



**City of Seattle, Department of Construction & Inspections**  
**Mailing Address:** 700 5th Ave, Suite 2000, PO Box 34019, Seattle, WA 98124-4019  
**Phone:** (206) 684-8464  
**Website:** www.seattle.gov/dpd  
**Permit Counter Email:** otcpermits@seattle.gov  
**ASC Hours: M-W-F: 8:00-4:00 & Tu-Th: 10:30-4:00**



## SIGN PERMIT - REQUEST TO CANCEL

<b>Sign Location:</b>	<b>Sign Permit Number:</b>
-----------------------	----------------------------

**Cancellation Requestor:**     Business Establishment Owner     Building Owner

### REQUESTOR INFORMATION

Requestor Name	
Business Name	
Email	
Address	
Phone	
Signature Date:	Date:

### REASON FOR CANCELLATION REQUEST (Check all that apply)

**Building Code §3107.7.1 Maintenance – Sign no longer used by business establishment**

**Building Code §3107.7.2 Closure of business establishment – Business is closed or moved**

**Sign not code compliant:**     **Building Code §3107**     **Land Use Sign Code §23.55**

**Other – Explanation:**

\_\_\_\_\_

\_\_\_\_\_

### DPD USE ONLY

DPD Cancellation approved by: \_\_\_\_\_

Approval Date: \_\_\_\_\_