



CSLAP

Commercial Signs Licensing and Permitting

Amend a 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 amending a permit within CSLAP.

Use this job aid to perform the following steps:

All Users: Amend a Permit within CSLAP

How to Amend a Permit in CSLAP

To Amend a 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

3. Select Permit tab.

A dark blue navigation bar with white text and icons. From left to right, the items are: HOME (house icon), CREATE CASE (plus icon), LICENSE (document icon), PERMIT (document with checkmark icon, highlighted with a red box), SUPPORT (headset icon), and SHOPPING CART(3) (shopping cart icon).

4. Select Permit under Permit Record ID column.

A screenshot of the CSLAP interface showing a search results table. The table has columns for Permit Record ID, Permit Type, Permit Status, License Record ID, Licensee Name, County, Highway Number, and Issued Date. The first row is highlighted with a red box. Above the table are search filters for Permit Type, Permit Status, License ID, Highway Number, and Issued Date.

Permit Record ID	Permit Type	Permit Status	License Record ID	Licensee Name	County	Highway Number	Issued Date
PMT-23-00715	Interstate or Primary System Highway Signs	Active	OAL-24-00253	Sam Pull	Cameron	SH 48	11/22/2023
PMT-24-00125	Interstate or Primary System Highway Signs	Voided	OAL-24-00253	Sam Pull	Tarrant	IH 20	3/8/2024

5. Select Amend Permit.

The screenshot shows a web application interface for permit management. At the top, there is a navigation bar with icons for HOME, CREATE CASE, LICENSE, PERMIT, SUPPORT, and SHOPPING CART(3). The main header displays the permit ID 'PMT-23-00715' and two buttons: 'AMEND PERMIT' (highlighted with a red box) and 'VOID PERMIT'. Below the header is a sub-navigation bar with tabs: Summary, Authorized Agents, Comments, Configuration, Conformity, Related Cases, and Related Actions. The main content area is divided into three columns: Permit Details, Owner Details, and Primary Contact. The Permit Details column lists: Permit Type (Interstate or Primary System Highway Signs), Permit Status (Active), Issued Date (Nov 22, 2023), Closed Date, License ID (OAL-24-00253), and Associated Permit. The Owner Details column lists: Name (Sam Pull), Email Address, Phone Number ((512) 555-1212), and Mailing Address (123 Main St, Austin, TX, 78701). The Primary Contact column lists: Name (Sam Pull), Phone Number ((512) 555-1212), and Mailing Address (123 Main St, Austin, TX, 78701).

6. Verify verbiage in disclaimer and acknowledge disclaimer. Then select Next.

The screenshot shows a disclaimer and acknowledgment section. It begins with the text: "Should you need to file this application in paper format you may do so by contacting the Outdoor Advertising Team at (512) 416-3030." Below this are three sections: "External Links" (stating the agency is not responsible for other sites), "Privacy Policy" (stating information may be subject to disclosure), and "Communications via Web Site" (stating e-mail and messaging systems are not legal notice). Below these sections is an "Acknowledge*" section with a checked checkbox and the text "I have read and accepted the above terms". At the bottom, there are buttons for "GO BACK", "CANCEL", "SAVE", and "NEXT". A red arrow points to the "NEXT" button.

7. Verify Certification verbiage and links.

The screenshot shows the "Certification" section of the permit application. It includes a sub-header "Certification" and a paragraph stating that by completing this section, the user certifies they have read, understood, and followed all applicable statutes and rules concerning the erection and maintenance of commercial signs. Below this are two sections: "Applicable Statutes" and "Applicable Administrative Rules". The "Applicable Statutes" section lists two items: "Transportation Code Chapter 391. HIGHWAY BEAUTIFICATION ON INTERSTATE AND PRIMARY SYSTEMS AND CERTAIN ROADS" and "Transportation Code Chapter 394. REGULATION OF OUTDOOR SIGNS ON RURAL ROADS". The "Applicable Administrative Rules" section lists two items: "Texas Administrative Code Title 43 Chapter 21 Subchapter I. REGULATION OF SIGNS ALONG INTERSTATE AND PRIMARY HIGHWAYS" and "Texas Administrative Code Title 43 Chapter 21 Subchapter K. CONTROL OF SIGNS ALONG RURAL ROADS". At the top right, there are tabs for "Location" and "Details", with "Details" being the active tab.

8. Complete required fields and select Next.

Applicant Name ?*
[Redacted] 7/50

Role/Position of Applicant ?*
self 4/50

Date Certified ?*
12/02/2024

GO BACK CANCEL



SAVE NEXT

9. Enter Sign Structure Details and select Next.

Disclaimer Certification **Sign Structure** Sign Face Details

Natural Disaster or Vandalism

Is this amended permit application submitted due to a natural disaster or vandalism?*

Yes No

Adding/Removing/Replacing Poles

Are you adding, removing and/or replacing poles?

Adding Removing Replacing

Amend a Permit Application

Changes to be Made

Please update the proposed changes in the table below. If not applicable, select N/A to proceed.

	Current		Proposed
Catwalk Platform Material	Metal	Catwalk Platform Material	N/A
Catwalk Railing Material	Metal	Catwalk Railing Material	--Select--
Catwalk Toeboard Material	N/A	Catwalk Toeboard Material	--Select--

GO BACK CANCEL

SAVE NEXT

10. Enter Sign Face Details and select Next. Amend a Permit Application

Side Of Sign	Type of Face	Face Width (ft)	Face Height (ft)	Face Area (ft)	Number of Lights	Lighting
North	Static	48	14	672	2	Up

Sign Face Details (Proposed)

Side Of Sign	Type of Face	Face Width (ft)	Face Height (ft)	Face Area (ft)	Number of Lights	Lighting	Delete
North	Static	48	14	672	2	Up	X
South	Static	48	14	672	2	Up	X

[Add Sign Face](#)

GO BACK CANCEL SAVE **NEXT**

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

Location

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 2:00 PM CST	X

[Add Document](#)

GO BACK CANCEL SAVE **NEXT**

12. Review application details.

Disclaimer Certification Sign Structure Sign Face Details Attachment(s) Confirmation

Summary

Applicant Certification

Name Sam Pull
Role/Position of Applicant self
Date Certified Dec 13, 2024

Sign Structure

Natural Disaster or Vandalism

13. Verify verbiage in Certification Statement and check the acknowledge the Certification Statement. Then select Add to Cart.

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
