



CSLAP

Commercial Signs
Licensing and Permitting

Transfer 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 to of transferring a Permit in CSLAP.

Use this job aid to perform the following steps:

All Users: Transfer a Permit in CSLAP

Transfer a Permit in CSLAP

To Transfer 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
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3. Select Create Case.

HOME **CREATE CASE** LICENSE PERMIT SUPPORT SHOPPING CART(1)

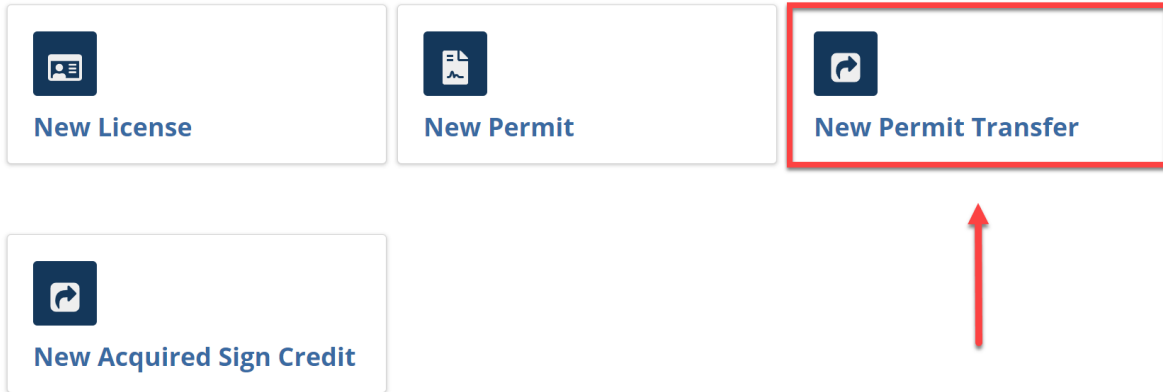
Commercial Signs Licensing and Permitting

 My Tasks

4. Select New Permit Transfer.



Create New Case



5. Enter License Info (type in Current Permit Holder License ID and select Proposed Permit Holder Licensee ID from dropdown) and select Next.

A. Type in Current Permit Holder ID.

A screenshot of a web form titled 'Current Permit Holder Info (Transfer From)'. The form has three tabs: 'License Info', 'Contact', and 'Permits to be 1'. The 'License Info' tab is active. The 'License ID *' field is highlighted with a red box and contains the text 'OAL-18-00065' and '12/50'. Below this is a section titled 'Owner Details' with the following fields: 'Name' (Allen D Scott Jr, dba Lubbock Outdoor Media), 'Business Type' (Individual), 'Non-Profit' (No), 'Phone Number' (redacted with a black box), and 'Mailing Address' (redacted with a black box).

B. Select Proposed Permit Holder Licensee ID from dropdown and select Next.

Proposed Permit Holder Info (Transfer to)

Licensee ID *
OAL-24-00253

Owner Details

Name	Sam Pull

SAVE NEXT

6. Verify Contact Details and select Next.

HOME CREATE CASE LICENSE PERMIT SUPPORT SHOPPING CART(2) SP

License Info Contact Permits to be Transferred Attachment(s) Confirmation

Primary Contact

First Name *
Sam

Last Name *
Pull

Email Address *

Address

Address Line 1 *
123 Main St

Address Line 2

City *
Austin

State *
TX

Country *
United States

Zip Code *
78701

Phone

Phone Number Type *
Work

Country Code *
United States - 1

Phone Number *
(512) 555-1212

GO BACK CANCEL SAVE NEXT

7. Select Permits to be Transferred and select Next.

A. If you answer Yes to the second question, continue filling out the rest of the application and then select Next.

HOME CREATE CASE LICENSE PERMIT SUPPORT SHOPPING CART(2) SP

New Permit Transfer Application

License Info Contact **Permits to be Transferred** Attachment(s) Confirmation

Is the current permit holder aware of your request to transfer the permits in this application and a registered user of the Commercial Signs Licensing and Permitting application (CSLAP)? *

Yes No

Is this transfer request resulting from an acquisition or purchase of the company that holds the license referenced in Current Permit Holder Info Section of this Application? *

Yes No

Will the entire "Active" permit inventory for 3252 be transferred to license OAL-24-00253 ? *

Yes No

GO BACK CANCEL SAVE **NEXT**

B. If you answer No to the second question, then select the permits you would like transferred and then select Next.

HOME CREATE CASE LICENSE PERMIT SUPPORT SHOPPING CART(2) SP

License Info Contact **Permits to be Transferred** Attachment(s) Confirmation

Is the current permit holder aware of your request to transfer the permits in this application and a registered user of the Commercial Signs Licensing and Permitting application (CSLAP)? *

Yes No

Is this transfer request resulting from an acquisition or purchase of the company that holds the license referenced in Current Permit Holder Info Section of this Application? *

Yes No

Permits to be Transferred

Permit Record Id	Permit Status	County	Highway Number	Issued date	Delete
PMT-24-00153	Active	Brazos	SH 30	3/27/2024	<input checked="" type="checkbox"/>
PMT-23-00801	Active	Brazos	SH 30	12/27/2023	<input checked="" type="checkbox"/>

Add Permit

GO BACK CANCEL SAVE **NEXT**

8. Add required attachments and select Next.

HOME CREATE CASE LICENSE PERMIT SUPPORT SHOPPING CART(2) SP

New Permit Transfer Application

License Info Contact Permits to be Transferred **Attachment(s)** Confirmation

Attach if you have any of the following supporting documentation:
(1) Legal documents showing the sign has been sold;
(2) Documents that indicate that the transferor is dead or cannot be located;
(3) A court order demonstrating the new ownership of the sign permit.

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
Permit Transfer	Bill of Sale PDF - 184.11 KB		12/12/2024 10:13 AM CST	

[Add Document](#)

GO BACK CANCEL SAVE **NEXT**

9. Review application details then select Add to Cart.

HOME CREATE CASE LICENSE PERMIT SUPPORT SHOPPING CART(2) SP

New Permit Transfer Application

License Info Contact Permits to be Transferred Attachment(s) **Confirmation**

Current Permit Holder Info(Transfer From)

License ID: 3252

Owner Details

Name: Archie Johnson

Email Address: [Redacted]

Phone Number: [Redacted]

Mailing Address: [Redacted]

Proposed Permit Holder Info(Transfer to)

License ID: OAL-24-00253

Owner Details

Name: Sam Pull

Email Address: [Redacted]

Phone Number: [Redacted]

Mailing Address: [Redacted]

Permits To Be Transferred

Is the current permit holder aware of your request to transfer the permits in this application and a registered user of the Commercial Signs Licensing and Permitting application (CSLAP)?*

GO BACK CANCEL SAVE **ADD TO CART**

10. After you select Add To Cart, one of two outcomes will occur, depending on the answer you provided in the Permits to Transfer section of the application.

