

TOWN OF MERTON
BUILDING PERMIT INFORMATION
ADDITIONS, ALTERATIONS, REMODELING, ETC.

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 addition, alteration or remodeling 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), if applicable. The survey should also show the location of the well and septic and all other structures located on the property. Town offsets are normally 20' (feet) from the side and rear lot lines and the setback is normally 50' (feet) from the road right-of-way. The offsets and the setback measurements must be clearly defined and indicated on the survey.
7. The Electric Permit Application, the Plumbing Permit Application, and the HVAC Permit Application should be submitted with the Building Permit Application, if applicable.
8. 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.
9. A project on a lake property may need a permit from the DNR.
10. A certified survey map may be required in some instances.
11. A dumpster may be required for projects that exceed \$10,000.00.
12. 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.**
13. 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.
14. Please call (262) 966-2469 for inspections.
15. A Building Permit is good for 18 months.

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