

Commercial Sign Operator's License

Overview of Requirements and Application Processing

Who is Required to Obtain a Commercial Sign Operator's License?

A Commercial Sign Operator's License is required for the erection and maintenance of commercial signs along regulated highways and roadways. A license is not required for those seeking a directional sign permit or when permitting a sign as a nonprofit organization ([See Sec. 391.070 for clarification on who qualifies as a nonprofit under the Highway Beautification Act](#)). A license can be issued to an individual, corporation or other legal entity such as a trust or partnership.

What is a Commercial Sign?

A commercial sign is a sign that generates revenue through advertising leases or where a property is leased or owned for the primary economic purpose of displaying a sign ([43 TAC § 21.142\(1\)](#)).

How Can I Apply For A Commercial Sign Operator's License?

You can apply for the license through [TxDOT's Enterprise Permitting Solution \(EPS\)](#). In order to submit an application, you must first [register for a user account in EPS](#). Once you have registered, you can then [complete the online application](#) and submit it along with the \$125 application fee.

What Information Should I Have on Hand When Applying for a License?

1. Complete legal name, mailing address, email address, and telephone number for the applicant.
2. Charter Number assigned the entity by the Texas Secretary of State. (**Not the Tax Identification Number.**)
3. List of County(s) where you intend to erect and maintain commercial signs if 3 or less.
4. Fully executed Commercial Sign Operator's Bond ([Form ROW-OA-2](#)).
 - a. Bond Coverage required:
 - i. \$ 2,500.00 for 1 county;
 - ii. \$ 5,000.00 for 2 counties;
 - iii. \$ 7,500.00 for 3 counties
 - iv. \$ 10,000 00 for statewide coverage
 - b. The name of the insured on the bond must exactly match that of the applicant for the Commercial Sign Operator's License.
 - c. Be sure to request that the bond issuing company provide you a limited power of attorney upon issuance of the bond.

Important Note: When applying as an individual(s), the legal name(s) of those seeking the license must be indicated on the application. If Applying under a legal entity such as a corporation, the name supplied in the application must exactly match that on file with the Texas Secretary of State and the surety bond.

Facts about your license:

1. The license number assigned to you upon approval of your application will be utilized on all permit applications made with the department.
2. The license is non-transferrable and is only valid for use by the licensee(s) named on the license.
3. The license is valid for one year and must be [renewed](#) annually by payment of the \$75 annual renewal fee. Licenses may be renewed up to 45 days after expiration for an additional \$100 late fee.
4. A license may be suspended or revoked if the licensee has repeat violations ([see 43 TAC § 21.158\(a\)\(3\)](#)), fails to maintain a valid surety bond ([see 43 TAC § 21.158\(2\)](#)) or is no longer authorized to conduct business in the State of Texas ([see 43 TAC § 21.155\(d\)](#)).
5. Your license may be amended to reflect a legal name change or to change the counties in which you wish to operate. Our legal representatives will determine if a new license is required for corporate name changes. Documentation must be provided along with the license amendment application for name change requests.

When is my license eligible for renewal?

Licenses become eligible for the required annual renewal 60 days prior to expiration. An emailed notice will be sent to the email address the department has on file notifying you that you can log into EPS and [renew your license](#).

What happens if I fail to renew my license?

Licenses are considered expired if they are not renewed before the 46th day after your license expiration date . Upon expiration of your license, all permits issued under your license are expired ([see 43 TAC § 21.171\(b\)](#)).

What if I need help?

If you need help during the application, renewal or amendment process, please contact us by email at: ROW_Outdooradvertising@tx.dot.gov OR by phone at 512.416.3030