

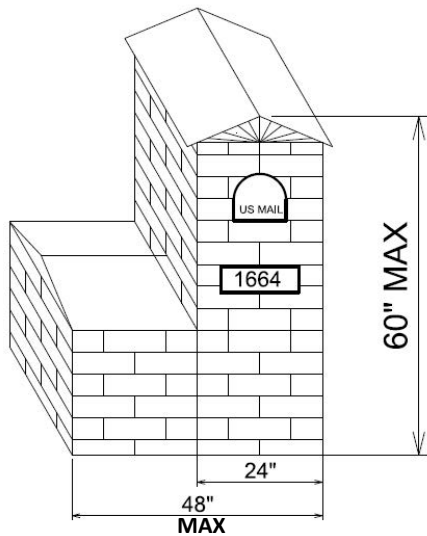


RESIDENTIAL BRICK MAILBOX PERMIT CHECKLIST

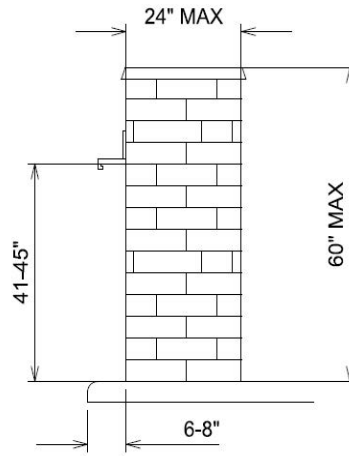
PERMIT APPLICATION & SUBMITTAL REQUIREMENTS:

- Complete an engineering permit application online by visiting our [Online Permitting Portal](#)
- Contractors must obtain a Village contractor license prior to issuance of permit.
 - Surety Bond and Certificate of Insurance are required for Right-of-Way work. See requirements [here](#).
- Copy of contract or proposal.
- Homeowner to provide signed hold harmless (see page 3).
- Submit a plat of survey clearly identifying the location and dimensions of the proposed work.
 - Position mailbox slot opening forty-one to forty-five inches (41”- 45”) above ground level.
 - Place mailbox six to eight inches (6”-8”) back from the curb.
- Submit mailbox design per below requirements (see second page for example):
 - Concrete pad required to be constructed with a minimum of four inches (4”) of Portland Cement Concrete - 6 bag mix, with a compressive strength of 3500 PSI at 14 days and 5% to 8% air entrainment. (5.2 bag mix with fly ash is an acceptable alternative concrete mix.)
 - The aggregate base is required to be a minimum of two inches (2”) of compacted CA-6 and the subgrade is required to be compacted to 95% of optimum density.
 - Concrete pad shall not be installed on a wet or frozen base. See [Temperature Limitations](#)
 - Maximum height – Five feet (5’)
 - Maximum width – Two feet (2’)
 - Maximum depth – Two feet (2’)
 - Total Volume – Twenty cubic feet (20 Cu. Ft).
 - One planter box - maximum height (2’) two feet, maximum width (2’) two feet, maximum depth (2’) two feet, and total maximum volume of twenty-eight cubic feet (28 Cu. Ft.).
 - Vegetation and excavated material removed during the installation must be removed from the property and disposed of properly
 - Damage to the roadway, curb or grass parkway must be restored to original condition.

- Must comply with the following:



FRONT VIEW
FOR EXAMPLE ONLY



SIDE VIEW
FOR EXAMPLE ONLY

INSPECTIONS:

Inspections are scheduled by calling (847) 357-4220 between the hours of 8:00a.m. and 5:00p.m. Monday through Friday. Please have the **permit number** and **site address** ready. In addition, please allow a minimum of 24 hours when scheduling the following required inspections:

- CONCRETE PRE-POUR**
- FINAL** - Once restoration is complete and vegetation is established.

