

**TOWN OF MERTON**  
**BUILDING PERMIT INFORMATION**  
**NEW CONSTRUCTION**

**NEW CONSTRUCTION PERMITS ARE SUBMITTED TO THE TOWN HALL. PLEASE CONTACT THE DEPUTY CLERK AT (262) 966-2561 PRIOR TO SUBMITTING THE NEW CONSTRUCTION PERMIT. PLEASE MAKE SURE ALL OF THE REQUIRED DOCUMENTS LISTED BELOW ARE INCLUDED WITH YOUR SUBMITTAL.**

1. The Town of Merton follows the Uniform Dwelling Code.
2. Apply on the State's Online Building Permit System at <https://esla.wi.gov/PortalCommunityLogin> . This must be done prior to submitting your permit to the Town.
3. If the property is within 1,000' (feet) of a lake or 300' (feet) of a river, a Zoning Permit must be obtained from Waukesha County Parks & Land Use at (262) 548-7790. Please do not submit the Building Permit information until you receive an email from Waukesha County with an approved Zoning Permit, if applicable.
4. Submit two (2) sets of plans. Plans must show details of construction including types of insulation. A typical cross section is required. One set of plans will be returned.
5. Provide one (1) copy of the soil and site evaluation report.
6. Submit two (2) copies of the Certified Survey or Plat of Survey showing the location of the proposed residence. The survey should also show the location of the well and the septic. The offsets and the setback measurements must be clearly defined and indicated on the survey.
7. Provide one (1) copy of the Waukesha County Sanitary Permit.
8. Submit heat loss calculation as per energy code.
9. An erosion control plan must be submitted showing all grades and slopes. These measures must be maintained until the site has been stabilized.
10. Provide a proposed grading plan on a plat map with proposed structures identified.
11. The Building Permit submittal must include the Wisconsin Uniform Building Permit application and all Town of Merton Building Permit Applications (General Building Permit, Electric, Plumbing, HVAC, & Certificate of Electric Inspection). The Town does not accept permits by email or online. Building Permit Submittals can be made in person at the Town Hall at W314N7624 Hwy 83.
12. A new construction project on a lake property may need a state permit from the DNR.

13. A Driveway Permit will be issued through the Building Inspector's Department. The Driveway Permit will be issued to the owner/contractor when the Building Permit is issued. Owner is to purchase and install culvert. Owner or the Builder must READ and INITIAL the Driveway Permit. Concrete drives shall not extend beyond the edge of the highway right-of-way.
14. A \$2,500.00 construction bond is payable when the new construction permit is issued. For the Occupancy Permit, \$1,000.00 less a \$50.00 fee is refundable after final occupancy is granted. The other \$1,500.00 is returnable after a hard surface driveway has been completed according to the Town Ordinance 14.01(7)(d)(2). The Town recommends the driveway portion of the bond or the whole bond be paid by the property owner.
15. Occupancy of premises prior to inspection, including use of fireplaces, boxes in either basement or garage, or beds set up FORFEITS YOUR BOND.
16. The Occupancy Permit is required before moving into the home or forfeiture of the bond will occur.
17. A dumpster is required at all building sites with over \$10,000.00 of work per Town of Merton Ordinance 14.01(7)(e). Please provide a contract with a licensed trash hauler when you apply for the permit.
18. A \$50.00 fee is charged for re-inspections and \$50.00 for work not ready when inspections are called in.
19. A \$1,500.00 impact fee is assessed to each new construction, if applicable.
20. Please call (262) 966-2469 for inspections.
21. A Building Permit is good for 18 months.

If you have any questions, call the Town Hall at (262) 966-2469.

Thank you!