

**TOWN OF MERTON**  
**BUILDING PERMIT INFORMATION**  
**SWIMMING POOLS**

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 a pool 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. 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. A temporary fence (snow fence, etc.) shall be used while the pool is under construction. A permanent fence must be constructed within 30 days after water is in the pool.
8. Fencing on pools is required. A 52" (inch) wall for above ground pools is allowed without fencing if, and only if, it is above 52" (inches) above ground in all places. The ground surface of the pool must be level at a minimum of 3' (feet) away from the pool, or a 4' (foot) fence is required if the wall is lower than 52" (inches). The fence should block anything more than 4" (inches) in diameter from passing through one of its openings. No horizontal ladder type swimming pool fences are allowed. All swimming pool fences constructed on decks shall be built flush with outside of deck to prevent ledges to crawl, climb or walk on or over.
9. There must be a "clear zone" no less than 36" (inches) around the exterior of the fence and around any permanent structures or equipment such as pumps, filters and heaters that can be used to climb over the fence.
10. All gates or doors shall be self-closing and equipped with an inside self-latching device for keeping the gate or door securely closed at all times. Pedestrian pool fence gates must be self-closing and may open outwards from the pool. Gates shall comply with the same height and clearance requirements as the rest of the fence.
11. The Electric Permit Application and the Bond Requirements Form should be submitted with the Building Permit Application.
12. Submit a completed Building Permit Application with the documents listed in numbers 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.
13. A \$500.00 bond is required for all pool permits. The bond is refundable after an approved final inspection.
14. A \$1,500.00 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.
15. A certified survey may be required in some instances.
16. A project on a lake may need a permit from the DNR.
17. A Building Permit is good for 18 months.
18. Please call (262) 966-2469 for inspections. An electrical and a final inspection must be approved before the pool can be used. The pool can be filled, but not used until a final inspection has been approved.

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