Building Department
buildingpermits@burlington.ca
905-335-7731

Financial Assistance for Homeowners
Flood Prevention Permits

Burlington City Council has approved a program to provide financial assistance to homeowners undertaking flood prevention improvements.

The program is available to owners of existing single-family dwellings in Burlington and covers the building permit fee for the following eligible work:

- The installation of a backwater valve;
- The installation of a sump pump; and/or
- The repair or replacement of a sanitary sewer line (only with the installation of a backwater valve)

Building Permit Application Requirements

To apply for a building permit for the installation of a backwater valve, sump pump, and/or the repair or replacement of a sanitary sewer line, applicants* must submit the following completed forms included in this Flood Prevention application package:

1. Completed Provincial Application Form for a Permit to Construct or Demolish
2. Completed Homeowner Release Form
3. Completed Protective Plumbing Supplementary Form

**Applicants may be the homeowner, plumber, or contractor. A plumber or contractor may apply for a permit on behalf of the property owner and submit the required application forms.*

Eligible homeowners will not be charged the applicable building permit fee. The full permit fee is covered through the City's Flood Prevention Program.

Where applicable, proposed flood prevention devices and innovative materials must have a current and valid CCMC Evaluation Listing. Supporting documentation, such as product specifications, site plans, or manufacturer information, may be required as part of the permit application.

Application Submission

Building permit applications may be submitted to the Building Department by emailing the completed Flood Prevention application package to buildingpermits@burlington.ca.

Please Note:

- Program availability is subject to Council-approved funding and may be amended or discontinued without notice.
- Approval of a building permit application does not verify eligibility for insurance coverage, grants, rebates, or other financial assistance programs.

Application for a Permit to Construct or Demolish

This form is authorized under subsection 8(1.1) of the *Building Code Act,1992*

For use by Principal Authority	
Application number:	Permit number (if different):
Date received:	Roll number:

Application submitted to: _____
(Name of municipality, upper-tier municipality, board of health or conservation authority)

A. Project information

Building number, street name			Unit number	Lot/con.
Municipality	Postal code	Plan number/other description		
Project value est. $		Area of work (m^2)		

B. Purpose of application

☐ New construction ☐ Addition to an existing building ☐ Alteration/repair ☐ Demolition ☐ Conditional Permit

Proposed use of building	Current use of building
Description of proposed work	

C. Applicant

Applicant is: ☐ Owner or ☐ Authorized agent of owner

Last name	First name	Corporation or partnership		
Street address			Unit number	Lot/con.
Municipality	Postal code	Province	E-mail	
Telephone number	Fax		Cell number	

D. Owner (if different from applicant)

Last name	First name	Corporation or partnership		
Street address			Unit number ADE	Lot/con. ADE
Municipality	Postal code	Province	E-mail	
Telephone number	Fax		Cell number	

E. Builder (if known)

Last name	First name	Corporation or partnership (if applicable)	
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number	Fax	Cell number	

F. New home construction licensing requirement

i. Is the proposed construction for a new home as defined in the *New Home Construction Licensing Act, 2017*? If no, go to section G.	☐ Yes	☐ No
ii. Is a licence required under the *New Home Construction Licensing Act, 2017*?	☐ Yes	☐ No

iii. If yes to (ii) provide licence number(s): _____

G. Required Schedules

i) Attach Schedule 1 for each individual who reviews and takes responsibility for design activities.

ii) Attach Schedule 2 where application is to construct on-site, install or repair a sewage system.

H. Completeness and compliance with applicable law

i) This application meets all the requirements of clauses 1.3.1.3 (5) (a) to (d) of Division C of the Building Code (the application is made in the correct form and by the owner or authorized agent, all applicable fields have been completed on the application and required schedules, and all required schedules are submitted).	☐ Yes	☐ No
Payment has been made of all fees that are required, under the applicable by-law, resolution or regulation made under clause 7(1)(c) of the *Building Code Act, 1992*, to be paid when the application is made.	☐ Yes	☐ No
ii) This application is accompanied by the plans and specifications prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the *Building Code Act, 1992.*	☐ Yes	☐ No
iii) This application is accompanied by the information and documents prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the *Building Code Act, 1992* which enable the chief building official to determine whether the proposed building, construction or demolition will contravene any applicable law.	☐ Yes	☐ No
iv) The proposed building, construction or demolition will not contravene any applicable law.	☐ Yes	☐ No

I. Declaration of applicant

I _____ declare that:
(print name)

1. The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge.
2. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.

_____ _____
Date Signature of applicant

Personal information contained in this form and schedules is collected under the authority of subsection 8(1.1) of the *Building Code Act, 1992*, and will be used in the administration and enforcement of the *Building Code Act, 1992*. Questions about the collection of personal information may be addressed to: a) the Chief Building Official of the municipality or upper-tier municipality to which this application is being made, or, b) the inspector having the powers and duties of a chief building official in relation to sewage systems or plumbing for an upper-tier municipality, board of health or conservation authority to whom this application is made, or, c) Director, Building and Development Branch, Ministry of Municipal Affairs and Housing 777 Bay St., 12th Floor. Toronto, ON M7A 2J3 (416) 585-6666.

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Flood Prevention Permit Fee Subsidy Program

Homeowner Acknowledgement and Release

_____

Property (Building number, Street name)

_____

Owner's Name (First, Last – Please print)

_____

Authorized Agent's Name (First, Last – Please print)

I, the above-named property owner have made myself informed about the City of Burlington's Building Permit Subsidy Program, including the terms and conditions, and hereby provide the City of Burlington with the following release. I will perform restoration work and/or flooding prevention work.

Acknowledgement and Release

I am the owner of the Property and I acknowledge and agree that the City's decision to subsidize the permit cost for the proposed work is in no way an admission on the part of the City, its councillors, officers, employees or agents of liability or responsibility for past or future backups of the storm or waste water system or damage caused by overland flooding; and

I agree not to use the City's subsidizing of the building permit fee for the completed work at the Property as evidence in any legal proceeding that has been initiated or will be initiated against the City, its councillors, officers, employees or agents; and

I agree that the existing private wastewater and storm water systems located on the Property are the owner's responsibility and that the owner is responsible for future maintenance and upkeep of any of the completed work at the Property; and

I hereby agree that the performance of the completed work at the Property in no way deems anything located on the Property now or in the future as being part of the City's wastewater system; and

I hereby agree that in the event of a sale or lease of the Property, I will inform the purchaser or lessee of the existence of the completed work installed (if applicable) and the pertinent maintenance requirements.

_____	_____	_____
Owner's Name (First, Last – Please print)	Owner's Signature	Date (Month, Day, Year)

Notice of Collection

Personal information contained on this form is collected under the authority of the Ontario Building Code, 1992 and will be used solely for processing your permit application. Questions about this collection may be directed to the Chief Building Official for the City of Burlington Building Department at 905-335-7731.

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Protective Plumbing Supplementary Information

Sump Pump, Backwater Valve and/or Repair of Sanitary Sewer Line

To ensure accuracy, complete this form when submitting the minimum required information for a building permit application. Should the requirement for additional drawings, documents and/or approvals be determined during the processing of the application you will be notified.

A. Municipal Address	
B. **Backwater Valve**	
Make and Model of Backwater Valve to be installed	Make: _____ Model: _____
A copy of the specification sheet of the backwater device to be installed	Yes ☐
C. Sump Pump	
Pump Pit shall conform to OBC 9.14.5.2 and OBC 7.4.6.3	Yes ☐
Discharge location approval as per OBC 9.14.6	Yes ☐
Description of other plumbing/drains work included with application (i.e. disconnection of weeping tile from sanitary sewer, new drainpipe layout etc.).	Location of discharge pipe Front Yard ☐ Rear Yard ☐ Exterior Side Yard ☐ Note: Discharge Pipe from a sump pump is not permitted in an interior side yard. (i.e. between buildings).
D. Repair/Replacement Sanitary Sewer Line	
Approximate Length: (m)	
Pipe Size:	
Material:	
Yard: (N ☐, E ☐, W ☐, S ☐)	
Copy of CCMC for innovative materials:	Yes ☐ N/A ☐
Reason for repair:	Emergency ☐ Upgrade ☐
Is work taking place on City property?	Yes ☐ No ☐
Note: If the answer to the above question is yes, a municipal consent permit/excavation permit may be required by Engineering Services.	
Is work taking place on Region of Halton property or assets?	Yes ☐ No ☐