

STEPS

FAST-TRACK OPTION

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

City of Windsor
Engineering Department
350 City Hall Square West Room 302
Windsor, Ontario N9A 6S1

If homeowner has already applied, proceed to step 2.

2. Home owner must have a licensed plumber complete the pre-conditions 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.
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. Home owner must submit the required documents to the City of Windsor Engineering Department for review and processing of the subsidy. Information on the required documents is provided in the Program documents available on-line at www.citywindsor.ca/bfp.