



CSLAP

Commercial Signs Licensing and Permitting

Renew a License

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 of Renewing a License within CSLAP.

Use this job aid to perform the following steps:

All Users: Renew a License within CSLAP

How to Renew a License in CSLAP

How to Renew a License within CSLAP, follow the steps below.

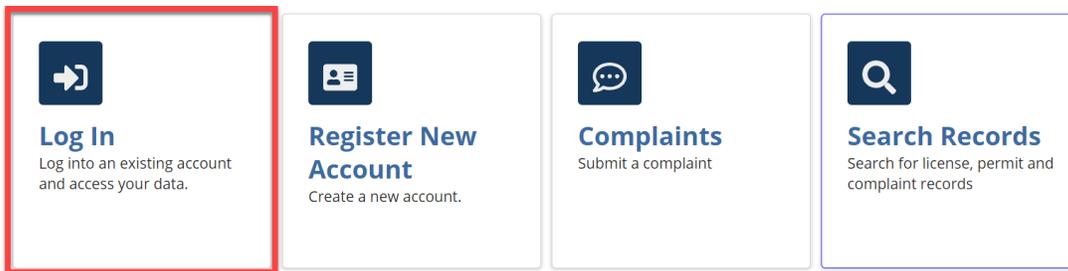
1. Click the CSLAP Login/Registration link from the TxDOT.gov website.



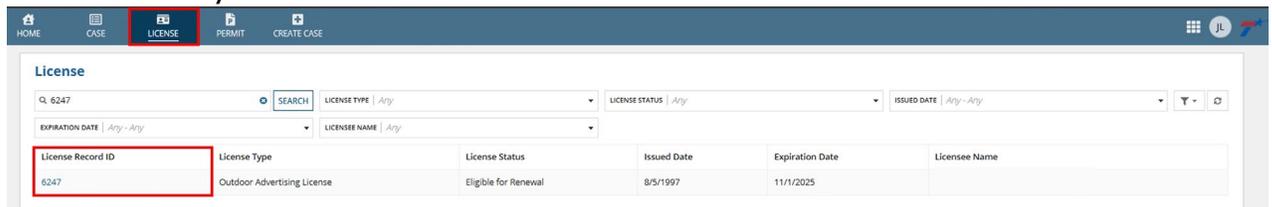
2. The Commercial Signs Licensing and Permitting homepage will appear. Select Log In to get to your CSLAP homepage.



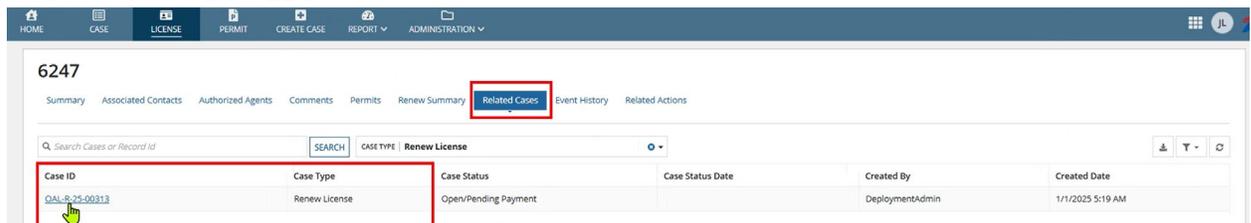
Welcome to TxDOT's Commercial Signs Licensing and Permitting System (CSLAP). CSLAP allows users to apply for or renew permits and licenses, search records, or submit complaints. Click the "Register New Account" button to create a new account. Click the "Log In" button to log into an existing account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



3. Navigate to the License tab and select the License Record ID for the License that you want to renew.



4. Select the Related Cases tab and find the Case Type 'Renew License.' Select the Case ID.



5. Select Renew License.

Navigation: HOME | CREATE CASE | LICENSE | PERMIT | SUPPORT | SHOPPING CART(3) | SP

OAL-R-24-02826

RENEW LICENSE

Summary | Comments | Documents | Fee and Payment | Related Actions

Case Summary

Case Number	OAL-R-24-02826	Primary Contact	Sam Pull	Last Modified By	
Case Type	Renew License	Created By	Deployment.Automation	Modified On	
Case Status	Pending Payment	Created On	12/17/2024 8:27 AM CST		
Record ID	OAL-24-00253				

Renew License Application

Surety Bond

6. Update information for Surety Bond and upload Surety Bond.

Renew License OAL-24-00253

Status	Eligible for Renewal	Phone Number	(512) 555-1212
Issued Date	Nov 13, 2024	Mailing Address	123 Main St, Austin, TX, 78701
Expiration Date	Nov 1, 2024		

Surety Bond

Begin Date	12/01/2024	End Date	11/30/2025	Surety Bond Amount	\$10,000.00
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Case Documents

You must provide the following document: Original Surety Bond

Renew License OAL-24-00253

Case Documents

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
Original Surety Bond	UPLOAD Drop file here		12/17/2024 10:09 AM CST	X

[Add Document](#)

License Renewal Summary

Total Amount	\$150.00	Is Paid Full	No
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7. Now you can make a payment. You have the option to pay the full amount or to make a partial payment. Once you have made your choice hit Submit.

A. To pay full amount select the Remaining Balance Amount button.

Renew License OAL-24-00253

License Renew Fee Items

Record ID	Fee Type	Amount
PMT-23-00715	Renewal Fee	75.00
OAL-24-00253	Renewal Fee	75.00

Payment

Remaining Balance Amount Other Amount

Amount to Pay \$ 150

CANCEL SAVE SUBMIT

B. To make a partial amount select the Other Amount button.

Renew License OAL-24-00253

License Renew Fee Items

Record ID	Fee Type	Amount
PMT-23-00715	Renewal Fee	75.00
OAL-24-00253	Renewal Fee	75.00

Payment

Remaining Balance Amount Other Amount

Amount to Pay 75

CANCEL SAVE SUBMIT

8. Select Add to Cart and finish the payment process. See the CSLAP Job Aid How to Make a Payment to finish the transaction.