



CSLAP

Commercial Signs
Licensing and Permitting

Apply for a New Acquired Sign Credit

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 New Acquired Sign Credit within CSLAP.

Use this job aid to perform the following steps:

All Users: Apply for a New Acquired Sign Credit within CSLAP

Apply for New Acquired Sign Credit in CSLAP

To apply for a New Acquired Sign Credit 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)

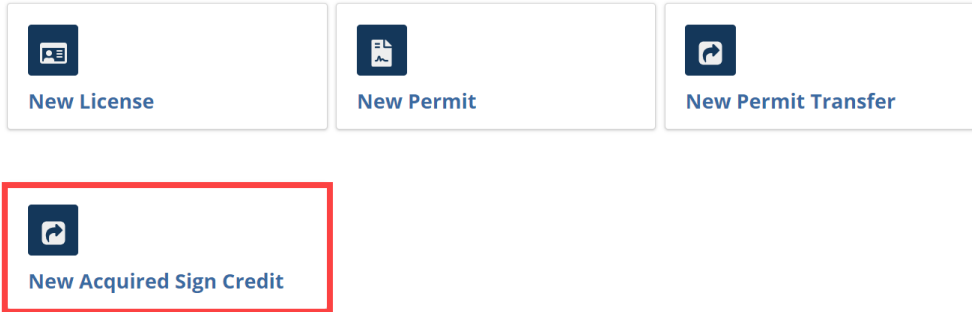
Commercial Signs Licensing and Permitting

 My Tasks

4. Select New Acquired Sign Credit.

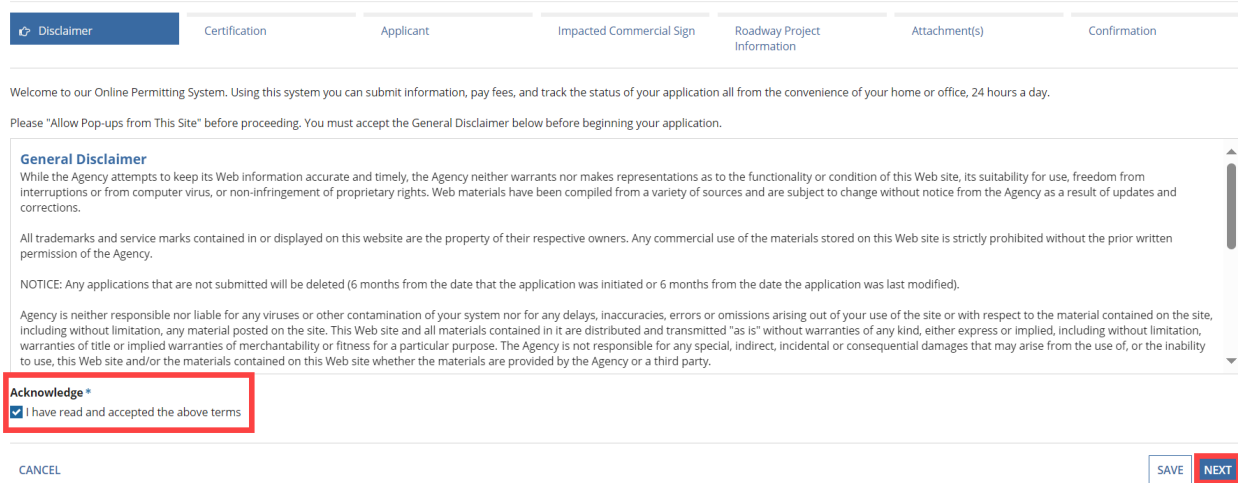


Create New Case



5. Verify verbiage in disclaimer and check acknowledge disclaimer box. Then select Next.

Online Acquired Sign Credit Application



6. Complete Certification page and Select Next.

[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](#)

Applicant Name ?*

 7/50

Role/Position of Applicant ?*

 4/50

Date Certified ?*

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



[SAVE](#) [NEXT](#)

7. Complete Applicant page and select Next.

Online Acquired Sign Credit Application

✓ Disclaimer	✓ Certification	Applicant	Impacted Commercial Sign	Roadway Project Information	Attachment(s)	Confirmation
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Applicant

License ID*

Name

████████████████████

Business Type

Individual

Non-Profit

No

Phone Number

██████████

Mailing Address

████████████████████

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



[SAVE](#) [NEXT](#)

8. Select Permit Record ID for Impacted Commercial Sign and select Next.

HOME CREATE CASE LICENSE PERMIT SUPPORT SHOPPING CART(3) SP

✓ Disclaimer ✓ Certification ✓ Applicant Impacted Commercial Sign Roadway Project Information Attachment(s) Confirmation

Permit Record ID *

PMT-24-00125

Location Detail

Latitude	32.66204
Longitude	-97.26417
Highway Number	IH 20
Side of Highway	
Nearest City	Forrest Hill
City Limit Details	Outside City Limits
County	Tarrant

GO BACK CANCEL SAVE NEXT

9. Enter Roadway Project Information and select Next.

HOME CREATE CASE LICENSE PERMIT SUPPORT SHOPPING CART(3) SP

Online Acquired Sign Credit Application

✓ Disclaimer ✓ Certification ✓ Applicant ✓ Impacted Commercial Sign Roadway Project Information Attachment(s) Confirmation

Roadway Project Information

ProjectID or CSJ *	Project Parcel ID *	Date on Notice to Vacate *
1234-123-12	3	12/10/2024
Extension Provided *	Date of Removal *	
Yes No	12/11/2024	

GO BACK CANCEL SAVE NEXT

10. Add attachments and select Next.

HOME CREATE CASE LICENSE PERMIT SUPPORT SHOPPING CART(3) SP

Online Acquired Sign Credit Application

✓ Disclaimer ✓ Certification ✓ Applicant ✓ Impacted Commercial Sign ✓ Roadway Project Information 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
Notice to Vacate	Notice to Vacate PDF - 184.11 KB		12/12/2024 3:22 PM CST	
Quit Claim Deed	Quitclaim Deed PDF - 184.11 KB		12/12/2024 3:22 PM CST	

[Add Document](#)

GO BACK CANCEL SAVE **NEXT**

11. Review application details.

HOME CREATE CASE LICENSE PERMIT SUPPORT SHOPPING CART(3) SP

Online Acquired Sign Credit Application

✓ Disclaimer ✓ Certification ✓ Applicant ✓ Impacted Commercial Sign ✓ Roadway Project Information Attachment(s) Confirmation

Summary

New Acquired Sign Credit Application

Impacted Commercial Sign

Permit Record ID PMT-24-00125

Location Detail

Latitude 32.66204

Longitude -97.26417

GO BACK CANCEL SAVE **SUBMIT**

12. Verify verbiage in Certification Statement and check the acknowledgement box. Then select Submit.

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 **SUBMIT**