



Application for Protective Plumbing Rebate under By-law 2016-376 Part 1 of 2

To be eligible, applications must be pre-approved by the City **prior** to proceeding with the work. To submit the application for pre-approval, please email to protectiveplumbing@ottawa.ca or mail/submit in person to 951 Clyde Avenue, Ottawa, ON K1Z 5A6. For more information regarding the program, including eligibility, submission requirements and Part 2 of the application form, visit [Residential Protective Plumbing Program](http://ottawa.ca/rppp) (ottawa.ca/rppp).

Contact Information

Applicant Name(s)

Previous RPPP Number (if applicable)

Service Address

Mailing Address (if different from above)

Tax Roll Number

Phone Number

Alternate Phone Number

Email address

Preferred method of communication

mail email

For Office Use Only	RPPP application number				
Funding	Available	Exhausted	New funding approved		
Application	Complete	Incomplete	Missing	Resubmitted	
Proof of Ownership	Complete / Owner	Missing	Not Owner		
Property Type	Residential	Non-residential	Condominium application	Yes	No
Property Location	Ottawa	Outside Ottawa	Developer Coverage	Yes	No
Year of Construction	Pre-1963	Post 1963 & Pre-2004	Pre-2004	Post-2012	
Property Taxes	Current/now current	Outstanding	Preventative Maintenance List	Yes	No
Previous Applications	2016-376 Rebate Program	2005-209 Grant Program	Denied	Pending	Not found
Detailed Proposed Work	Submitted	Missing	Resubmitted	Incomplete	Complete
Quote for Proposed work	Submitted	Missing	Resubmitted	Incomplete	Complete
Detailed Diagram	Submitted	Missing	Resubmitted	Incomplete	Complete
Application Status	Initial Approval	Pending	Denied	Closed	

Please complete application and include a copy of the following documentation:

- Detailed proposed work listing (application form)
- Detailed diagram of the proposed work (application form)
- Proof of Ownership (copy of deed, land transfer or property tax bill)
- Itemized quote for proposed work (prepared by a licensed plumber within 3 months of the application)

Detailed Proposed Work Listing

To be completed by a licensed plumber

Existing Equipment

- Interior Sanitary BWV only
- Interior Storm BWV only
- Interior Sanitary and Storm BWV
- Exterior Storm BWV only
- Sump Pump Pit only
- Sump pump
- Sump pump with backup power

Proposed Work

- Permit
- Sanitary Lateral CCTV inspection (interior to street)
- Interior Sanitary BWV only (CCTV required)
- Storm Lateral CCTV inspection (interior to street)
- Interior Storm BWV only (CCTV required)
- Interior Sanitary and Storm BWV (CCTV required)
- Exterior Storm BWV only (CCTV required)
- Sump pump with battery backup power

Comments

Licensed plumber's Name	Licensed plumber's Signature	Date (DD/MM/YY)

For Office Use Only (City of Ottawa's Service Provider to complete)

I, the undersigned, have reviewed the proposed work and approve proceeding with the proposed work.

Name of Service Provider	Signature of Service Provider	Date (DD/MM/YY)

Detailed Diagram of the Proposed Work - Interior Work

Drawing must indicate pipe (type, material and diameter), any existing backwater valves and foundation drainage/weeping tile connections, along with the location of stairs, exterior walls (double line) and interior walls (single line).

To be completed by a licensed plumber

Contractor Comments

Contractor Name	Contractor Signature	Date (DD/MM/YY)

Legend

SAN-BWV	Sanitary Backwater valve	LT	Laundry tub
STM-BWV	Storm Backwater valve	S	Shower
SAN-C/O	Sanitary Clean out	SP	Sump pump
STM-C/O	Storm Clean out	ST	Stack
D	Dryer	W	Washer
F	Furnace	W/C	Water closet
FD	Floor drain	WM	Water meter
HW	Hot water tank	WTC	Weeping Tile Connection
HRV	Heat recovery ventilation system		

For Office Use Only (City of Ottawa’s Service Provider to complete)

I, the undersigned, have reviewed the detail diagram and approve proceeding with the interior work.

Name of Service Provider	Signature of Service Provider	Date (DD/MM/YY)

Detailed Diagram of the Proposed Work - Exterior Work

Drawings should also indicate pipe (material, diameter, length/distance to property line), any existing backwater valves, exterior walls (double line) and any unique features (City trees, driveway, sidewalk).

To be completed by a licensed plumber

Contractor Comments:

Contractor Name	Contractor Signature	Date (DD/MM/YY)

Legend

STM-BWV	Storm Backwater valve	STM-C/O	Storm Clean out
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For Office Use Only (City of Ottawa’s Service Provider to complete)

I, the undersigned, have reviewed the detail diagram and approve proceeding with the exterior work.

Name of Service Provider	Signature of Service Provider	Date (DD/MM/YY)

Applicant(s) Authorization

1. I/we agree and acknowledge that the Residential Protective Plumbing Program (the "Program") is a voluntary program and the Applicant(s) is/are not required to proceed with the scope of work described herein.
2. I/we agree and acknowledge that the Program and its rebates do not apply to the maintenance or replacement of existing protective plumbing devices, regardless of the condition of the device(s).
3. I/we agree and acknowledge that to be eligible for the Program rebates associated with the sanitary sewer, the property must be built prior to 2012; and that to be eligible for Program rebates associated with the storm sewer, the property must be built prior to 2004.
4. I/we hereby authorize the City of Ottawa to use information concerning the status of the tax account for the property for which this application is made for the purposes of evaluating and managing my/our application under the Program. I/we understand that the information regarding the status of the tax account will be shared between City departments for this purpose.
5. I/we agree to secure any and all necessary permits and approvals, which includes obtaining an approved Application for Protective Plumbing Rebate, prior to the start of any work associated with this application. I/we acknowledge that failure to obtain the necessary permits and approvals will void the application and any opportunity for rebate(s).
6. I/we agree to install the protective plumbing device(s) in a manner and within the scope of work (attached) in accordance with Ontario Building Code, as amended, and applicable, current City of Ottawa By-laws and Sewer Design Guideline requirements, and which a qualified contractor has determined by way of site investigation and the City or its representative has confirmed by way of site visit.
7. I/we agree and acknowledge that based on the review of the work by the City or its agent, a revised quote, revised detailed diagram, and additional work may be required to meet the requirements of the Ontario Building Code, as amended, and applicable, current City of Ottawa by-laws and Sewer Design Guideline requirements, including but not be limited to the Special Requirements set out in Section 6 of the Program By-law 2016-376;
8. I/we agree and acknowledge that as the applicant(s), I/we am/are solely responsible for any and all costs associated with the proposed work.
9. I/we agree and acknowledge that should the cost of the work be less than the amount of the available rebate, the City shall rebate the lesser of the two (2) amounts.
10. I/we agree and acknowledge that the City will only rebate up to a maximum of each of the individual rebates, as indicated in Schedule A of the Program by-law as of the date of receipt of Part 1 of 2 of the application by the City.
11. I/we agree and acknowledge that the availability of rebates is subject to the Eligibility Criteria and the Limitations as set out in the Program by-law.

12. I/we understand that any and all invoice(s) associated with this application and the proposed work must be paid in full prior to submitting Part 2 of 2 of the application.
13. I/we hereby agree to indemnify and save harmless the City from and against any and all loss, damage, costs, claims, causes of action, demands, expenses or liabilities (whether or not involving third party claim) in connection with or arising out of any negligent or willful act or omission of the property owner(s), plumber(s) or contractor(s) performing the work or any of their employees, agents or representatives in connection with this application; or any injury to persons (including injuries resulting in death) or loss of or damage to property which may be caused or suffered as a result of the work to be performed.
14. I/we agree and acknowledge that by its involvement in the rebate program, the City is not guaranteeing the effectiveness of any protective plumbing device installed and that the City will not be held responsible for any future failure of the protective plumbing device(s) for any reason whatsoever, including but not limited to,
 - i. inadequate or improper maintenance by or arranged by the property owner;
 - ii. improper installation;
 - iii. any modifications made by or arranged by current or future property owners;
 - iv. non-disclosure of maintenance requirements to future property owners;
 - v. or power interruptions.
15. I/we authorize the City or its representative, by arrangement with me/us, to carry out all necessary investigations inside and outside of the property to review the scope of work described herein.
16. I/we agree and acknowledge that any building sewer or private sewer lateral issues identified as part of the application process shall be addressed in accordance with the requirements of the City of Ottawa Sewer Connection By-law 2003-513, as amended.
17. I/we agree and acknowledge that to be eligible for the rebate, the proposed work must be completed within one-year of the approval date of this Application, failing which the City shall close the Application. In the event that the Application is closed, the applicant(s) shall not be further considered for the Program rebate(s).
18. I/we agree to keep and make available proper books of account and financial records, including any invoices related to the work to be performed under Part 1 of 2 and Part 2 of 2 of this Application, in accordance with generally accepted business and accounting practices. I/we further agree to make such books of account and financial records available at all reasonable times for inspection, copy and audit by the City, its employees, agents, and the City of Ottawa Auditor General. These audit requirements shall survive four years beyond the date of this Application.
19. I/we agree and acknowledge that the City is subject to the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O 1990, c.M.56, as amended, ("MFIPPA"), and that any information provided to the City in connection with the Program and this Application is subject to disclosure in accordance with the requirements of MFIPPA. I/we further acknowledge that any personal information provided to the City under this Agreement shall only be used by the City in accordance with the provisions of MFIPPA.

20. I/we agree and acknowledge that this Application shall not be transferred or assigned.
21. I/we agree and acknowledge that the signature(s) of the Applicant(s) hereto may be evidenced by a scanned email or internet transmission copy of this Application bearing such signature(s) and will be treated as an original signature(s).

Dated at Ottawa, Ontario, _____ day of _____, _____
this _____ day _____ month _____ year

Printed name of Applicant Signature of Applicant

Printed name of Applicant Signature of Applicant