

## Curbside Mailbox



### Village of Hoffman Estates

Code Enforcement  
1900 Hassell Road  
Hoffman Estates, IL 60169  
(847) 781-2631

[www.hoffmanestates.org/permits](http://www.hoffmanestates.org/permits)

Curbside mailboxes are only permitted in specific (older) sections of Hoffman Estates. If you are unsure if you are permitted a curbside mailbox, please contact the Code Enforcement department.

#### Requirements:

- Mailboxes must consist of a 4' x 4' wooden or metal post that is treated with a preservative to keep it from rotting or rusting.
- No bricks are permitted to be used to support mailboxes.
- A standard metal mailbox is required.
- Mailboxes must be mounted so that the front of the box and any portion of the supporting structure is a minimum distance of 6" from the back of curb.
- All posts used to support mailboxes must be set in concrete 18" to 24" deep.
- The height of the mailbox must be between 36" to 42" from the top of street to bottom of mailbox.
- House numbers are required to be placed on mailboxes; names are optional.

#### Permits/Inspections:

- No permit is required but mailboxes must meet all the requirements stated above.

#### Village Paid Replacements:

- Occasionally mailboxes are damaged during snow and ice operations by plows. Repairs by the Village will be based on annual pre-winter inspections in accordance with certain guidelines.
  - First among them: any mailbox that does not meet the minimum set back established by the Village will not be replaced. Additionally, any mailbox determined to be in disrepair or not structurally stable during annual inspections will not be replaced.
  - Should the homeowner wish to install a mailbox more costly than the Village standard, and it is damaged, the Village will only replace with standard materials listed above.
  - Assuming the Village is responsible for damage, temporary repairs will be made within 48 hours after the incident has been reported. Permanent repairs will be made the following spring. Call Public Works (847-490-6800) to report a damaged mailbox.

