Standard Mailbox Posts – 4800 Series
Installation Instructions

U.S.P.S. APPROVED
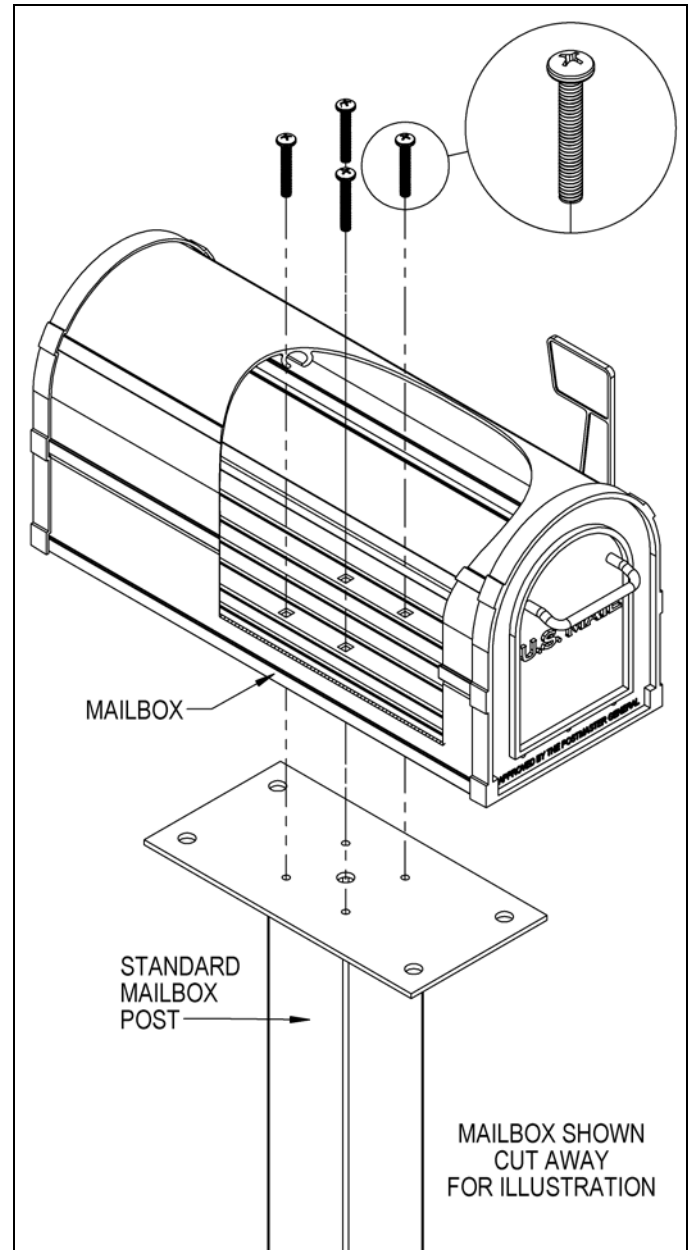
Installing Mailbox on a Standard Mailbox Post

Thank you for selecting Salsbury's standard mailbox post.

This instruction sheet is for installing the 4850 series mailbox on a standard mailbox post. Other installation instructions are available for installing the mailboxes on a decorative mailbox post or on a deluxe mailbox post, installing the mailbox on spreaders, mounting a newspaper holder, and mounting the post in a concrete footing.

When you install a curbside or roadside mailbox, make sure that it is easily accessible to the mail carrier. By regulation it should be 41″ to 45″ from the ground or street surface up to the inside floor of the mailbox. The door should be set back 6″ to 8″ back from the front face of the curb or the road edge. However, you should check with your local postmaster to ensure that the mailbox is installed according to local regulations.

All hardware to install the mailbox is provided with the post. To install the mailbox, set the mailbox on the standard mailbox post, open the front door of the mailbox and install four (4) 5/16″ - 18 x 2″ long pan head bolts through the four (4) square holes in the inside floor of the mailbox and through the four (4) tapped holes on the top plate of the standard mailbox post.

Additional hardware provided is not needed and may be discarded.

MAILBOX

STANDARD
MAILBOX
POST

MAILBOX SHOWN
CUT AWAY
FOR ILLUSTRATION
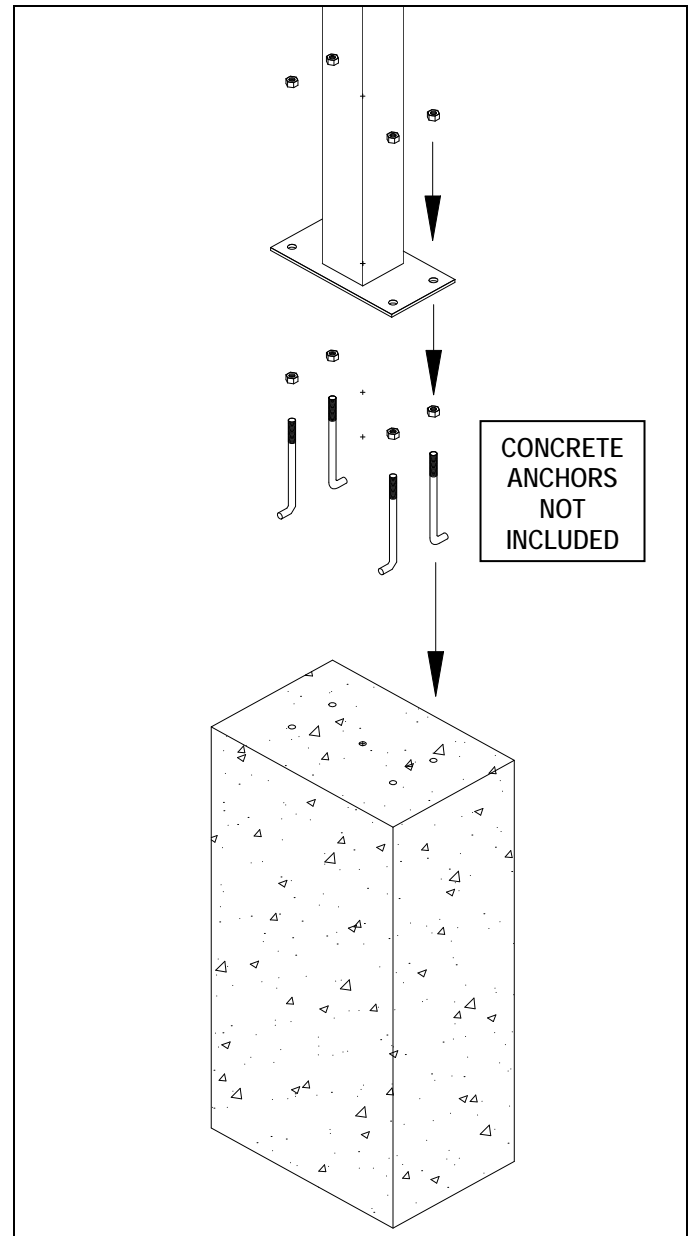
Installing the Bolt Mounted Mailbox Post

When you install a curbside or rural mailbox, make sure that it is easily accessible to the mail carrier. By regulation it should be 41″ to 45″ from the ground or street surface up to the inside floor of the mailbox. The door should be set back 6″ to 8″ back from the front face of the curb or the road edge. However, you should check with your local postmaster to ensure that the mailbox is installed according to local regulations.

To install the bolt mounted mailbox post, begin by digging a hole for the concrete footing and then prepare the concrete. The top surface of the footing should be about 12″ by 18″. See the illustration for the relative position of the rectangular footing to the post and mailbox. The concrete should extend into the ground 24″ or greater if your local frost line is deeper. Installing the concrete below the frost line will prevent movement during ground freezing and thawing. The bottom of the hole for the concrete footing should be filled with a depth of about 6″ of gravel to promote drainage under the post. The top of the footing should be sloped for water runoff.

When digging the hole for the footing, be careful to not puncture water, sewer, or gas lines.

Hardware for attaching the pedestal to the concrete footing is not included. J-bolts are shown in the illustration as an example. The concrete footing should include reinforcing steel and four (4) 1/2″ anchor studs protruding at least 1″ above the concrete surface. Place the anchor studs in a 4″ x 10″ pattern in the concrete to align with the holes in the pedestal base.

When the concrete has cured sufficiently, install four (4) leveling nuts on the anchor studs. Set the pedestal on the leveling nuts with the four (4) anchor studs protruding through the holes in the pedestal base plate. Adjust the leveling nuts to square up the pedestal. Install four (4) nuts and washers on the anchor studs and tighten securely.

CONCRETE
ANCHORS
NOT
INCLUDED