



15440 South Central Avenue, Oak Forest, Illinois 60452-2195

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## MASONRY MAILBOX CHECKLIST

### PERMIT PROCEDURE:

- Submit completed [Building Permit Application](#) and copy of signed contract
- Submit [Right of Way Release of Liability](#) form
- Contractor Registration required prior to issuance of the permit

### LOCATION OF MAILBOX

- The front edge of the masonry structure should be 12"-14" from the rear edge of the curb
- Postal regulations require the mailbox itself to be 12" from rear edge of the curb
- Height of the mailbox must be 36"-42" from top of street to bottom of mailbox
- Maintain a 2' clearance from b-box valve

### CONSTRUCTION REQUIREMENTS

- Masonry mailboxes shall not be more than 2' square in area (24"x24") nor more than 5' in height
- A 42" concrete footing depth is required
- The structure may not cantilever more than 6" from the perpendicular plane of the structure
- 1" (minimum) house numbers required on mailbox
- Call [J.U.L.I.E.](#) at 811 for utility locations prior to digging

### INSPECTIONS REQUIRED:

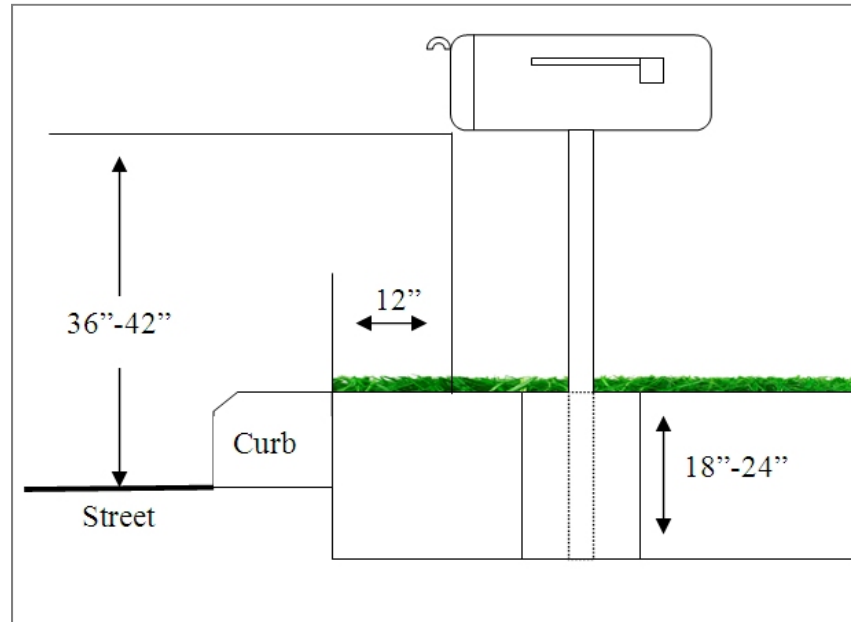
- Footing Inspection – prior to concrete pour
- Final Inspection

### FEES:

- Permit: \$135.00

## Installation and Maintenance of Your Mailbox in the City of Oak Forest

The U.S. Post Office has certain requirements for the installation of a rural type mailbox which allows the postal delivery person to reach the mailbox from a vehicle. Oak Forest Public Works also has requirements for the installation of a mailbox that allows us to plow snow right up to the curb. Since the top corner of the plow overhangs the bottom edge, a mailbox placed too close to the curb will be knocked over and damaged during normal plowing operations.



**The important dimension to remember when locating your mailbox is that the front face of the mailbox must be 12” behind the back of the curb.** If the front of the mailbox is less than 12” behind the curb, the snowplow could knock it over when plowing to the edge of the street. The height of the mailbox must be between 36” to 42” from the top of the street to the bottom of the mailbox. The post must be secured with either an 18” to 24” quick spike or set in concrete 18” to 24” deep. **Before digging holes or driving in any spikes, call JULIE for utility locates by dialing 811 or visit [http://www.illinois1call.com/before\\_u\\_dig/home\\_guide.htm](http://www.illinois1call.com/before_u_dig/home_guide.htm).**

### **If Damage Occurs**

If your mailbox is located in accordance with the standards and a City snowplow **physically strikes** and damages the mailbox, the Public Works Department will be responsible for replacing it with a standard mailbox. Should the mailbox be incorrectly located or knocked down from the weight of the snow rolling off the plow, then the resident is responsible for replacing it. The department will not be responsible for replacement of decorative or brick mailboxes. If it is determined that a decorative or brick mailbox was struck by a City snowplow, you may be eligible for up to a \$40 reimbursement.

If your mailbox is damaged by an Oak Forest Public Works vehicle, call Oak Forest Public Works at (708) 535-4090 to report the damage. Once service has been requested, Public Works will inspect your mailbox and determine responsibility.

### **Mailbox Maintenance**

You are responsible for properly maintaining your mailbox. This includes repairing or replacing your mailbox post when it becomes weak or rotted due to age, or damaged caused by mowing and weed trimming. Weak, rotted, or damaged posts will not be replaced by the City if they are knocked down during snow and ice operations.

It is also a good idea to perform yearly maintenance on your mailbox. Replace any deteriorated hardware, bracing, or decorative pieces. A fresh coat of paint on metal and wood materials will also help protect your mailbox against damage caused by moisture and exposure to the many different weather conditions our area experiences each year.