

TRANSFERRING PERMITS IN EPS

OUTDOOR ADVERTISING REGULATORY PROGRAM

The screenshot shows the user interface of the EPS website. At the top, there is a navigation bar with tabs for 'Home', 'Licenses', 'Permits', and 'Complaints'. The 'Licenses' tab is highlighted with a red square. Below this is a secondary navigation bar with 'Dashboard', 'My Records', 'My Account', and 'Advanced Search'. A 'Cart (1)' section shows an item with ID '17TMP-000018' and a price of '\$100.00'. A welcome message for 'Joshua Grossman' is displayed, followed by a prompt to select a service. A large blue button labeled 'General Information' with a document icon and a plus sign is labeled 'Create an Application'. Below this is a 'Licenses' section with two buttons: 'Apply for a License' (with a plus icon) and 'Search & Renew Licenses' (with a refresh icon).

NOTICE: Permit transfers can only be initiated by the permit purchaser/transferee.

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

Home **Licenses** Permits Complaints

[+ Apply for a License](#) [↻ Search & Renew Licenses](#)

My Licenses

The Status field indicates whether the Business License is Active. Click any of the results below to view more details. Only limited information can be viewed by non-license holders.

Showing 1-2 of 2 | [Download results](#) | [Add to collection](#) | [Add to cart](#)

<input type="checkbox"/>	Record Number	Record Type	DBA Name	Address	Expiration Date	Status	Action	Short Notes
<input type="checkbox"/>	OAL-17-TR-00026	Transfer of Outdoor Advertising Sign Permits				Active		
<input type="checkbox"/>	8102	Outdoor Advertising License			08/04/2017	Active	Amendment	

Search for Licenses

Enter information below to search for business license records.

- Business Address
- License Information

Only limited information about the business license can be viewed by non-license holders.

Select the search type from the drop-down list.

Click the indicated link labeled "Amendment" that is located to the right of license under which the permits you wish to renew are held.

Home **Licenses** Permits Complaints

+ Apply for a License Search & Renew Licenses

Select an Amendment Type

Choose one of the following available amendment types. For assistance or to apply for an amendment type not listed below please contact us.

Search

Multiple Permit Renewals

Outdoor Advertising License Amendment

Transfer of Outdoor Advertising Sign Permits **1**

Continue Application » **2**

1. Select "Transfer of Outdoor Advertising Sign Permits".
2. Press the "Continue Application" button.

The screenshot displays the 'Apply for a License' process. On the left sidebar, the 'Contact List' section has a 'Select from Account' button highlighted with a red box and labeled '1'. A pop-up window titled 'Select Contact from Account' is open, showing a table of contacts. The second contact, 'Josh Grossman', is selected with a radio button. A red box around the 'Continue' button is labeled '2'. A second pop-up window titled 'Select Contact from Account' for 'Josh Grossman' is also open. The 'Type' dropdown is set to 'Applicant', and the 'Mailing' address type is checked. A red box around the 'Continue' button is labeled '3'. At the bottom of the main interface, there are buttons for 'Save and resume later' and 'Continue Application »'.

1. Press "Select from Account".
2. A pop-up window will appear. Select the appropriate Associated Contact then press "Continue".
3. A second pop-up will appear. Select "Applicant" for "Type". The window will refresh. Check "Mailing" address and press "Continue".

Step 1: Contact Information > Page 1

* indicates a required field.

Applicant

If you are applying for this license, use 'Select from Account' option to copy your Contact information from your registration. Be sure to select your Contact information to copy and not any linked contractor licenses you might have. Otherwise fill in the information for the license applicant.
 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
 joshua.grossman@txdot.gov
 Home phone:
 Mobile Phone:
 Work Phone: 1324657894
 Edit Remove
 ▼ Contact Addresses

1

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

2

Continue Application »

1. Here you will see the contact information for the applicant.
2. Press "Continue Application".

Custom Fields

LICENSE INFO

License Information: Joshua Grossman: - Upon submittal of this application an email will be sent to this Owner to confirm your transfer request.

* Please enter the License Number the Permits are transferring from: 1

* License Number Permits will be transferred to:

Save and resume later

2

Continue Application »

1. The license to which the permit(s) will be transferred is automatically populated. Enter the license number from which the permit(s) will be transferred.
2. Press "Continue Application".

Step 2: Transfer Information > Permits to Transfer

* indicates a required field.

Custom Lists

SIGN PERMITS TO TRANSFER

Showing 0-0 of 0

Permit Record ID	County	Highway Number	Current Landowner Name	Current Landowner Address	Current Landowner Phone	Expiration Date
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1 **Add a Row** ▼ **Edit Selected** **Delete Selected**

Save and resume later

SIGN PERMITS TO TRANSFER

Permit Record ID: County: Highway Number:

Current Landowner Name: Current Landowner Address: Current Landowner Phone:

Expiration Date:

2

Submit Cancel

Continue Application »

Custom Lists

SIGN PERMITS TO TRANSFER

Showing 1-1 of 1

<input type="checkbox"/>	Permit Record ID	County	Highway Number	Current Landowner Name	Current Landowner Address	Current Landowner Phone	Expiration Date	Actions
<input type="checkbox"/>	PMT-17-00006	Undefined	IH 10	John	Undefined	5123465698	4/14/2018	Actions ▼

Add a Row ▼ **Edit Selected** **Delete Selected**

Save and resume later

3 **Continue Application »**

1. Press the “Add a Row” button. Press the down arrow to the right of “Add a Row” when transferring multiple permits.
2. This window will be displayed. Input the permit number. The number must be in the new record format, e.g. PMT-16-00001; PMT-HBA-12345; PMT-RR-1234 etc.
3. The table will update with the permit information. Press “Continue Application”.

Transfer of Outdoor Advertising Sign Permits

1 Contact Information 2 Transfer Information **3 Review** 4 Pay Fees 5 Record Issuance

Step 3: Review

[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

Transfer of Outdoor Advertising Sign Permits

Applicant [Edit](#)

Individual
 Joshua Grossman
 Work Phone:1324657894
 E-mail:joshua.grossman@txdot.gov

Custom Fields

LICENSE INFO [Edit](#)
 Please enter the License Number the Permits are transferring from: OAL-17-00008
 License Number Permits will be transferred to: OAL-17-00007

Custom Lists [Edit](#)

SIGN PERMITS TO TRANSFER

Permit Record ID	County	Highway Number	Current Landowner Name	Current Landowner Address	Current Landowner Phone	Expiration Date
PMT-17-00006	Undefined	IH 10	John	Undefined	5123465698	4/14/2018

[Save and resume later](#) [Continue Application »](#)

1

2

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. Verify the information is correct and press "Continue Application".

Home **Licenses** Permits Complaints

+ Apply for a License [Search & Renew Licenses](#)

My Licenses

The Status field indicates whether the Business License is Active. Click any of the results below to view more details. Only limited information can be viewed by non-license holders.

Showing 1-7 of 7 | [Download results](#) | [Add to collection](#) | [Add to cart](#)

<input type="checkbox"/>	Record Number	Record Type	DBA Name	Address	Expiration Date	Status	Action	Short Notes
<input type="checkbox"/>	OAL-17-TR-00001	Transfer of Outdoor Advertising Sign Permits				Active	Pay Fees Due	

Upon submission of the application, the system will send an email notification to the current permit holder alerting them to login and review the transfer request in EPS. Once the transfer is approved, you will receive an email alerting you to log in and pay the fees to complete the transfer.

After logging in, select the licenses tab. The Transfer of Outdoor Advertising Sign Permits will be listed in the table. Click on the link that says “Pay Fees Due” located to the right.

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

Application Fees

Fees	Qty.	Amount
	1	

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 »](#)

2

1. Here you will see the application fee. Press “Check Out” to continue and place the transaction in your cart.
2. You will then be directed to your cart. Select “Checkout” to make payment on your transfer 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.