



# RESIDENTIAL MAILBOX GUIDE

City of Airway Heights  
1208 S. Lundstrom Street  
Airway Heights, WA 99001  
Phone (509) 244-5514  
Fax (509) 413-1382  
www.cawh.org

## WHAT IS THIS

The purpose of this checklist is to guide you through the process for installing a new residential mailbox. Information contained below is only a guideline as Postal Service requirements are subject to change. New residential mailboxes in the City of Airway Heights must conform to all adopted city, state, and federal codes.

## ESTABLISHING DELIVERY SERVICE

City delivery is provided according to USPS policies and procedures, the characteristics of the area to be served, and the methods needed to provide adequate service. Requests or petitions to establish, change, or extend city delivery service must be made to the local postmaster.

## WHAT INFORMATION IS NEEDED

- Determine type of mailbox (see attached).
- Determine where mailbox will be placed.
  - Mailboxes can be placed in city right-of-way.
  - A minimum of 5 feet shall be provided between mailboxes and fire hydrants.
  - Mailboxes must be spaced to allow safe and convenient delivery by carriers without leaving their vehicles.
- Contact the Airway Heights Post Office to confirm placement is on the correct side of the street.
  - Telephone 509.244.3021
  - Address: 1501 S Mullan Rd, Airway Heights, WA 99001
- Contact "Call Before You Dig" at 811 (48 hour minimum notification prior to installation)**
  - Utilities will mark locations on the site of any buried services.
  - Following are the standard color codes for utility location markers:
    - Red – Electric
    - Yellow – Gas/Oil
    - Orange – Telephone/CATV
    - Blue – Water
    - Green – Sewer/Stormwater
    - Purple – Reclaimed Water
    - Pink – Survey
    - White – Proposed Excavation

## NEWSPAPER RECEPTACLES

According to USPS standards a receptacle for newspaper delivery by private carriers may be attached to the post of a curbside mailbox used by the USPS if the receptacle:

- a. Does not touch the mailbox or use any part of the mailbox for support.
- b. Does not interfere with the delivery of mail, obstruct the view of the mailbox flag, or present a hazard to carrier or vehicle.
- c. Does not extend beyond the front of the mailbox when the box door is closed.
- d. Does not display advertising, except the publication title.

## ADDITIONAL INFORMATION

Please contact the following:

Airway Heights Post Office..... (509) 244-3021  
 "Call Before You Dig" Helpline..... 811

City of Airway Heights contact information:

Public Works Department ..... (509) 244-5429  
 Building Department ..... (509) 244-5514  
 Planning Department ..... (509) 244-2552