

**TOWN OF MERTON**  
**BUILDING PERMIT INFORMATION**  
**SOLAR PANEL PROJECTS**

1. The Town of Merton follows the Uniform Dwelling Code.
2. A Master Electrician is required for all projects.
3. A Wisconsin Contractor Certification will be required for any alterations to the dwelling.
4. Anything mounted on a roof will require structural calculations providing adequate support.
5. A General Building Permit Application, an Electric Permit Application and a Certificate of Electric Inspection Form are required. Plans are also required. Plans and all Building Permit Applications are to be submitted together. 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.
6. If you have an Architectural Control Committee, plans should be approved and signed by the committee.
7. Contact Waukesha County Parks & Land Use at (262) 548-7790 if your property is within 300' (feet) of a river or a stream or within 1,000' (feet) of a lake to determine if a Zoning Permit is required for ground mounted panels. Roof mounted solar permits do not require a Zoning Permit provided that no structural changes to the roof need to occur to attach the panels.
8. For ground mounted panels, a survey of your lot showing the location of the proposed project must be submitted with your permit application. 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 setback measurements must be clearly defined and indicated on the survey.
9. The Building Inspector may refer an application for a special use system to the Plan Commission if there are special circumstances which, in his opinion, may require Plan Commission consideration including, but not limited to, screening, color, location, height, visual impact and construction requirements.
10. The Building Inspector shall refer all applications for permits in commercial and industrial districts to the Plan Commission.
11. Please call (262) 966-2469 for inspections.
12. A Building Permit is good for 18 months.

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

Thank you!