

Three (3) copies of drawings must accompany this permit application

Permit Number \_\_\_\_\_  
CONTROL \_\_\_\_\_ SECTION \_\_\_\_\_

ENTERED IN COMPUTER FILE

\_\_\_\_\_  
INITIAL AND DATE

STATE OF LOUISIANA  
DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT

**MAILBOX PERMIT**

(Required by State Law) Rev 5/13

**A copy of this permit shall be available at the site where and when work is performed.**

Whereas \_\_\_\_\_,  
(Print or type name of applicant)

hereinafter termed applicant, requests a permit to install a mailbox(s) described as follows:

\_\_\_\_\_

at \_\_\_\_\_, on the right-of-way of State  
(proposed mailbox address)

Highway Number \_\_\_\_\_ in \_\_\_\_\_ Parish,

**DOTD USE ONLY:**

Subject to the following restrictions:

\_\_\_\_\_

**By signing this permit, applicant/permittee hereby acknowledges receiving a copy of the permit and the general conditions and standards, and agrees to comply with all provisions contained therein and all applicable laws, rules and regulations.**

**RECOMMENDED FOR APPROVAL**  
(Check box if review required)

Permit must be signed by the owner or lessee of the property.  
Contractor may NOT acquire permit

(Signed) \_\_\_\_\_

(Owner) \_\_\_\_\_ (Date) \_\_\_\_\_

(Printed or Typed) \_\_\_\_\_

(Name of Person Signing Permit) \_\_\_\_\_

(Title) \_\_\_\_\_

(Street or P.O. Box) \_\_\_\_\_

(City or Town) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip Code) \_\_\_\_\_

(Telephone Number) \_\_\_\_\_

(E-mail Address) \_\_\_\_\_

District Permit Specialist / Date \_\_\_\_\_

District Designee / Date \_\_\_\_\_  
Print Name \_\_\_\_\_

Final inspection and approval by: \_\_\_\_\_

**DOTD APPROVAL:**

Issue Date: \_\_\_\_\_

\_\_\_\_\_  
District Administrator (or Designee) / Date

Installation to be completed by: \_\_\_\_\_  
(Date)

Print Name \_\_\_\_\_

The following general conditions and standards shall apply:

**FIRST:** No mailbox will be permitted where access is obtained from the lanes of a freeway or where access is otherwise prohibited by law or regulation.

**SECOND:** Mailboxes shall be located on the right-hand side of the roadway in the direction of delivery route except on one-way streets where they may be placed on the left-hand side. The bottom of the box shall be set at an elevation (H) established by the U.S. Postal Service, usually between 3'6" and 4'0" above the roadway surface. The roadside face of the box shall be offset from the edge of the traveled way.

**THIRD:** Mailboxes shall be of light sheet metal or plastic construction conforming to the requirements of the U.S. Postal Service. Newspaper delivery boxes shall be of light sheet metal or plastic construction of minimum dimensions suitable for holding a newspaper.

**FOURTH:** No more than two mailboxes may be mounted on a support structure unless the support structure and mailbox arrangement have been shown to be safe by crash testing. However, lightweight newspaper boxes may be mounted below the mailbox on the side of the mailbox support.

**FIFTH:** Mailbox supports shall not be set in concrete unless the support design has been shown to be safe by crash tests when so installed.

**SIXTH:** Posts strong enough to support the box, but capable of bending when struck by a vehicle, are required. Maximum strength posts are either a metal post with a strength no greater than a 2" diameter standard strength steel pipe, a 2#/FT flanged channel. Both are acceptable mailbox supports when embedded no more than 24" into the ground. A metal post shall not be fitted with an anchor plate, but may have an anti-twist device that extends no more than 10" below the ground surface.

**SEVENTH:** The post-to-box attachment shall be of sufficient strength to prevent the box from separating from the post top if the installation is struck by a vehicle.

**EIGHTH:** The minimum spacing between the centers of support posts shall be three-fourths the height of the posts above the ground line.

**NINTH:** Mailbox support designs not detailed will be acceptable if crash tested and if approved by the chief engineer.

**TENTH:** Installation shall be in accordance with the AASHTO publication A GUIDE FOR ERECTING MAILBOXES ON HIGHWAYS and the DOTD's STANDARDS MANUAL FOR ACCOMODATING UTILITIES, DRIVEWAYS AND OTHER FACILITIES ON HIGHWAY RIGHT-OF-WAY.

**ELEVENTH:** The attached MAILBOX INSTALLATION DETAILS, sheets 1 of 2 and 2 of 2 shall be a part of this permit.