

# MAIL BOX APPLICATION

***(MONUMENT ONLY PERMIT)***

NAME OF HOMEOWNER: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

CONTRACTOR NAME: \_\_\_\_\_ CONTRACTOR PHONE# \_\_\_\_\_

COST OF PROJECT: \_\_\_\_\_ PIN# \_\_\_\_\_

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The Owner/contractor must attach a scaled plan not less than ¼" = 1'-0" indicating the location of the proposed monument mailbox in relationship with the curb and/or edge of pavement, driveway and sidewalk. Footing and construction plans are required and must be approved by the Building Commissioner. The Administrative mailbox Guidelines prepared by the Department of Community Development is attached to this application form. If you have any questions, please call the Department of Community Development, Office of Building and Code Enforcement at 708-798-2616 Ext. 2050.

The owner signifies that the property owner indemnifies the City of Country Club Hills from any liability or damage to the mailbox monument and that the City retains the right to remove the monument mailbox at no cost to the City for cause of safety, disrepair or maintenance of the street and/or utilities.

\_\_\_\_\_  
**Signature of Homeowner**

\_\_\_\_\_  
**Date**

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FOR OFFICE USE ONLY

Building Permit Fee	\$50.00
Plan Review/Inspection Fee	<u>\$15.00</u>
<b>TOTAL</b>	<b>\$65.00</b>

Approved by:

\_\_\_\_\_  
Building Commissioner

\_\_\_\_\_  
Date