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.
Click the indicated link labeled “Amendment” that is located to the right of license under which the permits you wish to renew are held.
1. Select “Transfer of Outdoor Advertising Sign Permits”. 
2. Press the “Continue Application” button.
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”.

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**Contact List**

If you are applying for this license, you have the option to fill in the information. Note that you can update your contact details. Contact List includes columns for Contact Type, First Name, Last Name, Business Name, Work Phone, E-mail, and Action.
1. Here you will see the contact information for the applicant.

2. Press “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”.
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”.

---

**Step 2: Transfer Information > Permits to Transfer**

*Indicates a required field.

**Custom Lists**

**SIGN PERMITS TO TRANSFER**

Showing 0–0 of 0

<table>
<thead>
<tr>
<th>Permit Record ID</th>
<th>County</th>
<th>Highway Number</th>
<th>Current Landowner Name</th>
<th>Current Landowner Address</th>
<th>Current Landowner Phone</th>
<th>Expiration Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>PERMIT-00001</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. [Add a Row]
2. [Edit Selected]
3. [Delete Selected]

**Save and resume later**

[Submit]
[Cancel]

**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”.

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**TRANSFERING PERMITS IN EPS | OUTDOOR ADVERTISING**
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”.
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.
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.
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.