

Quick Reference Guide

March 2024
Version 24.0

Chapter 20 – House Numbers, Mailbox, Sealing Exterior Penetrations

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| Installing House Numbers | <ol style="list-style-type: none">1. If house numbers are being installed directly on a porch post, arrange them so they are equally staggered in both the vertical and horizontal directions. The top edge of the first digit is 70" above the porch slab.2. If house numbers are being installed on a board, consult Construction Supervisor for location of the board. If being installed horizontally, arrange the numbers so they are centered horizontally and vertically. If being installed vertically, arrange the numbers so they are equally staggered horizontally and vertically.3. Install the numbers on the textured face of the board with 1¼" finish nails.4. Attach the board to a post or wall so its top edge is 70" above the surface of the porch or driveway. |
| Installing Mailbox | <ol style="list-style-type: none">5. House Mailbox<ul style="list-style-type: none">• Determine whether the mailbox is being attached to the siding or the porch rail• If to the siding, locate blocking and attach mailbox to siding at that location roughly 43" above the porch slab using 2½" screws• If to the porch rail, position it near the front of the porch (but not interfering with the opening of the storm door) and with its topmost edge flush with the top of the porch rail6. Curbside Mailbox<ul style="list-style-type: none">• Cut a 36" length of 4x4 treated lumber• Install the 4x4 post stake centered 24" back from street pavement or curb• Insert the 36" piece of 4x4 into the sleeve of the stake and plumb with shims• Install mailbox over 4x4 per manufacturer's instructions• Install mailbox numbers on both sides of mailbox |
| Air Sealing Exterior Penetrations | <ol style="list-style-type: none">7. Seal any gaps around exterior penetrations, like the following, with finish caulk:<ul style="list-style-type: none">• Water heater exhaust• Furnace intake and exhaust• HVAC fresh air vent• Gas line• Sump pump |

Quality Points

Chapter 20 – House Numbers, Mailbox, Sealing Exterior Penetrations

- House numbers are installed either
 - Directly on a porch post equally staggered vertically and horizontally with the top edge of the first digit 70” above the porch slab, or
 - On a board mounted horizontally or vertically on a porch post or wall, 70” above the porch slab or driveway

- Mailbox is installed
 - For house mailbox, either secured to blocking behind siding 43” above the porch slab, or attached to a porch rail near the front of the porch but not interfering with the opening of the storm door
 - For curbside mailbox - supporting 4x4 is plumb and solidly attached to the ground and house numbers are applied to both sides of the mailbox

- All exterior penetrations are sealed