s: Home:** \_\_\_\_\_ **Cell:** \_\_\_\_\_ **Work:** \_\_\_\_\_

**Email:** \_\_\_\_\_

1. Provide a full description of the work to be completed as an itemized list:

2. Quoted amount for all work to be completed: \$ \_\_\_\_\_
3. Contractors should refer to the Local Municipality for applicable guidance documents and must adhere to all applicable Ontario Building Code and Electrical Safety Authority requirements.
4. Contractors are to complete the following table indicating checkmarks and initials for completed items.

Task ID	√	Description	Initials
<b>ASSESSMENT AND PERMITTING</b>			
1.1		<p>Complete a plumbing assessment to confirm any stormwater connections to the wastewater system and to document the condition of the private wastewater lateral (refer to Table 3 and Appendix 2 for requirements).</p> <p><i>Not required if the homeowner is eligible for a Region-completed Household Drainage Survey (HHDS). If an HHDS is provided, contractors may use it to assist with scoping; however, site verification and due diligence must still be completed before finalizing the scope of work.</i></p>	
1.2		CCTV inspection or dye test to confirm if there are any storm connections to the internal plumbing system or wastewater system. All storm connections must be disconnected to be eligible for this subsidy.	
1.3		Permit issued by Local Municipality	
1.4		Permit issued by Electrical Safety Authority (if a dedicated power outlet is being installed).	
<b>PROOF THAT WORK WAS COMPLETED</b>			
2.1		Provide written confirmation that the sump pump, floats and electrical connections are commissioned and maintenance explained to the homeowner.	
2.2		Provide written confirmation that the weeping tiles have been disconnected as part of this work.	
2.3		Provide a copy of the issued permit and confirmation that the permit has passed mandatory inspection through the Local Municipality.	
2.4		Provide a copy of the issued permit and confirmation that the permit has passed mandatory inspection through Electrical Safety Authority (ESA).	
2.5		<p>Provide itemized invoice to homeowner, specifically listing any materials and labour, and identifying specifics of each component work.</p> <ul style="list-style-type: none"> <li>• Details of work completed.</li> <li>• Itemized specific costs to determine eligible costs, such as household drainage survey/assessment, CCTV videos, inspections</li> </ul>	
2.6		Confirmation that invoice is paid in full by the homeowner.	
2.7		Provide before and after photos of completed work.	
2.8		Provide digital copy of pre- and post-CCTV inspection.	
<b>CONTRACTOR SIGN-OFF</b>			
Company Contact (Print)		Company Contact (Signature)	Date

# Exterior Storm Drain Disconnection

*(This form is to be completed by the Contractor throughout the work and then submitted to the homeowner following completion of the work.)*

**Company Name:** \_\_\_\_\_

**Company Address:** \_\_\_\_\_

**Company Telephone:** \_\_\_\_\_

**Homeowner's Name:** \_\_\_\_\_

**Address where work is being performed:** \_\_\_\_\_

**Telephone #'s: Home:** \_\_\_\_\_ **Cell:** \_\_\_\_\_ **Work:** \_\_\_\_\_

**Email:** \_\_\_\_\_

1. Provide a full description of the work to be completed as an itemized list:

2. Quoted amount for all work to be completed: \$ \_\_\_\_\_
3. Contractors should refer to the Local Municipality for applicable guidance documents and must adhere to all applicable Ontario Building Code and Electrical Safety Authority requirements.
4. Contractors are to complete the following table indicating checkmarks and initials for completed items.

Task ID	✓	Description	Initials
<b>ASSESSMENT AND PERMITTING</b>			
1.1		<p>Complete a plumbing assessment to confirm any stormwater connections to the wastewater system and to document the condition of the private wastewater lateral (refer to Table 3 and Appendix 2 for requirements).</p> <p><i>Not required if the homeowner is eligible for a Region-completed Household Drainage Survey (HHDS). If an HHDS is provided, contractors may use it to assist with scoping; however, site verification and due diligence must still be completed before finalizing the scope of work.</i></p>	
1.2		<p>CCTV inspection or dye test to confirm if there are any storm connections to the internal plumbing system or wastewater system.</p> <p><i>Only exterior drains or reverse grade driveways that discharge into the home's private plumbing system or wastewater system, and that are disconnected from it, will be eligible for subsidy. All storm connections must be disconnected to be eligible for this subsidy.</i></p>	
1.3		<p>Confirm discharge point and obtain permits and approval from the Local Municipality.</p> <p>If a new sump pump is installed, then Contractor must obtain permits from the Local Municipality and Electrical Safety Authority (if dedicated power outlet is installed).</p> <p>If overland discharge by gravity is deemed suitable, then contractor must obtain approval from the Local Municipality.</p>	
<b>PROOF THAT WORK WAS COMPLETED</b>			
2.1		Provide written confirmation that the sump pump, floats and electrical connections are commissioned and maintenance explained to the homeowner.	
2.2		Provide written confirmation that the exterior drain is disconnected from the wastewater system.	
2.3		Provide a copy of the issued permit and confirmation that the permit has passed mandatory inspection through the Local Municipality and Electrical Safety Authority (ESA) (if dedicated power outlet is installed).	
2.4		<p>Provide itemized invoice to homeowner, specifically listing any materials and labour, and identifying specifics of each component work.</p> <ul style="list-style-type: none"> <li>• Details of work completed.</li> <li>• Itemized specific costs to determine eligible costs, such as household drainage survey/assessment, CCTV videos, inspections</li> </ul>	
2.5		Confirmation that invoice is paid in full by the homeowner.	
2.6		Provide before and after photos of completed work.	
2.7		Provide digital copy of pre- and post-CCTV inspection.	
<b>CONTRACTOR SIGN-OFF</b>			
Company Contact (Print)		Company Contact (Signature)	Date

# Downspout Disconnection

*(Downspout disconnection work may be completed either by a homeowner or a contractor. The form is to be completed by the Contractor or Homeowner.)*

**Company Name:** \_\_\_\_\_

**Company Address:** \_\_\_\_\_

**Company Telephone:** \_\_\_\_\_

**Homeowner's Name:** \_\_\_\_\_

**Address where work is being performed:** \_\_\_\_\_

**Telephone #'s:** Home: \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_

**Email:** \_\_\_\_\_

1. Provide a full description of the work to be completed as an itemized list:

2. Quoted amount for all work to be completed: \$ \_\_\_\_\_
3. Contractors and homeowners should refer to Local Municipal Drainage bylaws for surface outlet requirements.
4. Contractors are to complete the following table indicating checkmarks and initials for completed items.

Task ID	√	Description	Initials
<b>ASSESSMENT</b>			
1.1		<p>Complete a plumbing assessment to confirm any stormwater connections to the wastewater system and to document the condition of the private wastewater lateral (refer to Table 3 and Appendix 2 for requirements).</p> <p><i>Not required if the homeowner is eligible for a Region-completed Household Drainage Survey (HHDS). If an HHDS is provided, contractors may use it to assist with scoping; however, site verification and due diligence must still be completed before finalizing the scope of work.</i></p>	
1.2		CCTV inspection or dye test to confirm that the downspout is connected to wastewater lateral and / or system.	
<b>PROOF THAT WORK WAS COMPLETED</b>			
2.1		Provide written confirmation that the downspouts have been disconnected as part of this work.	
2.2		<p>Provide itemized invoice to homeowner, specifically listing any materials and labour, and identifying specifics of each component work.</p> <ul style="list-style-type: none"> <li>• Details of work completed.</li> <li>• Itemized specific costs to determine eligible costs, such as CCTV videos, inspections</li> </ul>	
2.3		Confirmation that invoice is paid in full by the homeowner.	
2.4		Provide before and after photos of completed work.	
2.5		Provide digital copy of pre CCTV inspection.	
<b>CONTRACTOR OR HOMEOWNER SIGN-OFF</b>			
Name (Print)		Name (Signature)	Date

# Wastewater Lateral Lining and Repair

*(The form is to be completed by the Contractor throughout the work and then submitted to the homeowner following completion of the work. Only private-side wastewater lateral replacement or repair is eligible for Subsidy.)*

**Company Name:** \_\_\_\_\_

**Company Address:** \_\_\_\_\_

**Company Telephone:** \_\_\_\_\_

**Homeowner's Name:** \_\_\_\_\_

**Address where work is being performed:** \_\_\_\_\_

**Telephone #'s:** Home: \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_

**Email:** \_\_\_\_\_

1. Provide a full description of the work to be completed as an itemized list:

2. Quoted amount for all work to be completed: \$ \_\_\_\_\_
3. Contractors should refer to the Local Municipality for applicable guidance documents and must adhere to all applicable Ontario Building Code requirements.
4. Contractors are to complete the following table indicating checkmarks and initials for completed items.

Task ID	√	Description	Initials
<b>ASSESSMENT AND PERMITTING</b>			
1.1		Complete a plumbing assessment to document the condition of the private wastewater lateral (refer to Table 3 and Appendix 2 for requirements).  <i>Not required if the homeowner is eligible for a Region-completed Household Drainage Survey (HHDS). If an HHDS is provided, contractors may use it to assist with scoping; however, site verification and due diligence must still be completed before finalizing the scope of work.</i>	
1.2		CCTV inspection to identify defects in the lateral before work commences.	
1.3		Obtain permit for all wastewater lateral repairs over 1.5 metres and wastewater lateral lining. Check with the Local Municipality for permit requirements.	
1.4		Obtain locates from all utility companies via Ontario One Call ( <a href="https://ontarioonecall.ca/">https://ontarioonecall.ca/</a> ) prior to any excavation.	
<b>PROOF THAT WORK WAS COMPLETED</b>			
2.1		Installed per municipal and provincial requirements.	
2.2		Written confirmation that any storm connections are properly disconnected from the lateral.	
2.3		Provide a copy of the issued permit and confirmation that the permit has passed mandatory inspection through the Local Municipality.	
2.4		Provide itemized invoice to homeowner, specifically listing any materials and labour, and identifying specifics of each component work. <ul style="list-style-type: none"> <li>• Details of work completed.</li> <li>• Itemized specific costs to determine eligible costs, such as household drainage survey/assessment, CCTV videos, inspections</li> </ul>	
2.5		Confirmation that invoice is paid in full by the homeowner.	
2.6		Provide before and after photos of completed work.	
2.7		Provide digital copy of pre- and post-CCTV inspection.	
<b>CONTRACTOR SIGN-OFF</b>			
Company Contact (Print)		Company Contact (Signature)	Date

# Backwater Valve Installation

*(The form is to be completed by the Contractor throughout the work and then submitted to the homeowner following completion of the work.)*

**Company Name:** \_\_\_\_\_

**Company Address:** \_\_\_\_\_

**Company Telephone:** \_\_\_\_\_

**Homeowner's Name:** \_\_\_\_\_

**Address where work is being performed:** \_\_\_\_\_

**Telephone #'s:** Home: \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_

**Email:** \_\_\_\_\_

1. Provide a full description of the work to be completed as an itemized list:

2. Quoted amount for all work to be completed: \$ \_\_\_\_\_
3. Contractors should refer to the Local Municipality for applicable guidance documents and must adhere to all applicable Ontario Building Code requirements.
4. Contractors are to complete the following table indicating checkmarks and initials for completed items.

Task ID	√	Description	Initials
<b>ASSESSMENT AND PERMITTING</b>			
1.1		<p>Complete a plumbing assessment to confirm any stormwater connections to the wastewater system and to document the condition of the private wastewater lateral (refer to Table 3 and Appendix 2 for requirements).</p> <p><i>Not required if the homeowner is eligible for a Region-completed Household Drainage Survey (HHDS). If an HHDS is provided, contractors may use it to assist with scoping; however, site verification and due diligence must still be completed before finalizing the scope of work.</i></p>	
1.2		CCTV inspection or dye test to confirm if there are any storm connections to the internal plumbing system or wastewater system. All storm connections must be disconnected to be eligible for this subsidy.	
1.3		<p>Backwater valves must be installed inside the home.</p> <p><i>External installations are not eligible for subsidy.</i></p>	
1.4		Permit issued by Local Municipality	
<b>PROOF THAT WORK WAS COMPLETED</b>			
2.1		Provide written confirmation that the weeping tiles have been disconnected as part of this work and that a connection is not present upstream of the new backwater valve.	
2.2		Provide written confirmation that a ball test was complete after installation and that the valve is operating correctly.	
2.3		Provide a copy of the issued permit and confirmation that the permit has passed mandatory inspection through the Local Municipality.	
2.4		<p>Provide itemized invoice to homeowner, specifically listing any materials and labour, and identifying specifics of each component work.</p> <ul style="list-style-type: none"> <li>• Details of work completed.</li> <li>• Itemized specific costs to determine eligible costs, such as household drainage survey/assessment, CCTV videos, inspections</li> </ul>	
2.5		Confirmation that invoice is paid in full by the homeowner.	
2.6		Provide before and after photos of completed work.	
2.7		Provide digital copy of pre- and post-CCTV inspection.	
<b>CONTRACTOR SIGN-OFF</b>			
Company Contact (Print)		Company Contact (Signature)	Date

# Appendix 2: Plumbing Assessment Requirements

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Includes the Plumbing Assessment requirements for those not eligible to receive a Region-completed household drainage survey.

# Plumbing Assessment

A Plumbing Assessment is required to be completed for those properties that are not eligible for a Region-completed household drainage survey. The assessment is to confirm stormwater connections to the plumbing or wastewater system and the condition of the lateral. The assessment should include the following:

- All existing drainage connections (wastewater and storm).
- Location of all downspouts and indicate which will be disconnected.
- Location of floor drains inside the home.
- Identify the wastewater drain and storm drain (where applicable).
- Any shared connections with neighboring properties.
- Confirmation if wastewater and storm drains are connected.
- Any cross-connections observed.
- Condition of wastewater lateral.
- Existing or proposed location of backwater valve.
- Location of any defects identified during inspection.
- Include a sketch or diagram showing these elements clearly.

