

SUBMITTING A PERMIT APPLICATION IN EPS

OUTDOOR ADVERTISING REGULATORY PROGRAM



TEXAS DEPARTMENT OF TRANSPORTATION

Logged in as: hthomasjack My Lists (0) Cart (0) Reports (1) Account Management Logout

Home Licenses **Permits** Complaints

Dashboard My Records My Account Advanced Search

Hello, hthomasjack

Saved in Cart (0)

View Cart

There are no items in your shopping cart right now.

My Collection (0)

View Collections

You do not have any collections right now.

Work in progress

View All Records

Record Name	Record ID	Module	Creation Date	Action
Permit Renewal	17TMP-000016	Permits	2/22/2017 12:00:00 AM	Resume Application
Permit Plate(s) [Tags] Replacement	17TMP-000002	Permits	1/18/2017 12:00:00 AM	Resume Application
Permit Renewal	16TMP-001983	Permits	12/14/2016 12:00:00 AM	Resume Application
Outdoor Advertising License Renewal	16TMP-001981	Licenses	12/13/2016 12:00:00 AM	Resume Application
Outdoor Advertising License Renewal	16TMP-001979	Licenses	12/13/2016 12:00:00 AM	Resume Application
Transfer Affirmation	16TMP-001885	Licenses	10/12/2016 12:00:00 AM	Resume Application

From the home page, click on the “Permits” tab shown here in the red square.



Home Licenses **Permits** Complaints

+ Apply for a Permit

Search Permits

My Permits

Showing 1-10 of 59 | [Download results](#) | [Add to collection](#) | [Add to cart](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Project Name	Address	Status	Action	Short Notes
<input type="checkbox"/>	02/22/2017	17TMP-000016	Permit Renewal		4 dsf, 33333 United States			
<input type="checkbox"/>	01/18/2017	17TMP-000002	Permit Plate(s) [Tags] Replacement					
<input type="checkbox"/>	12/14/2016	16TMP-001983	Permit Renewal		3 asdf, TX			
<input type="checkbox"/>	12/05/2016	PMT-R-16-00245	Permit Renewal	Multiple Renewal		Renewed		
<input type="checkbox"/>	12/05/2016	PMT-R-16-00246	Permit Renewal	Multiple Renewal		Renewed		
<input type="checkbox"/>	11/22/2016	PMT-R-16-00237	Permit Renewal		5 asdf, asdf 23434 United States	Renewed		
<input type="checkbox"/>	11/22/2016	PMT-R-16-00238	Permit Renewal		3 asdf, TX	Renewed		
<input type="checkbox"/>	10/13/2016	PMT-AMD-16-00109	Sign Amendment			Application Review		
<input type="checkbox"/>	10/12/2016	PMT-16-00338	Interstate or Primary System Highway		321 Stetson Cove, Kyle TX 78640 United States	Approved for Inspection		
<input type="checkbox"/>	10/12/2016	PMT-RR-16-00272	Rural Road Sign		321 Harvest Moon Pkwy, Austin TX 78640 United States	Approved for Inspection		

< Prev **1** 2 3 4 5 6 Next >

Search for Permits

Enter information below to search for records

- Site Address
- Contractor Information
- Parcel Number
- Record Information

Select "Apply for a Permit" shown here in the red square.

[Home](#) [Licenses](#) **Permits** [Complaints](#)[+ Apply for a Permit](#)

Online Permit Application Submittal

Welcome to the Online Permitting System. Using this system you can submit an application, pay fees, track the status of your application, and print your final record all from the convenience of your home or office, 24 hours a day.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

General Disclaimer

While the Agency attempts to keep its Web information accurate and timely, the Agency neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the Agency as a result of updates and corrections.

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 I have read and accepted the above terms.

1

[Continue Application »](#)

2

1. Check the box next to "I have read and accepted the above terms".
2. Press "Continue Application".



Home Licenses **Permits** Complaints

+ Apply for a Permit Search Permits

Select a Permit Type

Choose one of the following permit types available for online application. For assistance or to apply for a permit type not listed below please contact us.

Search

- ▼ Permits
 - Directional Sign Registration
 - Interstate or Primary System Highway
 - Rural Road Sign

1

Continue Application »

2

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”.



Interstate or Primary System Highway

1 Applicant/Prope... Info 2 Application In...

Step 1: Applicant/Property Info > Contact I...

Applicant

Enter information about the contacts associated with this permit. You must enter the Applicant information and be sure to provide a phone number(s) and email address. Note that you can update your contact information (phone number, address) using the Account Management link at the top of the page.

1

Select from Account Add New

Select Contact from Account

Select a contact to attach to this application. If you select the multiple address option, you can select which to use as the mailing address.

Showing 1-3 of 3

Category	Type	Name
<input type="radio"/> Associated Contact	Primary Contact	Fowler Ryan J
<input type="radio"/> Associated Contact	Owner	Kramerica Outdoor Advertising, LLC
<input checked="" type="radio"/> Associated Contact	Individual	Heather Thomas

Continue Discard Changes

2

Select Contact from Account

Heather Thomas Applicant

Select contact addresses for this contact to attach to the record.

Showing 1-1 of 1

Address Type	Recipient	Address
<input checked="" type="checkbox"/> Mailing		118 E. Riverside Drive

Continue Discard Changes

3

Authorized Agent

Enter information about the contacts associated with this permit. You must enter the Applicant information and be sure to provide a phone number(s) and email address. If you are applying for this permit, use the 'Select from Account' option to copy your contact information from your registration. Note that you can update your contact information (phone number, address) using the Account Management link at the top of the page.

4

Select from Account Add New

Save and resume later

Continue Application »

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.

Applicant

If you are applying for this license, use 'Select from Account' option to copy your Contact information from your registration

Note that you can update your contact information (phone number, address) using the Account Management link at the top of the page.

✔ **Contact added successfully.**

Joshua Grossman

Home phone:
Mobile Phone:
Work Phone:
[Edit](#) [Remove](#)

▼ **Contact Addresses**

Add Additional Contact Address

To add a new contact address, click the Add Contact Address link. To edit a contact address, click the Edit link. To remove one of your addresses from this application, click on the Remove link.
Required contact address type(s):Mailing

Showing 1-1 of 1

Address Type	Address	Recipient	Action
Mailing	PO Box 5075		Actions ▼

Save and resume later

Continue Application »

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”.

Sign Property Address

Enter the address information and click on Search to find the address in our files.

*Street No.: Direction: *Street Name: Street Type:

Unit Type: Unit No.:

City: State: *Zip:

Property Parcel Info

*Parcel Number:

Property Owner

Owner Name: ⓘ

Address Line 1:

Address Line 2:

City: State: Zip:

Country: Owner Phone:

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.

Custom Fields

OUTDOOR ADVERTISING LICENSE

* Non-profit:

Yes No

1

Custom Fields

OUTDOOR ADVERTISING LICENSE

* Non-profit:

Yes No

Outdoor Advertising License Number: *

1234

2

Continue Application »

3

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".

Custom Fields

LOCATION OF PROPOSED SIGN

Unpermitted Sign ID:

* Highway Designation and No.:

* Side of Highway:

* Name and Distance to nearest Hwy/Rd/St Intersection to the Sign Site:

* Nearest City:

* City Limit Details:

* County:

Latitude (accurate within 50 ft):

Longitude (accurate within 50 ft):

SIGN RELOCATION

* Sign Relocation due to Displacement by a Transportation Project: Yes No

Part of Settlement: Yes No

1

2

3

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".

Step 2: Application Info > Sign Face

* indicates a required field.

Application Information

NUMBER OF SIGN FACES

* Number of Proposed Sign Faces: --Select-- **1**

Custom Lists

SIGN FACE INFORMATION
Please enter number of faces with applicable information.

Showing 0-0 of 0

Length in Feet	Height in Feet	Number of Lights	Electronic Sign Face	Side of Sign

Add a Row **2** | Edit Selected | Delete Selected

Save and resume later Continue Application » **4**

SIGN FACE INFORMATION
Please enter number of faces with applicable information.

* Length in Feet:

* Height in Feet:

* Number of Lights: --Select--

* Electronic Sign Face: Yes No

* Side of Sign: --Select--

Contact Person Name:

Primary Telephone Number:

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

Submit Cancel **3**

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".

Step 2: Application Info > Zoning * indicates a required field.

Application Information

ZONING

Zoning: * 1 --Select--

Step 2: Application Info > Zoning * indicates a required field.

Application Information

ZONING

Zoning: * Commercial Zoning, Ind

City Official Name: * 2 [Text Input]

City Official Phone: * [Text Input]

Save and resume later 3 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”.

Step 2: Application Info > Activity Info

* indicates a required field.

Custom Lists

ACTIVITIES

Please enter details for each activity on separate rows.

Showing 0-0 of 0

Name	Location	Hours of Operation	Phone Number
< >			

1 Add a Row ▾

Edit Selected

Delete Selected

Save and resume later

ACTIVITIES

Please enter details for each activity on separate rows.

* Name:

* Location:

* Hours of Operation:

* Phone Number:

Submit Cancel

2

3

Continue Application »

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”.

Step 3: Attachments > Supporting Documents

* indicates a required field.

Attachment

The maximum file size allowed is 100 MB.
html; htm; mht; mhtml; .exe; .bat; .dll; .jsp; .js; .cs; .msi; .exe.config; are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

Add 1

Save and resume later

Attachment

The maximum file size allowed is 100 MB.
html; htm; mht; mhtml; .exe; .bat; .dll; .jsp; .js; .cs; .msi; .exe.config; are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

* Type: --Select--

File:
PMT-AMD-16-00068.pdf
100%

* Description:

Save **Add** **Remove All**

3

Save and resume later

File Upload

The maximum file size allowed is 100 MB.
html; htm; mht; mhtml; .exe; .bat; .dll; .jsp; .js; .cs; .msi; .exe.config; are disallowed file types to upload.

2

Continue
Add
Remove All
Cancel

4

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”.

Step 4: Review

1

Save and resume later

Continue Application »

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

Sign Complaint

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 permit 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 checking this box, I agree to the above certification.

2

Date:

Save and resume later

3

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.

Interstate or Primary System Highway

1 2 Application Info 3 Attachments 4 Review 5 Pay Fees 6 Record Issuance

Step 5: Pay Fees

Listed below are the preliminary fees based upon the information you have entered.

Fees	Qty.	Amount
	1	

TOTAL FEES
Note: The amount shown on this page is a subtotal. Payment processing for this service is provided by Texas.gov, the official website of Texas. The price of this service includes funds that support the ongoing operations and enhancements of Texas.gov, which is provided by a third party in partnership with the State.

[Check Out »](#)

Step 1: Select item to pay

Click on the arrow in front of a row to display additional information. Items can be saved for a future checkout by clicking on the Save for later link.

PAY NOW	
1234 abcd Ave, happy TX 77777 1 Application(s) ▶	Edit Save for later Remove

Total amount to be paid:
Note: The amount shown on this page is a subtotal. Payment processing for this service is provided by Texas.gov, the official website of Texas. The price of this service includes funds that support the ongoing operations and enhancements of Texas.gov, which is provided by a third party in partnership with the State.

[Checkout »](#) [Continue Shopping »](#)

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.

Step 2: Payment information

Please select a payment method and then fill in all required information.

The available payment methods are:

- Credit Card
- Bank Account
- Trust Account

Use the dropdown menu to change the payment type.

* indicates a required field.

Payment Options

Amount to be charged: \$10.00

- Pay with Credit Card
 Pay with Bank Account

Submit Payment »

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.