

Permit and License Cancellation Form

Permit Cancellation:

Company/Business name (Permittee):

_____ hereby requests to cancel the following permits which will be noted on the ODA database as "Cancelled By Owners Request."

Permits Numbers to cancel: _____

Please place an "X" in this box if you wish to cancel all active permits under the company name written above.

It is the permittee's responsibility to assure that the sign is removed when requesting for cancellation of permit. The Department will inspect the location of the display and verify removal of the display. If the display is not removed the Department will issue a violation to the permittee.

License Cancellation:

Company/Business name (Licensee):

_____ hereby requests to cancel license number _____ because I am no longer in the business of outdoor advertising.

** This section must be completed in order to be accepted and processed.

Name of Authorized Person (Print)

Name of Authorized Person (Signature)

Phone Number

Fax Number

Date

A letter of authorization needs to be included*

*Note: A letter of authorization is a letter with a company's header information and signature from the current permit/license holder.

**Please complete this form and mail it to the following address:

Department of Transportation

Division of Traffic Operations MS-36

Outdoor Advertising Branch

P.O. Box 942874

Sacramento, CA 94274-0001