



CSLAP

Commercial Signs
Licensing and Permitting

Apply for a Directional Signs Permit

A CSLAP Job Aid

Roles Impacted: Applicant

Last Revised: January 2025

Introduction

The Commercial Signs Licensing and Permitting System (CSLAP) allows users to apply for or renew permits and licenses, search records, or submit complaints. This job aid describes the process when applying for a Directional Signs Permit within CSLAP.

Use this job aid to perform the following steps:

All Users: Apply for Directional Signs Permit within CSLAP

Applying for Directional Signs Permit in CSLAP

To apply for a Directional Signs Permit within CSLAP, follow the steps below.

1. Click the CSLAP Login/Registration link from the TxDOT.gov website.



2. The Commercial Signs Licensing and Permitting homepage will appear. Select Log In to get to your CSLAP homepage.

Commercial Signs Licensing and Permitting

Welcome to TxDOT's Commercial Signs Licensing and Permitting System (CSLAP). CSLAP allows users to apply for or renew permits and licenses, search records, or submit complaints. Click the "Register New Account" button to create a new account. Click the "Log In" button to log into an existing account and access your data. Click "Complaints" to submit a complaint. Click "Search Records" to search for license, permit and complaint records.

 Log In Log into an existing account and access your data.	 Register New Account Create a new account.	 Complaints Submit a complaint	 Search Records Search for license, permit and complaint records
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3. Select Create Case.

 HOME	 CREATE CASE	 LICENSE	 PERMIT	 SUPPORT	 SHOPPING CART(1)
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Commercial Signs Licensing and Permitting

 My Tasks

4. Select New Permit.

HOME CREATE CASE LICENSE PERMIT SUPPORT SHOPPING CART(1) PM

Create New Case

New License New Permit New Permit Transfer

New Acquired Sign Credit

5. Select Permit Type Directional Signs.

Permit Type

Permit Type *

Directional Signs Interstate or Primary System Highway Signs Rural Road Signs

6. Complete Application Details and select Next.

Permit Type Contact Applicant Disclaimer Certification Property Info Proposed Location Sign Face Details Attachment(s) Confirmation

Permit Type

Permit Type *

Directional Signs Interstate or Primary System Highway Signs Rural Road Signs

Application Details

Reason for Application *

Add details in this section. 28/500

CANCEL SAVE NEXT

7. Verify Contact details and select Next.

Permit Type **Contact** Applicant Disclaimer Certification Property Info Proposed Location Sign Face Details Attachment(s) Confirmation

Primary Contact

First Name* [REDACTED]
Last Name* [REDACTED]
Email Address* [REDACTED]

Address

Address Line 1* 6230 E Stassney Lane
Address Line 2
City* Austin
State* TX
Country* United States
Zip Code* 78744

Phone

Phone Number Type* Work
Country Code* United States - 1
Phone Number* [REDACTED]

GO BACK CANCEL  SAVE **NEXT**

8. Select Owner Type:

A. Individual and verify Owner Details. Then select Next.

Online Permit Application

Permit Type Contact **Applicant** Disclaimer Certification Property Info Proposed Location Sign Face Detail

Owner Type

Individual Organization

Owner Details

Apply for a separate individual

State* TX
Zip Code* 78744
Country* United States

GO BACK CANCEL  SAVE **NEXT**

B. To apply for a separate individual toggle the Apply for a separate individual and verify Owner Details. Then select Next.

Owner Type

Individual Organization

Owner Details

Apply for a separate individual

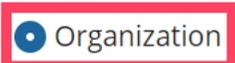


C. Select Owner Type Organization, verify organization details and select Next.

Owner Type

Individual Organization

Organization Details



9. Verify verbiage in disclaimer. After verifying acknowledge disclaimer and select Next.

Should you need to file this application in paper format you may do so by contacting the Outdoor Advertising Team at (512) 416-3030.

External Links
This Web site may contain links to other sites on the Internet, which are provided for the convenience of the user. The Agency is not responsible for and makes no representation about the content or material available on such other sites. Links are not intended to imply sponsorship, affiliation or endorsement by the Agency.

Privacy Policy
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Communications via Web Site
Communications made through e-mail and messaging systems shall in no way be deemed to constitute legal notice to the Agency or any of its agencies, officers, employees, agents, or representatives, with respect to any existing or potential claim or cause of action against the Agency or any of its agencies, officers, employees, agents, or representatives, where notice to the Agency is required by any federal, state or local laws, rules or regulations.

Acknowledge*
 I have read and accepted the above terms

GO BACK CANCEL  SAVE **NEXT**

10. Verify Certification verbiage and links.

Location

Details

Certification

By completing this section, you certify that you have an obligation to read, understand and follow all applicable statutes and rules concerning the erection & maintenance of commercial signs along regulated roadways and you have been provided a current copy of the applicable statutes and administrative rules. Click the links below to open a new tab to access the statutes and rules.

Applicable Statutes

[Transportation Code Chapter 391. HIGHWAY BEAUTIFICATION ON INTERSTATE AND PRIMARY SYSTEMS AND CERTAIN ROADS](#)

[Transportation Code Chapter 394. REGULATION OF OUTDOOR SIGNS ON RURAL ROADS](#)

Applicable Administrative Rules

[Texas Administrative Code Title 43 Chapter 21 Subchapter I. REGULATION OF SIGNS ALONG INTERSTATE AND PRIMARY HIGHWAYS](#)

[Texas Administrative Code Title 43 Chapter 21 Subchapter K. CONTROL OF SIGNS ALONG RURAL ROADS](#)

11. Complete required fields and select Next.

Applicant Name * 7/50

Role/Position of Applicant * 4/50

Date Certified * 12/02/2024

GO BACK CANCEL

SAVE

NEXT

12. Enter all Property Information and select Next.

Property Address

Address Line 1 *

6230 E Stassney Lane, Austin, TX

32/50

City *

Austin

6/50

Address Line 2

6230 E Stassney Lane, Austin, TX

32/50

State *

TX

Zip Code *

78744

Country *

United States

Parcel

Parcel Number *

12

2/50

13. Enter Location of Proposed or Existing Sign Site and select Next.

[Location](#) [Details](#)

Location of Proposed or Existing Sign Site

Highway Number* Side of Highway* East

1 Name and Distance to nearest Hwy/Rd/St Intersection to the sign site:

Intersecting Roadway Name* Distance from Right of Way (Miles)* Direction*

Nearest City* City Limit Details* Inside City Limits Outside City Limits County*

Site Coordinates

Latitude Longitude

14. Verify location on TxDOT Map.

Display Proposed Location on TxDOT MAP

TxDOT Commercial Signs, Junkyards, and Regulated Highways TxDOT.gov

TxDOT Certified City Signs

TxDOT Commercial Signs

Custom

- Interstate or Primary System Highway Signs; Active; Static
- Interstate or Primary System Highway Signs; Active; Electronic
- Interstate or Primary System Highway Signs; Pending; Static
- Interstate or Primary System Highway Signs; Pending; Electronic
- Interstate or Primary System Highway Signs; Denied; Static
- Interstate or Primary System Highway Signs; Denied; Electronic
- Interstate or Primary System Highway Signs; Impacted; No
- Rural Road Signs; Active
- Directional Signs; Active
- Unlawful Sign; Present
- Unlawful Sign; Non-Commercial Sign

15. Enter Sign Face Details and select Next.

Location Details

Sign Details

Proposed or Existing Sign *
 Proposed
 Existing

Sign Estimated Erected Date *
05/18/2025

Sign Configuration *
Back-to-Back

Sign Face Details

Number Of Poles *
1

Side Of Sign	Type of Face	Face Width (ft)	Face Height (ft)	Face Area (ft)	Number of Lights	Delete
-- Select --	-- Select --			0	-- Select --	X

Sign Message Content *
Add content here

16. Add required attachment (Landowner Consent) and select Next.

Online Permit Application

Permit Type Contact Applicant Disclaimer Certification Property Info Proposed Location Sign Face Details **Attachment(s)** Confirmation

Files must be under 5 MB and one of the following file types: PDF, JPG, JPEG, PNG, XLS, XLSX, CSV, TXT, DOC, DOCX

Document Type	Document	Submitted by	Upload Date	Delete
Landowner Consent	UPLOAD Drop file here	[REDACTED]	12/18/2024 12:39 PM CST	X

+ Add Document

GO BACK CANCEL SAVE **NEXT**

17. Review application details.

Online Permit Application

Permit Type Contact Applicant Disclaimer Certification Property Info Proposed Location Sign Face Details Attachment(s) **Confirmation**

Summary

Primary Contact	Owner Details
Name [Redacted]	Name [Redacted]
Email Address [Redacted]	Email Address [Redacted]
Phone Number [Redacted]	Phone Number [Redacted]
Mailing Address 6230 E Stassney Lane, Austin, TX, 78744	Mailing Address 6230 E Stassney Lane, Austin, TX, 78744

New Permit Application

Permit Details
Permit Type Directional Signs Applicant Name [Redacted]
Applicant Role self

18. Verify verbiage in Certification Statement and acknowledge Certification Statement. Then Select Submit.

Certification Statement

Please read the following statement carefully, then acknowledge that you have read and approved it by providing the information requested at the bottom of the page. Please note that Tx Bus & Com § 322.001 et seq., the Uniform Electronic Transactions Act, provides that e-signatures are the equivalent of a hand-written signature and are just as legally enforceable.

Under the penalties of perjury, I certify that I have the authority to sign this application as the agent of the license applicant. I am above the age of eighteen years, and I am fully competent to file this application. The facts stated in this application are within my personal knowledge and are true and correct. I understand that any misstatement, misrepresentation or omission of information in this application may result in the revocation of any permit granted based on this application.

By my e-signature below, I certify that I have read, fully understand and accept all the terms on the forgoing statement. I make my e-signature by completing the fields below.

Acknowledge *

I agree to the above certification