



CONTACT

Building Department
(815) 469-2177

MAILBOXES

OVERVIEW:

A permit is not required for the installation of a standard mailbox however, if you plan to construct a masonry structure to house the mailbox, then a building permit is required. If you reside in a subdivision that maintains specific covenants and restrictions, administered by a Homeowner's Association, permit approval is required. The current building permit fee is \$35.00. For additional information on the installation mailbox please contact Frankfort Post Office.

APPLYING FOR THE PERMIT:

The property owner will need to submit the following information when applying for this permit:

- Complete and submit a building permit application.
- Submit a legal plat of survey that identifies the location and the proposed size of the mailbox structure.
- Submit a legal Waiver and Release of Liability form that discharges the Village of Frankfort from any damages, judgements, claims, liabilities, etc.
- The height of the mailbox should not exceed (40) inches and the mailbox should be setback (2) inches from the inside of the curb.
- Submit Developer's Approval or Homeowner's Association approval, if applicable to the subdivision. Also include the contractor's proposal.
- Contractor registration is required prior to issuance of the permit.
- **Required Inspections:** A footing inspection and final building inspection is required upon completion of the structure.