



CSLAP

Commercial Signs
Licensing and Permitting

Apply for a Rural Road Signs 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 of applying for a Rural Road Signs Permit in CSLAP.

Use this job aid to perform the following steps:

All Users: Apply for a Rural Road Signs Permit in CSLAP

Apply for Rural Road Signs Permit in CSLAP

To apply for a Rural Road Signs Permit with 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.
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3. Select Create Case.

 HOME	 CREATE CASE	 LICENSE	 PERMIT	 SUPPORT	 SHOPPING CART(1)
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Commercial Signs Licensing and Permitting

 My Tasks

4. Select New Permit.

Create New Case

New License

New Permit

New Permit Transfer

New Acquired Sign Credit

5. Select Permit Type Rural Road Signs

Permit Type

Permit Type*

Directional Signs Interstate or Primary System Highway Signs Rural Road Signs

License ID*

OAL-18-00065

Name Allen D Scott Jr, dba Lubbock Outdoor Media
Business Type Individual
Non-Profit No
Phone Number (806) 438-4016
Mailing Address 7717 Milwaukee Ave., Lubbock, TX, 79424

Primary Contact

Name Erich Hardt
Email Address erichhardtoutdoor@gmail.comtest
Phone Number (806) 438-4016
Mailing Address 7717 Milwaukee Ave, Lubbock, TX, 79424

Authorized Agents

Name	Email Address	Phone Number	
Erich Hardt	erichhardtoutdoor@gmail.comtest	8064384016	✖

+ Add Authorized Agent

6. Complete Application Details and select Next.

Application Details

Is this application due to a Notice of Sign becoming subject to regulation or an illegal sign notice? *
 Yes No

Are you utilizing an Acquired Commercial Sign Credit? *
 Yes No

Part of Settlement? *
 Yes No

Reason for Application ? *
Need to add sign. 17/500

CANCEL → SAVE NEXT

7. Verify verbiage in disclaimer. After acknowledge disclaimer and select Next.

Should you need to file this application in paper format you may do so by contacting the Outdoor Advertising Team at (512) 416-3030.

External Links
This Web site may contain links to other sites on the Internet, which are provided for the convenience of the user. The Agency is not responsible for and makes no representation about the content or material available on such other sites. Links are not intended to imply sponsorship, affiliation or endorsement by the Agency.

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Communications made through e-mail and messaging systems shall in no way be deemed to constitute legal notice to the Agency or any of its agencies, officers, employees, agents, or representatives, with respect to any existing or potential claim or cause of action against the Agency or any of its agencies, officers, employees, agents, or representatives, where notice to the Agency is required by any federal, state or local laws, rules or regulations.

Acknowledge *
 I have read and accepted the above terms

GO BACK CANCEL → SAVE NEXT

8. 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](#)

9. Complete required fields and select Next.

Applicant Name ?*
[Redacted] 7/50

Role/Position of Applicant ?*
self 4/50

Date Certified ?*
12/02/2024 [Calendar Icon]

GO BACK CANCEL  SAVE NEXT

10. Enter all Property Information and select Next.

Property Address

Address Line 1 *	6230 E Stassney Lane, Austin, TX 32/50	City *	Austin 6/50
Address Line 2	6230 E Stassney Lane, Austin, TX 32/50	State *	TX
Zip Code *	78744	Country *	United States

Parcel

Parcel Number *

12 2/50

11. Enter Location of Proposed or Existing Sign Site.

Location Details

Location of Proposed or Existing Sign Site

Highway Number *	71 2/50	Side of Highway *	East
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Name and Distance to nearest Hwy/Rd/St Intersection to the sign site:

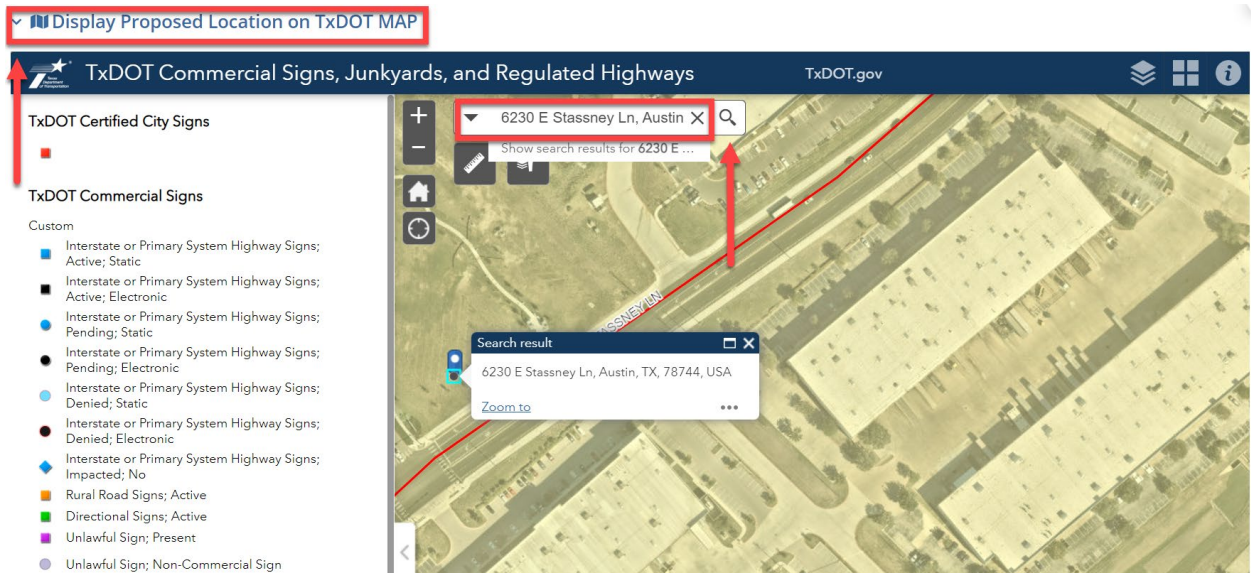
Intersecting Roadway Name *	955 feet North of Jones Rd.	Distance from Right of Way (Miles) *	6	Direction *	East
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Nearest City *	Austin 6/50	City Limit Details *	<input checked="" type="radio"/> Inside City Limits <input type="radio"/> Outside City Limits	County *	Travis
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Site Coordinates

Latitude	30.20208	Longitude	-97.720901
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12. Verify location on TxDOT Map.



13. Enter Sign Face Details and select Next.

Online Permit Application

Permit Type Disclaimer Certification Property Info Proposed Location **Sign Face Details** Zoning Attachment(s) Confirmation

Sign Faces

Number of Sign Faces*

Will any of the faces be electronic?* Yes No

GO BACK CANCEL SAVE **NEXT**

14. Select Zoning, enter required fields and select Next.

Online Permit Application

Permit Type Disclaimer Certification Property Info Proposed Location **Zoning** Attachment(s) Confirmation

Zoning*

-- Select --

Commercial Zoning

Industrial Zoning, or equivalent

No Zoning

SAVE **NEXT**

A. Commercial Zoning

- Note: Zoning Map is required if Zoning is Commercial.

Online Permit Application

Permit Type Disclaimer Certification Property Info Proposed Location Sign Face Details **Zoning** Attachment(s) Confirmation

Zoning*
Commercial Zoning

First Name ?* Bob 3/50 **Last Name ?*** Builder 7/50

Country Code* United States - 1 **Contact Phone Number*** (555) 655-5555

GO BACK CANCEL **SAVE** **NEXT**

- Add required attachments (Landowner Consent, Zoning Map).

Online Permit Application

Permit Type Disclaimer Certification Property Info Proposed Location Sign Face Details Zoning **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
Landowner Consent	UPLOAD Drop file here		12/18/2024 1:47 PM CST	
Zoning Map	UPLOAD Drop file here		12/18/2024 1:47 PM CST	

+ Add Document

GO BACK CANCEL **SAVE** **NEXT**

B. Industrial Zoning, or equivalent

Online Permit Application

Permit Type Disclaimer Certification Property Info Proposed Location Sign Face Details **Zoning** Attachment(s) Confirmation

Zoning*
Industrial Zoning, or equivalent

First Name ?* Bob 3/50 **Last Name ?*** Builder 7/50

Country Code* United States - 1 **Contact Phone Number*** (555) 655-5555

GO BACK CANCEL **SAVE** **NEXT**

- Add required attachments (Landowner Consent, Zoning Map).

Online Permit Application

Permit Type Disclaimer Certification Property Info Proposed Location Sign Face Details Zoning 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
Landowner Consent	UPLOAD Drop file here	[REDACTED]	12/18/2024 1:47 PM CST	
Zoning Map	UPLOAD Drop file here	[REDACTED]	12/18/2024 1:47 PM CST	

[+ Add Document](#)

GO BACK CANCEL [SAVE](#) [NEXT](#)

C. No Zoning

Online Permit Application

Permit Type Disclaimer Certification Property Info Proposed Location Sign Face Details Zoning Attachment(s) Confirmation

Zoning*

No Zoning

Activity Information

Activity Information ⓘ

Please enter details for each activity on a separate row

Activity Name	Location	Days of Operation	Open Time	Close Time	Phone Country Code	Phone Number
Whataburger		Sunday, Monday, Tuesday, Wednes...	08:00 AM	11:00 PM	United States - 1	(555) 555-5555

[+ Add Activity](#)

GO BACK CANCEL [SAVE](#) [NEXT](#)

- Add required attachments (Landowner Consent).

Online Permit Application

Permit Type Disclaimer Certification Property Info Proposed Location Sign Face Details Zoning 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
Landowner Consent	UPLOAD Drop file here	[REDACTED]	12/18/2024 2:00 PM CST	

[+ Add Document](#)

GO BACK CANCEL [SAVE](#) [NEXT](#)

15. Review application details.

Summary

Primary Contact

Name Erich Hardt
Email Address erichhardtoutdoor@gmail.comtest
Phone Number (806) 438-4016
Mailing Address 7717 Milwaukee Ave, Lubbock, TX, 79424

Organization Details

Name Allen D Scott Jr, dba Lubbock Outdoor Media
Business Type Individual
Non-Profit No
Phone Number (806) 438-4016
Mailing Address 7717 Milwaukee Ave., Lubbock, TX, 79424

New Permit Application

Permit Details

Permit Type	Interstate or Primary System Highway Signs	Applicant Name	Patrick Mclynch
License ID	OAL-18-00065	Applicant Role	Self
Permit ID		Applicant Cert Date	12/11/2024

16. Verify verbiage in Certification Statement and acknowledge 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

[GO BACK](#) [CANCEL](#)

[SAVE](#) [ADD TO CART](#)