



## Permit Application Requirements

Complete permit application, online or in-person

Submit a signed agreement or estimate between applicant and contractor detailing the scope of work and list of all materials that will be used for the construction. If owner is doing the work, then provide a Provide a scope of work summary detailing work, list of materials and cost.

Submit a plat of survey that indicates the location and size of the area of work in respect to property lines, driveway, and existing elements on the public way (i.e., trees, fire hydrant, poles, manhole, etc.). To avoid damage by snowplow, see below installation illustrations for reference.

Contractors are required to be registered and bonded with the village.

## Construction Requirement

Mailboxes should be installed at 42" above the ground with the face of the mailbox 8" behind the curb. Post Hole Depth: 42" for wood, 36" for metal

Owner must provide a signed Hold Harmless Agreement mailboxes constructed of Brick and Mortar or Concrete.

On cul-de-sacs, every effort is made to plow snow away from the mailboxes. However, snow can accumulate around the mailboxes, so residents are encouraged to shovel out around their mailboxes as necessary.

Residents are urged to check their mailboxes to be sure they are installed in accordance with the above specifications. Mailboxes which fail to meet these specifications will not be repaired or replaced by the Village in the event of snowplow-related damage.

To aid Ambulance, Fire, and Police personnel in quickly locating your residence in an emergency, put your house number on both sides of the mailbox.

## Inspections

Footing and Final inspections shall be required.

A minimum of 24-hour notice is required for inspections. To schedule an inspection, or if you have any questions, please contact Inspectional Services Division at 630-823-5860.

# Mailbox Types

VILLAGE OF HANOVER PARK FIRE DEPARTMENT

