From the home page, click on the “Permits” tab shown here in the red square.
Select “Apply for a Permit” shown here in the red square.
1. Check the box next to “I have read and accepted the above terms”.
2. Press “Continue Application”.
1. Click on the small arrow next to “Permits”, then select the type of permit for which you wish to apply.
2. Press “Continue Application”.

SUBMITTING A PERMIT APPLICATION IN EPS | OUTDOOR ADVERTISING
1. Choose “Select from Account”.
2. A new window will open. Choose the correct associated contact and press “Continue”.
3. A second window will open. Check the box next to “Mailing” and press “Continue”.
4. OPTIONAL: If you wish to add an Authorized Agent to the application, you may do so in this portion. An authorized agent would be the designated contact regarding the specific application. This section works the same way as steps 1-3.
Once the contact information is added for the applicant and primary contact, you will see in green letters “✓ Contact added successfully”.

Scroll down and verify the information. If you are satisfied, select “Continue Application”.
1. Fill in the property address for the proposed sign location.
2. Provide the property parcel ID.
3. Provide the property owner information for the proposed sign location.
4. After filling in all the information, press the “Continue Application” button.
1. Select the appropriate choice to indicate your non-profit status.
2. If you select no, you will be prompted to enter your Outdoor Advertising License number.
3. Press “Continue Application”.

<table>
<thead>
<tr>
<th>Custom Fields</th>
</tr>
</thead>
<tbody>
<tr>
<td>OUTDOOR ADVERTISING LICENSE</td>
</tr>
<tr>
<td>* Non-profit:</td>
</tr>
</tbody>
</table>

| Outdoor Advertising License Number: | 1234 | | }
1. Fill in the information for the proposed sign. **NOTE:** If you are permitting an unpermitted sign for which you have received notice, please supply the Unpermitted Sign ID. **NOTE:** All fields marked with a red * are required. **IMPORTANT:** If you do not provide a latitude and longitude for the sign site you will need to provide a sketch or aerial map in the later documents section.

2. Specify if the sign is or is not being relocated due to being displaced by a transportation project.

3. Press “Continue Application”.
1. Select the number of sign faces.

2. To add sign face details, press the “Add a Row” button. If adding multiple sign faces, click the down arrow next to “Add a Row” and select the appropriate number of faces.

3. Enter the sign face(s) details in the pop-up window and press “Submit”.

4. After filling in all the information the table will display the sign face information. Verify the information and then press “Continue Application”.

---

**Application Information**

**NUMBER OF SIGN FACES**

* Number of Proposed Sign Faces:

---

**SIGN FACE INFORMATION**

* Length in Feet: [Select]
* Height in Feet: [Select]
* Number of Lights: [Select]

* Electronic Sign Face: [Yes/No]

**Primary Telephone Number:**

Municipal Verification if Electronic Face Signs (LED or Trivision): [Select]

**Contact Person Name:** [Select]

---

[Save and resume later] [Continue Application]
NOTE: This page will only be displayed if you selected that the proposed site lies within the city limits of a municipality.

1. Make the appropriate selection in the “Zoning” menu.
2. If you select “Commercial Zoning, Industrial Zoning, or Equivalent”, you will be required to input the name and phone number for the city official that may be contacted in order to verify the zoning designation of the site. If you select “No Zoning”, advance to page 12 of these instructions.
3. Press “Continue Application”.

1 2 3
NOTE: This page will only be displayed if you selected that the proposed site lies outside the city limits of a municipality or is in an area not zoned commercial.

1. To add commercial or industrial activity details, press the “Add a Row” button. If adding multiple activities, click the down arrow next to “Add a Row” and select the appropriate number of activities.
2. Enter the activity details in the pop-up window and press “Submit”.
3. After filling in the information, the table will display the activity information. Verify that the information is correct and then press “Continue Application”.
1. To upload attachments press the “Add” button.

2. This pop-up will open to upload your documents. Press “Add”. You have the ability to add multiple documents. Once you have uploaded your documents, press “Continue”.

   DOCUMENT EXAMPLES: Aerial Map, Sketch, a City Permit for LED, Central Appraisal District (CAD) Information, Additional Information, etc.

3. You will return to this screen. Enter the document type in the “Type” menu and enter a brief description for each file you have attached. Press “Save”.

4. After filling in all information the table will display the document(s) information. Verify that the information is correct and press “Continue Application”.
1. This is the “Review” page. Scroll down through the information on the screen to ensure completeness and accuracy.
   NOTICE: The system does not provide an itemized receipt once you submit payment. You can print this page to attach to your receipt for your records.

2. At the bottom of the page you will check this box to indicate that you agree to the above certification.

3. Verify the information is correct and press “Continue Application” to complete the application.
1. Here you will see the application fee. Press “Check Out” to continue and place the application in your cart.

2. You will then be directed to your cart. Select “Checkout” to make payment on your application or select “Continue Shopping” to perform additional transactions before paying.
Select the form of payment you wish to use and press “Submit payment”. You will be routed to a third-party site to complete the payment process. Once the payment is made, you will be automatically returned to the EPS website home page. The transaction receipt will be sent to you via email.