

Curbside Mailbox



Village of Hoffman Estates

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

www.hoffmanestates.org/permits

Effective 7/1/2023

NOTE: No permit is required. All mailboxes must meet the requirements stated below. 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 division. Municipal Code Section 7-10-7.

Code Requirements:

- Standard 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.
- Decorative brick or stone are permitted materials to construct the mailbox.
- A standard metal or plastic 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 18" to 24" deep and set in concrete or expanding foam, designed for post holes.
- The height of the mailbox must be between 36" to 42" from the top of the street to the bottom of the mailbox.
- House numbers are required to be placed on mailboxes; names are optional.
- Occasionally mailboxes are damaged during snow and ice operations by plows. Repairs by the Village will be based on an annual pre-winter inspection in accordance with certain guidelines.
 - 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. The Village does not replace decorative (brick/stone/ornamental metal) mailboxes. A property owner who installs decorative materials in the right-of-way does so at their own risk.
 - 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 during the following spring. Call Public Works at (847) 490-6800 to report a damaged mailbox.

