



City of Seattle, Department of Planning & Development
Mailing Address: 700 5th Ave, Suite 2000, PO Box 34019, Seattle, WA 98124-4019
Phone: (206) 684-8464 **Fax:** (206) 684-8113
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

Sign Location:	Sign Permit Number:
-----------------------	----------------------------

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: _____