



# CSLAP

## Commercial Signs Licensing and Permitting

### **Apply for 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 applying for a License in CSLAP.

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

All Users: Apply for a License in CSLAP

# Applying for a License in CSLAP

When applying for a new 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. Once on the homepage select Create Case.

**HOME** **CREATE CASE** LICENSE PERMIT SUPPORT SHOPPING CART(0)

## Commercial Signs Licensing and Permitting

My Tasks

Task Name	Case Status	Case Status Date
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4. Next, you will choose New License.



## Create New Case



5. Verify contact information and select Next.



## Online License Application

Progress bar: Contact (selected), Disclaimer, Applicant, Applicant Certification, Applicant Details, Attachment(s), Confirmation

<b>Primary Contact</b> First Name * [REDACTED] Last Name * [REDACTED] Email Address * [REDACTED]	<b>Address</b> Address Line 1 * 6230 E Stassney Lane Address Line 2  City * Austin State * TX Country * United States Zip Code * 78744	<b>Phone</b> Phone Number Type * Work Country Code * United States - 1 Phone Number * [REDACTED]
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CANCEL SAVE NEXT (highlighted with a red box and a red arrow pointing to it)

6. Read the disclaimer and when finished select the Acknowledge box and then select Next.

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**Acknowledge \***

I have read and accepted the above terms

GO BACK CANCEL SAVE **NEXT**

7. You have a choice to select either Individual or Organization.
  - A. For Owner Type – Individual, add/review Owner Details and Owner Mailing Address, then select Next.

## Online License Application

Contact Disclaimer **Applicant** Applicant Certification Applicant Details Attachme

**Owner Type**

Individual  Organization

**Owner Details**

Apply for a separate individual

**First Name \***

**Last Name \***

**Email Address \***

**Phone Number Type \***

**Country Code \***

**Phone Number \***

B. For Owner Type – Organization, add/review Organization Details and Organization Mailing Address, then select Next.

## Online License Application

Progress bar:  Contact,  Disclaimer, **Applicant**, Applicant Certification, Applicant Details, Attachment(s), Confirmation

**Owner Type**  
 Individual  Organization

**Organization Details**

Business Name\* [Redacted] Business Type\* [--- Select a Value ---]

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

**8.** Fill out fields below. If you have questions, click on the blue '?' for further guidance. After completing this section, select Next.

A.

Applicant Name\* [Redacted] 7/50

Role/Position of Applicant\* self 4/50

Date Certified\* 12/02/2024

GO BACK CANCEL

SAVE **NEXT**

9. Choose the number of counties you are erecting or maintaining outdoor advertising signs in. Select the counties from the drop-down menu and then select Next.

### Online License Application

Contact   Disclaimer   Applicant   Applicant Certification   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 \*

Austin

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

Yes

GO BACK   CANCEL   SAVE   NEXT

10. To upload documents, select Document Type from drop-down menu and then drop the file into the box provided. Once it has been uploaded select Next.

### Online License Application

Contact   Disclaimer   Applicant   Applicant Certification   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, DOCX

Document Type	Document	Submitted by	Upload Date	Delete
Original Surety Bond	UPLOAD  Drop file here	[REDACTED]	12/2/2024 4:10 PM CST	

+ Add Document

GO BACK   CANCEL   NEXT

**11.** Review the Summary and Uploaded Documents sections. Read the Certification Statement, select Acknowledge, and then Add to Cart.

## Online License Application

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Contact    Disclaimer    Applicant    Applicant Certification    Applicant Details    Attachment(s)    **Confirmation**

### Summary

<b>Primary Contact</b>		<b>Owner Details</b>		<b>Application Details</b>	
<b>Name</b>	██████████	<b>Name</b>	██████████	<b>Military Veteran</b>	No
<b>Email Address</b>	████████████████████	<b>Email Address</b>	████████████████████	<b>No. Of Counties</b>	1 (Austin)
<b>Phone Number</b>	██████████	<b>Phone Number</b>	██████████		
<b>Mailing Address</b>	6230 E Stassney Lane, Austin, TX, 78744	<b>Mailing Address</b>	6230 E Stassney Lane, Austin, TX, 78744		

### Uploaded Documents

Document Type	Document	Submitted By	Uploaded Date
Original Surety Bond	████████████████████	██████████	Dec 02, 2024

### 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

GO BACK    CANCEL    SAVE    **ADD TO CART**