

Renew 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 Renewing a License within CSLAP.

Use this job aid to perform the following steps:

All Users: Renew a License within CSLAP

How to Renew a License in CSLAP

How to Renew 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. .≡ \odot **Complaints** Search Records Log In **Register New** Log into an existing account Submit a complaint Search for license, permit and Account and access your data. complaint records Create a new account.

3. Navigate to the License tab and select the License Record ID for the License that you want to renew.

S ME	E CASE		PERMIT (CREATE CAS	56									: JL
Licens	se													
Q 6247			0	SEARCH	LICENSE TYPE Any		•	LICENSE STATU	is Any	-	ISSUED	DATE Any - Any	 T.	ø
EXPIRATIO	ON DATE Any - A	iny			LICENSEE NAME Any		٠							
License	Record ID		License Type			License Status		Iss	ued Date	Expiration Date		Licensee Name		
6247			Outdoor Adve	rtising Lice	inse	Eligible for Renewal		8/5	/1997	11/1/2025				

4. Select the Related Cases tab and find the Case Type 'Renew License.' Select the Case ID.

H 🗐 ME CASE	LICENSE	PERMIT	CREATE CASE	CC REPORT ∽	C Administration ~				III 🕕
6247	ssociated Contacts	Authorized Agent	s Comments	Permits	Renew Summary Related Cases Event Hi	story Belated Actions			
Q. Search Cases	ar Record Id		SEARCH	H CASE TYPE	Renew License	0.			± T - C
Case ID			Case Type		Case Status	Case Status Date	Created By	Created Date	
OAL-R-25-00313	l.		Renew Licer	nse	Open/Pending Payment		DeploymentAdmin	1/1/2025 5:19 AM	
4									

5. Select Renew License.

	+ ET EATE CASE LICENSE	PERMIT SUPPORT	SHOPPING CART(3)		III 💷 尹
OAL-R-24	-02826				
Summary Com	nments Documents Fe	ee and Payment Related Actio	ns		
Case Summary	y				
Case Number	OAL-R-24-02826	Primary Contac	t Sam Pull	Last Modified By	
Case Type	Renew License	Created By	Deployment.Automation	Modified On	
Case Status	Pending Payment	Created On	12/17/2024 8:27 AM CST		
Record ID	OAL-24-00253				
Renew License	e Application				
Surety Bond					

6. Update information for Surety Bond and upload Surety Bond.

Renew License OAL-24-00253

issued Date	Nov 13, 2024	Mailing Address	123 Main St, Austin, TX, 78701
Expiration Date	Nov 1, 2024		
Surety Bond			
Begin Date	12/01/2024 🗯 End Date	11/30/2025	Surety Bond Amount \$10,000.00
Begin Date	12/01/2024 🗰 End Date	11/30/2025 葡	Surety Bond Amount \$10,000.00
Begin Date Case Document	12/01/2024 🗃 End Date	11/30/2025	Surety Bond Amount \$10,000.00

Renew License OAL-24-00253

Case Documents Files must be under 5 MB and one	of the following file types: PDF, JPG, JPEG, PNG, XI	LS, XLSX, CSV, TXT, DOC, DOCX		
Document Type	Document	Submitted by	Upload Date	Delete
Original Surety Bond	UPLOAD Drop file here		12/17/2024 10:09 AM CST	×
Add Document	` 🍐			
License Renewal Summa	ry			
fatal Amount \$150.00		le Daid Full	No	

- 7. Now you can make a payment. You have the option to pay the full amount or to make a partial payment. Once you have made your choice hit Submit.
 - A. To pay full amount select the Remaining Balance Amount button.

icense Renew Fee Items			
Record ID	Fee Type	Amount	
PMT-23-00715	Renewal Fee	75.00	
OAL-24-00253	Renewal Fee	75.00	
Payment Remaining Balance Amount Other Amount			

B. To make a partial amount select the Other Amount button.

cense kenew ree items			
Record ID	Fee Type	Amount	
PMT-23-00715	Renewal Fee	75.00	
DAL-24-00253	Renewal Fee	75.00	
ayment Remaining Balance Amour Other Amount			

Renew License OAL-24-00253

8. Select Add to Cart and finish the payment process. See the CSLAP Job Aid How to Make a Payment to finish the transaction.