

TOWN OF MERTON
BUILDING PERMIT INFORMATION
ACCESSORY BUILDINGS

1. The Town of Merton follows the Uniform Dwelling Code.
2. A Preliminary Site Evaluation (PSE) Application must be completed and approved by the Waukesha County Environmental Health Division before a Building Permit for an Accessory Building can be issued. Contact the Environmental Health Division at (262) 896-8300 for more information.
3. If you have an Architectural Control Committee, plans should be approved and signed by the committee.
4. A Zoning Permit is required if the property is within 300' (feet) of a river or stream or 1,000' (feet) of a lake. A Zoning Permit must be obtained from Waukesha County Parks & Land Use before the Town of Merton can issue a Building Permit. Contact Waukesha County Parks & Land Use at (262) 548-7790.
5. One copy of plans showing details of the construction project must be provided with the permit application(s).
6. A survey of your lot showing the location of the proposed project must be provided with the permit application(s). The survey should also show the location of the well and septic and all other structures located on the property. The offsets and the setback measurements must be clearly defined and indicated on the survey.
 - Building Permits are not required for structures less than 100 square feet – Structures must be located at least 5' (feet) from the lot line – Waukesha County Parks & Land Use may require a Zoning Permit.
 - One Detached Accessory Building less than 200 square feet may be located 5' (feet) from the side lot line.
 - Accessory Buildings 200 square feet and over - Offsets are normally 20' (feet) from the side and rear lot lines and 50' (feet) from the road right-of-way.
7. No detached accessory building shall be located closer than 10 feet to any structure used for residential purposes.
8. The Electric Permit Application, the Plumbing Permit Application, and the HVAC Permit Application should be submitted with the Building Permit Application, if applicable.
9. Submit a completed Building Permit Application with the documents listed in numbers 4, 5, 6 and 7. 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 or by mail to: Town of Merton, PO Box 128, North Lake, WI 53064.
10. No more than 2 (two) accessory buildings are allowed on a parcel. For parcels under 15 acres, the accessory buildings shall not exceed 3% of the total lot area or 5,000 sq. ft, whichever is the least amount.
11. The height of an accessory building may be 15' (feet) for a flat roof or 18' (feet) with a peak.
12. An accessory building may be increased in height by not more than 10' (feet); however, the maximum height shall not exceed 25' (feet), subject to satisfying the following conditions:
 - All required offsets and setbacks are increased by one foot for each foot which such building or structure exceeds the height limit of the district in which it is located.
 - Subject to Plan Commission approval.
 - Subject to all other regulations of the Town.
13. A project on a lake property may need a permit from the DNR.
14. A certified survey map may be required in some instances.
15. A dumpster may be required for projects that exceed \$10,000.00.
16. A \$1,000.00 bond may be required. The bond is refundable after an approved final inspection by the Building Inspector.
The Town highly recommends that all bonds be paid by the Property Owner.
17. A \$2,000.00 driveway bond may be required. The bond is refundable after the project has an approved final inspection by the Building Inspector and after an approved inspection by the Department of Public Works Director.
18. Please call (262) 966-2469 for inspections.
19. A Building Permit is good for 18 months.

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