

# **NEW ONE- AND TWO FAMILY Residential Building Permits Process Town of Merrimac**

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

1. **CALL SAUK COUNTY LAND RESOURCES & ENVIRONMENT DEPARTMENT FOR A SANITARY PERMIT AND/OR SHORELAND PROTECTION LAND USE PERMIT at (608) 355-3258**
  - a. Complete the online applications at <https://countyofsaukwi.portal.opengov.com/>
  - 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.
  - 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.
2. **RETURN THE FOLLOWING TO THE TOWN OF MERRIMAC:**
  - a. Completed, signed and dated Town Permit Application (Town Permit Application can be submitted online at <https://townofmerrimac.net/planning-zoning/> )
  - b. Copy of Sauk County Sanitary Permit.
  - c. Copy of Sauk County Land Use Permit (if necessary).
  - d. Building Plans.
  - e. Site plans (showing all items as requested on the application).
  - f. Mail the complete application with all requested materials to:
    - Town of Merrimac, P.O. Box 115, Merrimac, WI 53561.
3. **CALL GENERAL ENGINEERING FOR A UDC Permit at (608) 742-2169.**
  - a. Submit a UDC application to General Engineering online at [https://gec.soliant.cloud/fmi/webd/GEC\\_BuildingPermitApplication](https://gec.soliant.cloud/fmi/webd/GEC_BuildingPermitApplication)
  - b. A UDC permit will not be issued without a Town Permit.
  - c. If you need assistance with the UDC permit process, please call GEC.

**Permit Fees will be calculated by the Building Inspector and are payable to the Town of Merrimac when the permits are picked up.**

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| Complete Fee Schedule available online at <a href="https://townofmerrimac.net/planning-zoning/">https://townofmerrimac.net/planning-zoning/</a> |
| Fees for starting without a permit DOUBLE. 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: Stephanie Brensike, Town Administrator; 608-493-2588 or at [tnadmin@tds.net](mailto:tnadmin@tds.net).

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

# **REMODELING AND ACCESSORY STRUCTURES**

## **Residential Building Permits Process**

### **Town of Merrimac**

Check with the Town Zoning Administrator to determine if any permits are required prior to any work starting. No owner or contractor may construct, erect, alter, enlarge, repair, move, convert to other uses, or demolish a building, structure, or mechanical system until a valid permit is obtained from the Municipal Building Inspector. The only exceptions are: A shingle overlay (not shingle replacement); window or door replacement of the same size; siding replacement.

1. **CALL SAUK COUNTY LAND RESOURCES & ENVIRONMENT DEPARTMENT FOR A SANITARY PERMIT AND/OR SHORELAND PROTECTION LAND USE PERMIT at (608) 355-3285.**
  - Complete the online applications at <https://countyofsaukwi.portal.opengov.com/>
  - If you are adding bedrooms to an existing residence, you need a sanitary permit.
  - 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.
  - 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:**
  - Completed, signed and dated Town Permit Application (Town Permit Application can be submitted online at <https://townofmerrimac.net/planning-zoning/> )
  - Copy of Sauk County Sanitary Permit (if necessary)
  - Copy of Sauk County Land Use Permit (if necessary).
  - Building Plans.
  - Site plans (showing all items as requested on the application).
  - Mail the complete application with all requested materials to:
    - Town of Merrimac, P.O. Box 115, Merrimac, WI 53561.
3. **CALL GENERAL ENGINEERING FOR A BUILDING PERMIT at (608) 742-2169.**
  - Submit a building permit application to General Engineering online at [https://gec.soliant.cloud/fmi/webd/GEC\\_BuildingPermitApplication](https://gec.soliant.cloud/fmi/webd/GEC_BuildingPermitApplication)
  - A building permit will not be issued without a Town Permit.
  - If you need assistance with the building permit process, please call GEC.

#### **Building Permit FEES MADE PAYABLE TO THE TOWN OF MERRIMAC WHEN PERMITS ARE ISSUED**

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| Complete Fee Schedule available online at <a href="http://www.townofmerrimac.net">www.townofmerrimac.net</a> . |
| Fees for starting without a permit DOUBLE. 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.townofmerrimac.net](http://www.townofmerrimac.net).**

For additional information, or for applications, contact: Stephanie Brensike, Town Administrator; 608-493-2588 or at [tnadmin@tds.net](mailto:tnadmin@tds.net).

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

Effective January 1, 2010; rev. 01/02/2025

**TOWN OF MERRIMAC**  
**BUILDING INSPECTION FEE SCHEDULE**  
**January 1, 2025 – December 31, 2026**

| <b><u>RESIDENTIAL BUILDING PERMITS</u></b>   | <b><u>GEC FEES</u></b>   | <b><u>TOTAL FEES W/25%</u></b>   |
|--|--|--|
| 1) New Residential One & Two-Family Early Start<br>(Footings & Foundation Only)  | \$250.00   | \$313.00   |
| 2) Plan Review (New One & Two-Family Dwellings)  | \$85.00 per Unit   | \$106.00   |
| 3) New One & Two-Family Erosion Control  | \$150.00   | \$188.00   |
| 4) New Residential One & Two-Family (includes garage, decks & basements); mechanicals included   | \$0.30 per sq. ft.<br>(Min. Fee \$770.00)  | \$0.38 per sq. ft.<br>(Min. Fee \$963.00)  |
| 5) Manufactured & HUD Dwellings<br>(plus mechanical costs, if needed)  | \$385.00 plus \$0.30 per sq. ft.<br>for basements, attached garage and decks                               | \$481.00 plus \$0.38 per sq. ft. for<br>basements, attached garage and decks                               |
| 6) Occupancy Certificate (New One & Two- Family)   | \$85.00 per Unit   | \$106.00 per Unit  |
| 7) Camping Units   | \$275.00 (plus State Insignia)<br>+ Mechanical Costs   | \$344.00 (plus State Insignia)<br>+ Mechanical Costs   |
| 8) State Camping Unit Insignia   | \$30.00  | \$30.00  |
| 9) State Seal  | \$40.00  | \$40.00  |
| 10) Plan Review (Residential Additions, Alterations and/or Remodels)   | \$50.00  | \$63.00  |
| 11) Residential Additions Erosion Control  | \$100.00   | \$125.00   |
| 12) Residential Additions  | \$0.30 per sq. ft. (Min. Fee \$200.00)<br>+ Mechanical Costs   | \$0.38 per sq. ft. (Min. Fee \$250.00)<br>+ Mechanical Costs   |
| 13) Residential Remodels & Alterations   | \$0.30 per sq. ft. (Min. Fee \$150.00)<br>+ Mechanical Costs   | \$0.38 per sq. ft. (Min. Fee \$188.00)<br>+ Mechanical Costs   |
| 14) Residential Electrical (Including Service Upgrade and/or<br><u>Temporary Electrical</u> )  | \$155.00   | \$194.00   |
| 15) Residential Solar PV Systems Installation<br>Residential Solar PV System Plan Review<br>System Rating AC: 0.1kW-15kW<br>System Rating AC: Over 15 kW         | \$0.00 Included in Permit Fee<br>\$340.00 (Includes Plan Review)<br>\$340.00 plus \$15.00 per kW over 15kW | \$0.00 Included in Permit Fee<br>\$425.00 (Includes Plan Review)<br>\$425.00 plus \$18.75 per kW over 15kW |
| 16) Residential Plumbing (Inspection)<br>Residential Plumbing (Admin Only-No Inspections Required)   | \$105.00<br>\$50.00  | \$131.00<br>\$63.00  |
| 17) Residential HVAC (Inspection)<br>Residential HVAC (Admin Only-No Inspections Required)   | \$105.00<br>\$50.00  | \$131.00<br>\$63.00  |
| 18) In Ground Pools  | \$275.00   | \$344.00   |
| 19) Detached Garage or Shed/Accessory Buildings (> 120 sq. ft.)  | \$0.17 per sq. ft. (Min. Fee \$175.00)<br>+ Mechanical Costs   | \$0.21 per sq. ft. (Min. Fee \$219.00)<br>+ Mechanical Costs   |
| 20) Decks  | \$0.60 per sq. ft. (Min. Fee \$175.00)   | \$0.75 per sq. ft. (Min. Fee \$219.00)   |
| 21) Residential Raze/Demo<br>a. Building or Structure (Includes Erosion Control)<br>b. Interior Demolition (not to effect egress, structural items or bathrooms) | \$100.00 per Building<br>\$100.00 per Area   | \$125.00 per Building<br>\$125.00 per Area   |
| 22) Residential Temporary Occupancy  | \$200.00   | NA   |
| 23) Residential Fire Sprinkler and/or Alarm Systems  | \$0.03 per sq. ft. (Min. Fee \$250.00)   | \$0.04 per sq. ft. (Min. Fee \$313.00)   |

|  |                                    |    |
|--|------------------------------------|----|
| 24) Re-Inspection for Corrective Actions Ordered<br>-Inspection Requested Prematurely; Inspection Could Not Be Completed | \$85.00 Each Additional Inspection | NA |
|  |                                    |    |
| No Permits Required for Siding or Same Size Replacement of Windows or Doors. Roof Permit Issued by Clerk                 |                                    |    |
| <b>All work started without first obtaining a building permit will be subject to double the inspection fees</b>          |                                    |    |

**TOWN OF MERRIMAC**  
**BUILDING INSPECTION FEE SCHEDULE**  
January 1, 2025 – December 31, 2026

| COMMERCIAL BUILDING PERMITS & PLAN REVIEW   | GEC FEES  |                                    | TOTAL FEES W/25%   |  |
|---|---|------------------------------------|--|--|
| 25) Commercial Early Start – Footings & Foundation Only   | \$400.00  |                                    | \$500.00   |  |
| 26) Commercial Early Start - Plumbing & Electric  | \$150.00 (in addition to Footings & Foundation Fee)       |                                    | \$188.00 (in addition to Footings & Foundation Fee)      |  |
| 27) Plan Review<br>(For Buildings & Systems not subject to <u>formal plan review</u> per Table SPS 361.30-1)<br>1.New Commercial Building or Structure<br>2. Alterations of Commercial Building or Structure (Including Minor Alterations)<br>3. Addition of Commercial Building or Structure | \$125.00  |                                    | \$156.00   |  |
| 28) Commercial New Construction & Additions: Multi-Family (3 family or more), Restaurants, Motels, Offices, CBRF, Taverns, Mercantile, Assembly Halls, Manufacturing and Industrial, Schools, Hospitals, Institutional, and Vehicle Repair and Storage, etc.                                  | Construction  | Construction                       | Construction   | \$0.20 per sq. ft.                     |
|   | Electrical  | Electrical                         | Electrical   | \$0.09 per sq. ft.                     |
|   | Plumbing  | Plumbing                           | Plumbing   | \$0.09 per sq. ft.                     |
|   | HVAC  | HVAC                               | HVAC   | \$0.08 per sq. ft.                     |
|   | Fire Sprinkler  | Fire Sprinkler (Min. Fee \$300.00) | Fire Sprinkler   | \$0.06 per sq. ft. (Min Fee \$330.00)  |
|   | Fire Alarm  | Fire Alarm (Min. Fee \$300.00)     | Fire Alarm   | \$0.06 per sq. ft. (Min. Fee \$330.00) |
| 29) Commercial Plumbing Site Work- Sewer Lateral, Storm Sewer   | \$0.20 per linear foot                                    |                                    | \$0.25 per linear foot                                   |  |
| 30) Commercial Fire Protection Site Work  | \$0.20 per linear foot                                    |                                    | \$0.25 per linear foot                                   |  |
| 31) Minimum Commercial Plumbing   | \$150.00  |                                    | \$188.00   |  |
| 32) Minimum Commercial HVAC Fee   | \$150.00  |                                    | \$188.00   |  |
| 33) Minimum Commercial Electrical Fee   | \$200.00  |                                    | \$250.00   |  |
| 34) Commercial Occupancy  | \$150.00 per Occupancy                                    |                                    | \$188.00   |  |
| 35) Commercial Remodel  | \$0.12 per sq. ft. (Min. Fee \$250.00) + Mechanical Costs |                                    | \$0.15 per sq. ft. (Min. Fee \$313.00) +Mechanical Costs |  |
| 36) Commercial New Construction, Additions or Remodel for Storage Buildings or Shell Buildings  | \$0.10 per sq. ft. (Min. Fee \$250.00) + Mechanical Costs |                                    | \$0.13 per sq. ft. (Min Fee \$313.00) +Mechanical Costs  |  |
| 37) Commercial Erosion Control  | \$250.00 for the first acre & \$75.00 per acre thereafter |                                    | \$313.00 for the first acre & \$94.00 acre thereafter    |  |
| 38) Commercial Raze/Demo<br>a. Building or Structure (Includes Erosion Control)<br>b. Interior Demolition (not to effect egress, structural items or bathrooms)   | \$150.00 per Building<br>\$150.00 per Area                |                                    | \$188.00 per Building<br>\$188.00 per Area               |  |
| 39) Commercial Solar PV Systems Installation  |   |                                    |  |  |
| System Rating: AC: 0.1kW - 25kW   | \$450.00  |                                    | \$565.00   |  |
| System Rating: AC: 25.1kW - 50kW  | \$450.00 plus \$15.00/kW over 25kW                        |                                    | \$565.00 plus \$18.75/kW over 25kW                       |  |
| System Rating: AC: 50.1kW - 100kW   | \$825.00 plus \$10.00/kW over 50kW                        |                                    | \$1,031.00 plus \$12.50/kW over 50kW                     |  |
| System Rating: AC: 100.1kW - 200kW  | \$1,325.00 plus \$7.00/kW over 100kW                      |                                    | \$1,656.00 plus \$8.75/kW over 100kW                     |  |
| System Rating: AC: 200.1kW - 1MW  | \$2,025.00 plus \$2.00/kW over 200kW                      |                                    | \$2,530.00 plus \$2.50/kW over 200kW                     |  |
| System Rating: AC: Over 1MW   | \$3,625.00 plus \$25.00/MW over 1MW                       |                                    | \$4,530.00 plus \$31.25/MW over 1MW                      |  |
| All work started without first obtaining a building permit will be subject to double the inspection fees  |   |                                    |  |  |