

**TOWN OF MERRIMAC**  
**BUILDING PERMIT/LAND USE APPLICATION**

## WHAT REQUIRES A BUILDING PERMIT?

Any addition or alteration exceeding \$500 in one calendar year. Here are some examples of projects, but not limited to this list, which requires a permit:

Additions and Remodeling (all structures)

Cabinet replacement, etc.

Deck

Fence

Accessory Buildings (includes garages, yard sheds <100 sq. ft.)

Siding (excluding repairs less than 100 sq. ft.)

Roofing (except overlays or repairs less than 100 sq. ft)

Window/Door Replacement (when opening is enlarged)

New Single Family Residential

New Multi-family, Commercial (site approval required by Zoning Commission)

Signs (commercial, industrial and residential)

Swimming Pool

**DO NOT FORGET YOU MAY ALSO NEED SAUK COUNTY PERMIT IF YOU ARE WITHIN 1,000 feet of a navigable waterway. (Contact information & instructions follow)**

**NEW HOMES ALSO REQUIRE INSPECTIONS. A Uniform Dwelling Permit (UDC) is also required from GENERAL ENGINEERING. (Contact information below). Also, the UDC occupancy permit is not a town issued occupancy permit.**

- After completing this on-line application, print and sign it. Mail it with the appropriate materials and fees (**DO NOT FORGET BUILDING PLANS FOR INTERIOR WORK AND SITE PLANS FOR EXTERIOR EXPANSIONS/NEW BUILDINGS**)
- Follow the appropriate instructions that follow. There is a set of instructions for remodeling/accessory structures and a set for new home construction.
- Email questions to [tnadmin@merr.com](mailto:tnadmin@merr.com).

# REMODELING AND ACCESSORY STRUCTURES

## Residential Building Permits Fee Schedule

### Town of Merrimac

Any construction project with a value of \$500.00 requires a building permit from the Town of Merrimac. The only exceptions are: A shingle overlay (not shingle replacement); window replacement of the same size; mechanicals (like water heaters, electrical, pipes).

**VALUE** is determined at retail cost (not discount or sale pricing) plus estimated **CONTRACT LABOR VALUE**, even if you are doing it yourself.

If you are building a **ACCESSORY STRUCTURE, ADDING AN ADDITION OR REMODELING:**

1. **CALL SAUK COUNTY PLANNING & ZONING FOR A SANITARY PERMIT AND/OR SHORELAND PROTECTION LAND USE PERMIT.**
  - a. If you are adding bedrooms to an existing residence, you need a sanitary permit.
  - b. If you are within 1,000 feet of Lake Wisconsin or any other navigable waterway you are in the SAUK COUNTY SHORELAND PROTECTION DISTRICT, you will also need a Sauk County Land Use Permit for any work that expands the footprint of a structure.
  - c. Call Sauk County Conservation, Planning & Zoning at (608) 355-3285.
  - d. The town does not require a driveway permit unless it is located in the Agriculture Conservation District and either exceeds 400 ft. or has more than a 10% grade.
  
2. **RETURN THE FOLLOWING TO THE TOWN OF MERRIMAC:**
  - a. All 3 copies of the TOWN OF MERRIMAC BUILDING PERMIT APPLICATION.
  - b. Copy of Sauk County Sanitary Permit (if necessary)
  - c. Copy of Sauk County Land Use Permit (if necessary).
    - Building Plans. (No accessory structure may exceed 24' x 30' x 14' without a conditional use permit from the Merrimac Planning & Zoning Commission).
    - Site plans (showing all items as requested on the application).
    - Check for applicable fees.
    - Mail the complete application with all requested materials to:
      - Town of Merrimac, P.O. Box 115, Merrimac, WI 53561.

**Building Permits FEES MADE PAYABLE TO THE TOWN OF MERRIMAC:**

Remodels, additions, accessory structures: Town of Merrimac Land Use/Building Permit Application	\$15.00 per \$1,000 of construction costs with a minimum charge of \$75.00; maximum \$750.00
Fees for starting without a permit TRIPLE. There may also be penalties of up to \$500.00 per day & costs.	

The primary Zoning regulations (setbacks, size requirements, etc.) are available on-line at [www.tn.merrimac.wi.gov](http://www.tn.merrimac.wi.gov).

For additional information, or for applications, contact: Tim McCumber, Town Administrator; 608-493-2588. On the internet, you can request an application at [www.tn.merrimac.wi.gov](http://www.tn.merrimac.wi.gov). The Administrator is in the Town Hall on most Mondays from 10am – 12pm, a schedule is posted on the website and at the Town Hall.

**Allow at least 15 days for processing.**

# NEW ONE- AND TWO FAMILY Residential Building Permits Fee Schedule Town of Merrimac

If you are constructing a new one- or two family residence in the **Town of Merrimac**:

1. **CALL GENERAL ENGINEERING FOR A UDC at (608) 697-7807.**
  - a. Do NOT return the TOWN APPLICATION (below) to General Engineering.

**Uniform Dwelling Code Fee Schedule (Fees payable to General Engineering):**

Residential Early Start	<b>Contact General Engineering for current fee schedule; rates subject to change.</b>
New Residential (includes garage, decks & basements)	
Manufactured & HUD Dwellings	
Erosion Control	
State Seal	
Fuel Surcharge: A fuel charge will be assessed beginning June 1, 2011. This fee will be determined quarterly by GEC and set based on the prior 3-month average.	
PENALTIES: Building without a UDC permit will lead to penalties of up to \$1,000 per day plus costs of prosecution.	

2. **CALL SAUK COUNTY PLANNING & ZONING FOR A SANITARY PERMIT AND/OR SHORELAND PROTECTION LAND USE PERMIT.**
  - a. If you are within 1,000 feet of Lake Wisconsin or any other navigable waterway you are in the SAUK COUNTY SHORELAND PROTECTION DISTRICT, you will also need a Sauk County Land Use Permit.
  - b. Call Sauk County Conservation, Planning & Zoning, (608) 355-3285.
  - c. The town does not require a driveway permit unless it is located in the Agriculture Conservation District and either exceeds 400 ft. or has more than a 10% grade.
  
3. **RETURN THE FOLLOWING TO THE TOWN OF MERRIMAC:**
  - a. Return all 3 copies of the TOWN OF MERRIMAC BUILDING PERMIT APPLICATION (it is not necessary to copy the on-line application 3 times).
  - b. A copy of Uniform Dwelling Code (UDC) Permit from General Engineering.
  - c. Copy of Sauk County Sanitary Permit.
  - d. Copy of Sauk County Land Use Permit (if necessary).
    1. Building Plans.
    2. Site plans (showing all items as requested on the application).
    3. Check for applicable fees.
    4. Mail the complete application with all requested materials to:
      - o Town of Merrimac, P.O. Box 115, Merrimac, WI 53561.

**Building Permits FEES MADE PAYABLE TO THE TOWN OF MERRIMAC:**

Single Family New Home	\$750.00
Duplex	\$1,000.00
Certificate of Occupancy from the town (per unit):	\$45.00
Fees for starting without a permit TRIPLE. There may also be penalties of up to \$500.00 per day & costs.	

**The primary Zoning regulations (setbacks, size requirements, etc.) are available on the town's website.**

For additional information, or for applications, contact: Tim McCumber, Town Administrator; 608-493-2588. The Administrator is in the Town Hall on most Mondays from 10am – 12pm, a schedule is posted on the website and at the Town Hall.

**Allow at least 15 days for processing.**

# Land Use/Building Permit Application

<b>Fees:</b>		<b>Permit #:</b>	
<b>Last Name</b>		<b>First Name</b>	<b>Middle Name</b>
<b>Mailing Address</b>			
<b>City</b>	<b>State</b>	<b>Zip Code</b>	<b>Telephone No. (Include Area Code)</b>
<b>E-mail Address:</b>			
<b>PROJECT LOCATION</b>			
<b>Building Address:</b>		<b>Tax Parcel No:</b>	
<b>Type of Building:</b>		<b>Approximate Cost:</b>	
<b>Existing Use:</b>		<b>Nonconforming structure:</b>	
<b>Work to be performed:</b>			
<b>Town Zoning District:</b>		<b>Other Districts:</b>	<b>Town PAD/CU #:</b>
<input type="radio"/> Residential <input type="radio"/> Rec/Commercial <input type="radio"/> Commercial		<input type="radio"/> Agricultural <input type="radio"/> Ag Conservancy <input type="radio"/> Governmental	<input type="radio"/> Shoreland <input type="radio"/> Floodplain <input type="radio"/> Wetland If applicable
<b>Permits Checklist</b> (attach copies of necessary approvals):		<b>Contractor Name &amp; Contact #:</b>	
<input type="radio"/> UDC Permit (New Residence) <input type="radio"/> Sauk County Sanitary Permit (New Residence) <input type="radio"/> Sauk County Land Use Permit (Shoreland District)			
<b>Additional information:</b>			
<p><b>ATTACH THE FOLLOWING:</b> Plot plan showing the location, boundaries, dimensions, elevations, uses, and size of the following: Subject site; existing and other public ways; off-street parking, loading areas and driveways; existing highway access restrictions; existing and proposed road, side, and rear yard setbacks. Also include any additional approvals as may be needed.</p> <p>I present that all the above information is correct, and understand that the issuance of this permit is for administrative purposes only. Onsite inspections are not performed by the municipality and I waive the town of any liability in association with any inspections that may be performed in accordance with s. 101.65 Wis. Stats. I realize the issuance of this permit does not relieve me of compliance with any other applicable codes, ordinances, or statutes.</p>			
<b>Owner/Agent:</b> _____		<b>Date Signed:</b> _____	
<b>Conditions:</b> _____			
_____			
_____			
<b>PERMIT ISSUED BY:</b>			<b>DATE ISSUED:</b>