



# Village of Spring Grove Masonry Mailboxes

Revised January 18, 2023

## What is required to obtain permit?

- Completed Miscellaneous Permit Application including the estimated cost of construction.
- A copy of a septic plan or plat of survey indicating the location and size of the structure.
- A detailed construction plan indicating size, materials and footing depth.
- If required, a signed statement consenting to the location of the mailbox (see “Where can the mailbox be located?” below).

## How much does a permit cost?

- The permit cost is \$65.

## How long will it take to get a permit?

- Three to five business days.

## How long is the permit good for?

- Work must be started within six months of the issue date and completed within one year.

## What are the construction requirements?

- Shall not be more than 2' square in area (24"x24").
- Shall not be more than 5" feet in height (60").
- A 42" concrete footing depth is required.
- May not cantilever more than 6" from the perpendicular plane of the structure.
- A 3" red or orange circular reflector must be affixed on both sides of the structure no less than 36" up from grade.
- Address numbers must be a minimum of 1" tall and placed on the front of flag side of box.
- Outgoing mail flag must be installed.

## Where can the mailbox be located?

- The front edge of the masonry structure should be 12"-14" from the rear edge of the curb.
- Height of the mailbox must be 41"-45" from top of street to bottom of mailbox.
- A masonry mailbox may not be constructed on property which is not immediately adjacent to the mailbox owner's property unless a signed statement consenting to the location from the owner of the property immediately adjacent to the right-of-way where the mailbox is proposed is submitted with the application.

## What inspections are required?

- Footing Inspection
- Final Inspection

**Inspection Times.** Inspections are scheduled on Monday, Wednesday, and Friday between the hours of 7:30 am – 2:00 pm. Contact the Village at 815-675-2121 before 3:30 pm the day before the inspection is needed. Please provide the permit number and address when calling.

## What are the hours for construction?

- Construction hours are 7:00 a.m. – 8:00 p.m., Monday through Saturday and 8:00 a.m. – 6:00 p.m. on Sundays and legal holidays.

If you have any questions, please contact the Building Department  
815-675-2121 ext. 207



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**IMPORTANT: REMEMBER TO CALL J.U.L.I.E. 72 HOURS BEFORE YOU DIG (EXCLUDING SATURDAY, SUNDAY, AND HOLIDAYS)  
800-892-0123**

## What is the mailbox repair/replacement policy?

- It is the policy of the Village of Spring Grove that all mailboxes damaged by the Public Works Department during snow and ice operations will be replaced by a standard post and box when conditions permit. The Village will only take responsibility for damage if it is caused by a direct hit from the snowplow. If the damage occurs as a result of the snow being discharged from the plow the responsibility of repair and/or replacement falls on the property owner. Any resident who receives a mailbox notice prior to the winter season because of post/box condition will not be included in the above policy until their mailbox is brought to regulatory standards and the Village is notified of repairs.
- The Village of Spring Grove will not be responsible for the full replacement cost of mailboxes, including custom mailboxes. The Village; however, will reimburse up to \$50.00 to the property owner toward the replacement cost of a mailbox of their choice. In instances where property owners have specific mailbox guidelines set forth by homeowners' associations, the responsibility of the cost difference above and beyond \$50.00 will be between the property owner and the association. At the Village's discretion this replacement fee will be revised and adjusted as needed.



### HOME HOW-TO

#### Brickwork Mailbox

When you replace an existing mailbox or install a new one, contact your local post office for mailbox placement. Here are some general guidelines for a brick mailbox:

**Check for underground utilities before digging.**

**DISTANCE FROM ROAD**  
Front of mailbox should be located no more than two feet from the side of the road with no curb. If the road has a curb, the distance should be no more than six inches back.

**HEIGHT**  
Vertical height from road surface to bottom of mailbox should be approximately forty-two inches.

**FOOTER**  
Check with your local building codes to determine the required depth. Cold climates require the footer to rest below the frost line.

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