

# Applying for a Commercial Signs License

## I. ITEMS TO GATHER BEFORE COMPETING THE LICENSE APPLICATION

1.) **Individual:** Complete legal name of owner.

**Corporations and Limited Partnerships:** Exact name on file with the office of the Texas Secretary of State. **The name included on the application must match exactly with the name on the surety bond and the name on file with the Secretary of State.**(Banks must use name on file with applicable regulatory authority.)

2.) Full mailing address to be used for official notices; daytime telephone number and email address (**Address must be the same on the application, Surety Bond and Secretary of State if applicable.**)

3.) County or Counties in which signs will be erected or maintained

Bond Coverage required:	\$ 2,500.00 for 1 county;
	\$ 5,000.00 for 2 counties;
	\$ 7,500.00 for 3 counties
	\$ 10,000 00 for statewide coverage

4.) For those applying as a corporation, Limited Partnership or Bank, be sure to utilize the charter number assigned by The Office of The Texas Secretary of State or other regulatory authority, **not the tax identification number.**

5.) **Social Security Number** if you are applying as an individual or as a sole proprietor.

## II. MILITARY ELIGIBILITY

Military veteran, active military service member, or the spouses of active military service members are eligible for the expedited license procedure if they provide one of the following forms of documentation:

- Copy of a recent military ID
- DD Form 214
- Discharge documents

## III. OUTDOOR ADVERTISERS BOND

• Form ROW-OA-2, *Outdoor Advertisers Bond*, must be fully executed by a surety company in the exact name shown on the license application.

• Request that the surety bond company provide to you a limited power of attorney upon issuance of the bond.

• See Item Number 3 above for amount of coverage needed

## IV. FEES

• A nonrefundable **\$125.00** license fee is charged at the time of application, payable by credit card or electronic check.