Village of Merton Building Inspections
W282N6996 Main Street, Main Street, Merton 53056
Mailing address – P.O. Box 13, Merton 53056
Office: 262-538-0820 ex 202
Cell: 262-844-1594
Email: inspections@villageofmerton.gov

Permit Application Requirements

(Please do not email permit applications)

Wooden decks, sheds, detached garages, additions, gazebo, pools

- Three hard copies of the building/improvement plans. (This includes pool literature, and fence literature where applicable).
- Three hard copies of property land survey showing improvement on the survey including dimensions and distance from lot lines. You can take an existing survey and draw this information on the copies
- One copy of the application for permit.
- Preliminary sight evaluation conducted by Waukesha County Health Department. This applies only if you have a mound or septic system. Their phone number is 262-896-8300 to schedule and apply. (This is not required for interior remodeling unless you add an additional bedroom)
- Electrical and plumbing permits are separate applications & need to be received prior to the start of the project.
- Written approval from Subdivision if applicable
- Estimated cost

PLEASE NOTE: Buildings must be located in the rear yard not less than 10 ft from the property line.
Buildings shall be placed on a minimum of 4-inch concrete slab
All buildings are to be designed to be complimentary to the primary building, with siding and roofing and color to match existing.
Pool setbacks are 50 ft rear yard, 20 ft side yard.

Rec-rooms, basement finishing, interior remodeling

- Three hard copies of building/improvement plans
- One copy of the application for permit.
- If you are adding a bedroom, a preliminary sight evaluation conducted by Waukesha County Health Department. This applies only if you have a mound or septic system. Their phone number is 262-896-8300 to schedule and apply
- Electrical, plumbing & HVAC permits are separate applications & need to be received prior to the start of the project.
- Written approval from Subdivision if applicable
- Estimated cost

What to do with your plans and application

- Plans and applications can be dropped off anytime at the address shown above.
- Plans and applications can also be mailed to the P.O. Box address above.
- For additional questions on the application process, or are unsure if a permit is required, please call. 262-538-0820 ex 202 or cell 262-844-1594 – Make sure to leave a message & call back number
- Please do not email plans and/or applications.

For new home applications, please see New Home Permit Information

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W282N6996 Main Street | Merton, WI 53056
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inspections@villageofmerton.gov
(262) 538 0820 ex 202 or 203

APPLICATION FOR PERMIT

_____Erosion _____Building _____Plumbing

_____Electrical _____HVAC

Date _____ **TAX KEY #:** _____

Permit # _____

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Owner _____

Address _____

Lot _____ Block _____ Subdivision _____

Phone #_____ Email _____

****

General Contractor _____ License #_____

Address _____

Phone #_____ Email _____

****

HVAC Contractor _____ Lic #_____ PH#_____

Electrical Contractor _____ Lic #_____ PH#_____

Plumbing Contractor _____ Lic #_____ PH#_____

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Type of Construction or Improvement _____

Size _____

Estimated Cost $_____

_____
Building Inspector