



# How To: Install A Mailbox Post

## Materials Needed

Post hole digger or shovel

Level

Tape Measure

Buckets or Wheelbarrow

Paver base gravel

Mailbox post

Mailbox

Mailbox numbers

Safety glasses

Work gloves

4x4x8 treated post(if needed)

Cordless drill/ Screwdriver

## US Postal Service Criteria:

Position your mailbox 41" to 45" above ground level.

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.

If you are attaching the box to your house, make sure the postal carrier can reach it easily from your sidewalk, steps, or porch.

\*usps.gov Domestic Mail Manual 508.3.2

### Tip:

Contact your local postmaster if you wish to change the location of mail post.

Make sure your house number is on the box

## Steps for installing a Wood House Carpentry Mailbox Post

1. Call 811 and have any utilities located. Each utility will come out and mark their own underground lines, so you may see a few different people marking. This is a FREE service, so CALL and don't take the risk!

2. Mark the location

You can use some marking paint if you wish.

If old post was set in concrete place the new post off one side or the other.

### Setting the post:

1. Use a post hole digger or a shovel to dig a post hole at least 2 feet deep.
2. Insert post into hole and dig hole deeper or back fill to set the proper height.
3. Use paver base to set post. Water will help settle gravel and lock post into place. Place gravel and water into hole a little at a time using a level to plumb post as you go.
4. Finish with a decorative gravel around the post for looks, drainage and buffer zone for trimmers.
5. For post sleeves, slide post over top of treated post and screw in place on back and a side of your choosing.

### Installing bracket and mailbox:

1. Using the 6 black screws, attach the pre-assembled bracket to post 41" to 45" above ground level.  
(This is only required on some models.)
2. Attach mailbox mounting plate/ board to bracket or cross member of post.
3. Fasten mailbox to mounting board by following manufacturer's directions.



Thank you for choosing Wood House Carpentry for your new mailbox post.