



MAILBOX PERMIT APPLICATION

City of Elberton
203 Elberton Street
Elberton, Georgia 30635
706-213-3116

PERMIT NUMBER

Applicant Information:

Name(s): _____ Telephone#: _____

Address: _____

City: _____ State: _____ Zip: _____

Email Address: _____

Site Address:

Site address: _____ Elberton, GA 30635

Regulated Mailbox Placement:

In accordance with Section 32-13 of the Code of the City of Elberton, the City Manager has the authority to authorize the placement of mailboxes within the public right-of-way of the City.

Residents are responsible for any damages to any utility line and will be charged accordingly for all repairs and replacements. If at any time something is damaged stop immediately and call 706-213-3116.

- Position your mailbox 41" to 45" from the road surface to the bottom of the mailbox or point of mail entry.
- Place your mailbox 6" to 8" back from the curb. If you do not have a raised curb, contact your local postmaster for guidance.
- Put your house or apartment number on the mailbox.
- If your mailbox is on a different street from your house or apartment, put your full street address on the box.
- Residents are responsible for calling Georgia 811 (dig permit) before disturbing the ground.
- Contact the United States Postal Service for construction and size requirements.
<https://www.usps.com/manage/mailboxes.htm>

THERE IS NO FEE FOR MAILBOX PLACEMENT. HOWEVER, REQUIRED DOCUMENTATION LISTED ON THE PERMIT APPLICATION CHECK LIST IS STILL MANDATORY PRIOR TO PERMIT ISSUANCE.

I understand that I remain responsible for all permit conditions, fees, and work performed at the site location above. I certify that the information provided is true and accurate to the best of my knowledge.

Signature of Applicant: _____ **Date:** _____

PERMIT FEE SCHEDULE:

TYPE	DESCRIPTION	Fee	TOTAL DUE
Mailbox	Installation of mailbox	\$0.00	

PERMIT APPLICATION CHECKLIST:

The following list of documentation is required before a permit will be issued. Incomplete forms will not be processed and will delay permit issuance. Please return this form with all permit application submittals. All documents must be legible.

- Completed and signed permit application(s)
- Contractor licensing (state license card, business license, driver's license)
- Copy of Dig Permit (811) (if applicable)
- Copy of Certificate of Appropriateness issued by the HPC if property is located within the historic district
- E-Verify Affidavit (Pursuant to O.C.G.A. 36-60-6(d) required for professional contractors only)
- SAVE Affidavit (Pursuant to O.C.G.A. 50-36-1(E)(2) required for professional contractors and homeowners (self-work)
- Other as stated on permit application

Information above received by Zoning Department:

Acknowledgement by: _____ Date: _____