



# CSLAP

## Commercial Signs Licensing and Permitting

### **Amend 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 when amending a License within CSLAP.

### **Use this job aid to perform the following steps:**

All Users: Amend a license within CSLAP

# How to Amend a License in CSLAP

To Amend 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.

**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.

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

A dark blue navigation bar with six tabs: HOME, CREATE CASE, LICENSE, PERMIT, SUPPORT, and SHOPPING CART(3). The LICENSE tab is highlighted with a red border.

4. Select License under License Record ID column.

A search results table with columns: License Record ID, License Type, License Status, Issued Date, Expiration Date, and Licensee Name. The first row contains the data: OAL-18-00065, Outdoor Advertising License, Active, 11/11/2018, 11/1/2025, and Allen D Scott Jr, dba Lubbock Outdoor Media. The License Record ID cell is highlighted with a red box, and a red arrow points to it from the left.

License Record ID	License Type	License Status	Issued Date	Expiration Date	Licensee Name
OAL-18-00065	Outdoor Advertising License	Active	11/11/2018	11/1/2025	Allen D Scott Jr, dba Lubbock Outdoor Media

## 5. Select Amend License.

The screenshot shows a navigation bar with icons for HOME, CREATE CASE, LICENSE, PERMIT, SUPPORT, and SHOPPING CART(3). The LICENSE icon is highlighted. Below the navigation bar, the case ID "OAL-18-00065" is displayed. A red arrow points to a red-bordered button labeled "AMEND LICENSE". Below the case ID, there is a horizontal menu with options: Summary, Associated Contacts, Authorized Agents, Comments, Permits, Renew Summary, Related Cases, and Related Actions.

## 6. Verify Primary Contact and select Next.

- Note that you will not be able to change the Primary Contact information. To that you must reach out to TxDOT staff.

### Amend a License Application

Primary Contact | Applicant | Applicant Details | Attachment(s) | Confirmation

**Primary Contact**

First Name \*  
Sam

Last Name \*  
Pull

Email Address \*

**Address**

Address Line 1 \*  
123 Main St

Address Line 2

City \*  
Austin

State \*  
TX

Country \*  
United States - 1

Zip Code \*  
78701

**Phone**

Phone Number Type \*  
Work

Country Code \*  
United States - 1

Phone Number \*  
(512) 555-1212

CANCEL SAVE NEXT

## 7. Adjust Applicant and Applicant Details and select Next.

### A. Applicant Information

### Amend a License Application

Primary Contact | Applicant | Applicant Details | Attachment(s) | Confirmation

**Owner Type**

Individual  Organization

**Owner Details**

First Name \*  
Sam

Last Name \*  
Pull

Email Address \*

Phone Number Type \*  
Work

Country Code \*  
United States - 1

Phone Number \*  
(512) 555-1212

GO BACK CANCEL SAVE NEXT

## B. Applicant Details

### Amend a License Application

Progress: ✓ Primary Contact ✓ Applicant **Applicant Details** Attachment(s) Confirmation

**How many counties do you intend on erecting or maintaining outdoor advertising signs? \***

1  2  3  4+

The surety bond amount required will depend on how many counties you intend on maintaining signs in. If you later erect or maintain signs in more counties, you may be required to reissue an updated surety bond.

**County No. 1 \***

Baylor

**County No. 2 \***

Atascosa

Military veteran, active military service member or the spouse of an active military service member?  Yes

GO BACK CANCEL SAVE **NEXT**

**8.** Add required attachment (Original Surety Bond) and select Next.

### Amend a License Application

Progress: ✓ Primary Contact ✓ Applicant ✓ Applicant 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, DOCK

Document Type	Document	Submitted by	Upload Date	Delete
Original Surety Bond	<b>SuretyBond</b> PDF - 184.11 KB		12/11/2024 10:57 AM CST	

[+ Add Document](#)

GO BACK CANCEL SAVE **NEXT**

9. The Confirmation page will appear. Review and then select Submit. This will bring you back to your License Page.

## Amend a License Application

Progress bar: ✓ Primary Contact ✓ Applicant ✓ Applicant Details ✓ Attachment(s) **Confirmation**

### Summary

Primary Contact		Owner Details		Application Details	
<b>Name</b>	Sam Pull	<b>Name</b>	Sam Pull	<b>Military Veteran</b>	No
<b>Email Address</b>	[REDACTED]	<b>Phone Number</b>	(512) 555-9876	<b>No. Of Counties</b>	Statewide
<b>Phone Number</b>	(512) 555-1212	<b>Mailing Address</b>	123 Main St, Austin, TX, 78701		
<b>Mailing Address</b>	123 Main St, Austin, TX, 78701				

### Uploaded Documents

Document Type	Document	Submitted By	Uploaded Date
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GO BACK CANCEL SAVE **SUBMIT**