

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.

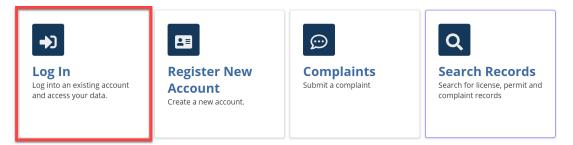
1. Click the CSLAP Login/Registration link from the TxDOT.gov website.



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.



3. Select Permit tab.

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HOME	CREATE CASE	LICENSE	PERMIT	SUPPORT	SHOPPING CART(3)	

4. Select Permit under Permit Record ID column.

1000	TE CASE LICENSE	PERM		SUPPORT SH	DPPING CART(3)					SP	7
Q Search Permits		SEARCH	PERMIT TYPE	Any		PERMIT STATUS	4 <i>ny</i>		•	۳.	C
LICENSE ID Any		•	HIGHWAY NU	IMBER Any		ISSUED DATE AD	y - Any		•		
Permit Record ID	Permit Type			Permit Status	License Record ID	Licensee Name	County	Highway Number	Is	sued Da	te
PMT-23-007/15	Interstate or Primary	System Highw	vay Signs	Active	OAL-24-00253	Sam Pull	Cameron	SH 48	11	/22/202	3
PMT-24-00125	Interstate or Primary	System Highw	vay Signs	Voided	OAL-24-00253	Sam Pull	Tarrant	IH 20	3/	8/2024	

5. Select Amend Permit.

HOME CF	+ EATE CASE	LICENSE	PERMIT	SUPPORT	SHOPPING CART(3)			III 📀 ፇ
PMT-23-0	00715	s Comment	s Configura	tion Conformity	/ Related Cases	Related Actions		
Permit Details	5			Owner Details	5		Primary Contac	t
Permit Type		ate or Primary S ay Signs	ystem	Name Email Address	Sam Pull		Name	Sam Pull
Permit Status	Active			Phone Number	(512) 555-1212		Phone Number	(512) 555-1212
Issued Date	Nov 22	, 2023		Mailing Address	123 Main St, Au	stin, TX, 78701	Mailing Address	123 Main St, Austin, TX, 78701
Closed Date								
License ID	OAL-24	4-00253						
Associated Perm	it							

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

Should you	u need to file this applic	ation in paper format you may	do so by contacting the Ou	۔ ۔ utdoor Advertising Team at (51	2) 416-3030.	
	site may contain links to			0	ency is not responsible for and ma ffiliation or endorsement by the A	
	Agency does not sell any			e, such information may be su ds Act (Government Code Sect	bject to disclosure as required by ion 6250 et seq.).	any federal,
Communio agents, or	representatives, with re	mail and messaging systems s	tial claim or cause of action	against the Agency or any of it	e Agency or any of its agencies, offi ts agencies, officers, employees, ag	
cknowledg	ge * ad and accepted the abc	ove terms				
GO BACK	CANCEL					SAVE N

7. 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

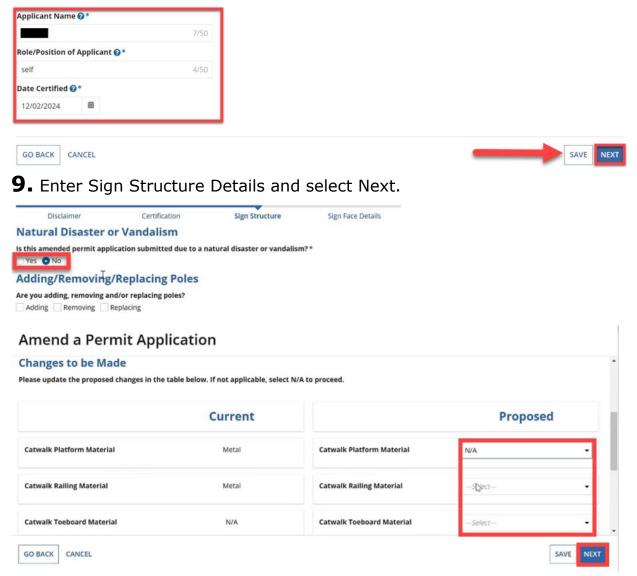
Transportation Code Chapter 394. REGULATION OF OUTDOOR SIGNS ON RURAL ROADS

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

8. Complete required fields and select 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 Lig		Lighting	
North		Static		48	14	672	2		Up	
ign Face Details	(P	roposed)								
Side Of Sign		Type of Face		Face Width (ft)	Face Height (ft)	Face Area (ft)	Number of Lights	Lightin	g	Delete
North	•	Static	•	48	14	672	2 .	Up	•	×
South	•	Static	•	48	14	672	2 .	Up	-	×
Add Sign Face										
Add Sign Face										
Add Sign Face			_						_	

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

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

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12. Review application details.

Disclaimer	Certification	Sign Structure	Sign Face Details	Attachment(s)	Confirmation
ummary					
Applicant Certifica	tion				
Name	Sam Pull				
Role/Position of Applicant	self				
Date Certified	Dec 13, 2024				
Sign Structure					

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, nisrepresentation 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.

✓ I agree to the above certification

GO BACK CANCEL



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